

Cadman Elementary School

Handbook  
2021-2022



Home of the Eagles

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# SCHOOL MISSION

At Cadman Elementary School, we work collaboratively to provide each student a diverse education in a safe, supportive environment that promotes self-discipline, motivation and excellence in learning. Our mission is to work as a strong partnership of staff, parents and community members to create a challenging and supportive environment that promotes academic excellence and social competence for students to become confident, successful, and contributing members of our global society.

# CADMAN SCHOOL PLEDGE

*At Cadman Elementary I will SOAR!*  
*I will be safe and kind.*  
*I will be on time and on task.*  
*I will accept responsibility.*  
*I will respect myself, others and property.*  
*I will learn and always do by best!*

***S***afe and kind  
***O***n time and task  
***A***ccept Responsibility  
***R***espect myself, others and property

## ACADEMIC CALENDER 2021-2022 SCHOOL YEAR

<b>August</b>	
26	TK/Kindergarten Virtual Orientation 11:30 am
27	Classroom Assignments Emailed to Parents
30	First Day of School
<b>September</b>	
6	Labor Day Holiday - No School
8	Virtual Back to School Night starts at 5:30 pm
15	SSC/SGT Meeting - Virtual 7:30 a.m.
20	PTA Meeting - Virtual 6:30 pm
<b>October</b>	
6	SSC/SGT Meeting - Virtual 7:30 a.m.
11	PTA Meeting - Virtual 6:30pm
21	California Shake Out
25	Picture Day
25 <sup>th</sup> - 29 <sup>th</sup>	Red Ribbon Week
<b>November</b>	
3	SSC/SGT Meeting - Virtual 7:30 a.m.
5	Picture Day - Absentee/Make-up
7	Fall Time Change - set clocks back one hour
8	PTA Meeting - Virtual 6:30pm
11	Veteran's Day - No School
16-19	Parent Teacher Conferences - Minimum days (1:00pm dismissal)
22-26	Thanksgiving Holiday Break - No school
<b>December</b>	
1	SSC/SGT Meeting - Virtual 7:30 a.m.
8	Winter Performance -tentative
13	PTA Meeting - Virtual 6:30 pm
20-31	Winter Break - No School
<b>January</b>	
3	School Resumes
5	SSC/SGT Meeting - Virtual 7:30 a.m.
10	PTA Meeting - Virtual 6:30pm
17	Martin Luther King Birthday Observance - No School
<b>February</b>	
2	SSC/SGT Meeting - Virtual 7:30 a.m.
7-11	National School Counseling Week
14	PTA Meeting - Virtual 6:30pm
18-21	Presidents' Day Holidays - No School
<b>March</b>	
2	SSC/SGT Meeting - Virtual 7:30 a.m.
2	Read Across America Day
14	PTA Meeting - Virtual 6:30pm
13	Spring Time Change - set your clocks ahead one hour
16-18	Parent Teacher Conferences - Minimum days (1:00pm dismissal)
28-31	Spring Break - No School

<b>April</b>	
1	Spring Break - No School
6	SSC/SGT Meeting - Virtual 7:30 a.m.
11	PTA Meeting - Virtual 6:30pm
18	Spring Picture Day - All scholars + On My Way (Grade 5), Kinder Promotion Photos
18-22	School Volunteer Week
<b>May</b>	
2-6	National Teacher Appreciation Week (May 3 <sup>rd</sup> - National Teacher Appreciation Day)
4	SSC/SGT Meeting - Virtual 7:30 a.m.
9	PTA Meeting - Virtual 6:30pm
11	National School Nurse Day
16-20	Classified School Employee Week
25	Spring Performance - Tentative
27	No School - Non-Instructional Day
30	Memorial Day Observance - No School
<b>June</b>	
1	SSC/SGT Meeting - Virtual 7:30 a.m.
13	PTA Meeting - Virtual 6:30pm
14	Kindergarten Promotion
14	Grade 5 Promotion
14	Last Day for Students - Minimum Day

All dates are subject to change.

### **ADMINISTRATIVE & SUPPORT STAFF**

Principal	Linda Trousdale
Elementary School Assistant	Darla Razzani
School Clerk	Jaynelle Parris
Nurse	Tiana Iwamiya
Health Technician	April Ita & Tanya Okamura
Library Assistant	Lydia Sutherlin
Building Services Supervisor	Bobby George
Evening Custodian	Maria Frias Valdez
Cafeteria Manager	Zeinab Elmashad
School Counselor	Steve Susalla
School Psychologist	Sarah Overton
Occupational Therapist	Matt Davey
Speech Pathologist	Kathleen Zambon

## **DAILY SCHEDULE GRADES TK-5**

Monday, Tuesday, Thursday, Friday 9:00am - 3:20pm

Wednesday - Modified Day dismissal at 1:00 pm

**Arrival and Dismissal** - We will be entering and exiting each day through three gates. Each class has an assigned location for drop off and pick up. Parents will leave their scholars at the gates. Gates open daily at 8:45am. There is no supervision prior to that time so please do not drop scholars off early. Once your scholar is inside the gate they will walk to their assigned circle on the blacktop and teachers will meet them there. At the end of the day, teachers will walk scholars to the assigned gate. Scholars who have not been picked up will be taken to the Main office.

- Gate by Library ( Dirt Lot) - Mrs. Robles, Mrs. Robertson and any older siblings of these scholars
- Main Office Gate - Mrs. Martinetto, Mrs. McIntyre, Mr. Benjamin
- Side gate by the lunch tables - Mrs. Allan, Mrs. Mollica

## **MODIFIED DAY**

Every Wednesday is a modified day of attendance for Cadman students. In order to release children early on Wednesday, we have lengthened the other four days so that the appropriate number of minutes is included in the school week. Wednesday afternoons are used for planning and professional development for teachers.

## **HEALTH AND SAFETY GUIDELINES (AS OF 8-28-2021)**

### **Physical Distancing:**

- No distancing requirements for students or staff - will try to keep students as distanced as possible especially when masks are off and at lunch time

### **SDUSD Daily Student Symptom Checklist:**

- Screen scholars at home for symptoms each morning (e.g., fever over 100F, cough, runny nose, headache, nausea, sore throat, muscle pain, etc.)
- No need to turn in the paper screening this year

## Masks - Updated guidance (8-26-2021):

- Masks are always required indoors. Masks are now required outdoors at all times while students are on campus unless they are eating.
- Currently, large-scale events are not recommended for any school sites due to the increased risk of exposure.
- Mask breaks are allowable outdoors.

## CLASSROOM ASSIGNMENTS

The teachers at Cadman are highly qualified professionals who meet all students' instructional needs. Teacher student ratios are established by SDUSD policy. Students whose primary language is not English, students who qualify for the Gifted and Talented Educational Program (GATE) or students who receive Special Education Services are placed in classrooms with teachers holding the appropriate credentials and/or the support of teachers credentialed appropriately. Other factors such as gender, ethnicity, and ability levels are also considered when forming classrooms.

## School Supplies:

- All instructional classroom supplies are provided for scholars.
- Teachers may have a classroom wish list of items to support their community of learners.
- Families should plan to provide backpacks, water bottles, lunch boxes if bring a lunch from home, earbuds for computer use and a healthy snack daily. Please label items clearly including jackets, sweatshirts etc...
- All scholars are issued a District Chromebook for classroom use.

## SCHOOL ATTENDANCE POLICY

We stress the importance of good attendance and feel that the children should be in school regularly, **ARRIVING ON TIME**, each day. If you live out of our boundary area, please leave home early enough to get your child to school on time.

At Cadman Elementary School, we are proud of the instructional quality of our programs and the academic achievements of our students. In order to succeed, students must be at school, on time, every day. **Call the school office if your child will be out.** Absences not verified within 5 days by the parent/guardian may be changed to "unexcused". Make your dentist and doctor appointments after school hours whenever possible.

The following absences will be excused:

- Illness
- Deployment/return of a military parent (one day)
- Death in the family (one day; three days if out of state)

All other absences will be marked as "unexcused". These include family vacations, trips to the grandparents, illness of a parent, or other unexpected events

If your child is going to be absent, call the school at 858-397-6500. An absence cannot be excused unless **an adult verifies it**. If your child is going to be, absent for reasons other than illness, for 5 days or more, please contact the office at least 5 days in advance for an Independent Study Contract. This contract means they receive school credit once they complete and turn in work provided by the teacher.

Parents must provide the classroom teacher with a minimum of five (5) days' notice before the first day of absence in order to provide him/her enough time to create a packet of work that will cover all the days of absence. Contracts will not be provided when the principal and/or the teacher feel the time away from classroom instruction is not in the best academic interest of the student. These absences will be marked as "unexcused".

Tardies: Please start your child's day with the benefit of being at school on time. Students who are not with their teacher when the bell rings (9:00am) are tardy.

## **GENERAL COVID GUIDELINES (as of 8-28-2021 and subject to change)**

### **General COVID Protocol Updates (8-28-2021)**

Facemasks are required indoors for all staff, students, and volunteers (regardless of vaccination status). Facemasks are required outdoors at all times except for during eating and periods of heavy exertion (ex. PE).

All staff is either fully vaccinated or will be COVID tested weekly.

### **What happens if your child experiences symptoms at home or school?**

Due to the current COVID situation, illness protocols have changed.

You will no longer be required to submit daily symptom checklists for your student(s). You are expected to monitor your student(s) for symptoms every morning before sending to school. Please refer to the attached daily symptom checklist for at home monitoring.

Please take your student(s) temperature every morning before coming to school. If your student has a fever or any other COVID-like symptom, do not send them to school. Notify Nurse Tiana at [tiwamiya@sandi.net](mailto:tiwamiya@sandi.net) or (858)314-8073 and she will provide you with further instructions.

If your student experiences any symptoms while at school, you will be required to come pick them up. Students either will have to stay home for ten days or may return earlier after receiving a negative PCR COVID test. Nurse Tiana or an individual from the district's contact tracing team will contact you to provide further information and timeline on when your student can return to school.

### **On-Campus COVID Testing**

COVID testing will be available at Cadman Elementary every Thursday from 8am-11am. COVID testing is optional for students, but highly encouraged. All families are required to complete an electronic testing



acknowledgement form on PowerSchool Parent/Student Portal. Please refer to the attached job aid for instruction on completing this form. If you need additional support, please contact the front office.

To register your student for COVID testing, please sign-up through this link:

[https://my.primary.health/l/sdusd\\_testing](https://my.primary.health/l/sdusd_testing)

Once you have completed the registration, your child will be enrolled in weekly COVID testing. If at any time you would like to unenroll your child from weekly COVID testing, please email Nurse Tiana at [tiwamiya@sandi.net](mailto:tiwamiya@sandi.net).

### **Positive Cases, Quarantine, and Contacting Tracing**

Families will receive notification from Nurse Tiana if there is a positive COVID case on campus, and if your student is considered a close contact. Nurse Tiana or a contact tracer will provide follow-up information.

All COVID-19 cases are reported to our school nurse, cluster coordinator, and our contact tracing team. You will be notified if your student(s) is determined to be a close contact.

Please email or call Nurse Tiana if your child has been exposed to COVID. She will provide you with further information and a timeline for your student to quarantine.

Some students may be eligible for "in-school" modified quarantine (if they were close contacts from a school case, they have no symptoms and can be tested twice per week). Nurse Tiana or a contact tracer will provide further instruction on this if your student qualifies for a modified quarantine.

### **GENERAL SCHOOL RULES**

1. Show courtesy and respect for everyone. Fighting and name-calling have no place at school.
2. Listen and follow the directions of all staff members.
3. Respect school property and the property of others, keep our school neat and clean.
4. Arrive at school on time with completed homework assignments and be prepared to work.
5. Walk quietly and directly to designated areas in an orderly manner.
6. Remain in assigned areas during class and recess times.
7. Respect other students, staff and neighbors by not throwing rocks or foreign objects at school.
8. Students are to remain quiet in the corridors, lunch line, and in the auditorium.
9. Keep fidget spinners, trading cards, toys, sports equipment, and electronic devices at home.

### **TEACHERS REINFORCE RULES**

Teachers will make certain that students understand the school and classroom rules and will consistently reinforce appropriate behavior. If a problem occurs on the school site or in the classroom, each teacher will use various strategies to resolve the problem. At the Back to School Night, teachers will outline classroom standards of behavior, daily coursework, homework standards, and other matters that will help

to ensure a successful year for your child. It is important that you attend this meeting and become an active/supportive partner in your child's education.

## **CONSEQUENCES**

If a student chooses to disregard the school and/or classroom rules, consequences will follow. Listed are some of those consequences:

- Conference with child and teacher
- Sit out on recess play time
- Student Reflection Form
- Letter of apology and delivery
- Campus Cleanup
- Phone call and/or child sent home to guardian(s)
- Temporary placement in another classroom for quiet work
- Time after school
- Behavior contract
- Denial of special privilege
- Referral to School Counselor
- Referral to Principal
- Conference with guardian and teacher
- Conference with Principal, child, and/or parent
- In-School Suspension (informal) to the office
- Formal suspension home

## **PRINCIPAL INVOLVEMENT**

Except in emergencies, students will be referred to the administration only after teacher interventions and parent contact have not been successful. The teacher will send a referral slip with appropriate information to the Principal. The student(s) will be counseled and provided guidelines and/or consequences for future behavior. The parents will be contacted, if necessary. It is the policy of the San Diego Unified School District that we will not tolerate weapons of any kind and/or fighting.

The following will not be allowed and may lead to immediate suspension from school, as stated in the San Diego Unified Schools' Discipline Policy:

- Physical injury to another person
- Weapons/explosive devices
- Alcohol/intoxicant/controlled substance
- Robbery
- Damage to school /private property
- Stealing of school/private property
- Hate violence/harassment
- Tobacco on school premises
- Obscenity
- Drug paraphernalia
- Knowingly receiving stolen property
- Throwing rocks and/or other potentially dangerous objects
- Continuous insubordination

## REPORTING STUDENT PROGRESS

Report cards are distributed three times a year: November, March and June. Minimum days are scheduled during the first two reporting periods for parent conferences. Your child may be asked to attend the conference. Although parent conferences are scheduled during November and March, a conference to discuss your child's progress may be scheduled with their teacher at any time.

## PARENT-TEACHER CONFERENCES

We feel that ongoing/positive communication between home and school is tremendously important and encourage conferences between parents and teachers. We ask that you arrange for conferences by note, telephone or email for a time either before or after school since it is not possible for the teacher to talk with you during the time class is in session. Planned parent-teacher conferences are part of our first and second pupil progress reporting periods. It is vital to your child's academic achievement that you attend scheduled conferences.

## HOMEWORK

There are various opinions about the value of homework for students. Here at Cadman homework is designed to help students extend or reinforce concepts presented in the classroom as well as to develop organizational and time management skills. Each grade level at Cadman has been empowered to provide homework so that it is meaningful for students. While parents are encouraged to assist and supervise children's home learning, they should not do it for them. In addition to homework, each teacher will assign their home reading requirements and explain homework expectations in their parent letter and at Back to School Night in September.

## HOME READING

Students at Cadman are required to read at least 20 minutes daily. Reading is intended to be done outside of the classroom. Parents are asked to encourage students to read at home nightly and make sure Reading Logs are signed. Each teacher will have a minimum specified reading requirement.

## EMERGENCY PREPAREDNESS

Fire drills are conducted on a monthly basis. A disaster drill is held at least once a year, and two lock down drills are held per year as well. These drills ensure students and staff are aware of procedures to follow should an emergency occur. In the event of an actual emergency, parents are asked to assemble in an orderly fashion at the Cadman Rec Center, where you will be reunited with your child.

## FIELD TRIPS

Classes often go on instructional field trips throughout the school year. A parent or guardian must provide signed, written permission to participate. Without authorized written permission, the student is not permitted to participate. *PHONE PERMISSION IS NOT ACCEPTABLE.*

**If a student has difficulty maintaining safety, a parent may be required to accompany his/her child on the field trip. If this is needed, the teacher will notify the family prior to the trip date.**

## **PTA (PARENT TEACHER ASSOCIATION)**

Cadman Elementary is fortunate to have an active PTA membership whose goal is to provide services and enrichment for the students. Our PTA is an important part of the total program at Cadman. We invite all parents and staff to become involved in the PTA. Your participation can bring you the satisfaction of helping our students while enjoying the camaraderie of great people. Contact them via email at [ptacadman@gmail.com](mailto:ptacadman@gmail.com).

## **VOLUNTEER OPPORTUNITIES -Currently on Hold**

Once volunteer opportunities are able to resume, there will be a Volunteer application that is completed and turned in to the front office. All volunteers must fill out an application every year to be cleared, as a volunteer. Volunteers must follow all district requirements.

## **STUDENT OPPORTUNITIES FOR SERVICE**

The Cadman Elementary staff encourages student participation in service activities as a necessary ingredient for social development and academics success. Many extra-curricular activities are available to students at different grade levels. Participation in these activities requires outstanding citizenship. Activities include student council, peer buddies, cross-age tutors and more.

## **EAGLE PRIDE ASSEMBLIES**

Students at Cadman School are rewarded in many ways for Scholarly Behavior. These rewards include:

- Eagle Pride Assemblies to honor students in the area of academics, citizenship and effort
- Individual classroom awards for achievement
- Monthly Classroom Attendance Recognition and End-of-the-Year Perfect Attendance (no absences, no tardies, or arriving late or leaving early for appointments)
- School leadership positions, such as: Student Council Officers and classroom representatives, Cross-Age Tutors, and Cafeteria Helpers
- Acknowledgment, display and celebration of student achievements and accomplishments
- Cadman Bucks

Recognition ceremonies are held regularly throughout the year. When your child is chosen, you will be notified by your child's teacher of the time and date of the ceremony. Currently all awards assemblies are held virtually.

## **PARENTS AND ALL OTHER VISITORS**

### **Parents/Volunteers on Campus: (as of 8-28-2021)**

- Currently we are only permitted to have "essential" visitors on campus- parent access to campus will be extremely limited
- Must provide proof of vaccination or undergo weekly COVID testing
- More information will be shared once we have updates
- Parents won't be able to escort scholars to class

**In the future-----**When we are able to resume having Parents, Volunteers, Visitors on campus please know that all our parents and visitors are welcome at Cadman Elementary. All visitors are required to check in at the front office, sign in and obtain a visitor's pass. Those who do not have a visitor's pass will be asked to return to the office to obtain one. All visitors are required to enter the campus through the front office except for evening events. Parents and visitors are expected to follow the Cadman SOAR way. (Be Safe, On time, Accept responsibility and Respect self, others and property).

## STUDENT DRESS CODE

Children should wear clothing and shoes, which are safe, comfortable and appropriate for classroom and playground activities. Clothing and/or shoes that may hinder movement or endanger safety are not to be worn at school. We also believe an appropriate standard of dress is conducive to a success academic environment. Flip-flops do not provide the freedom of movement and the protection your child needs. Our daily physical fitness program requires shoes that children can run in comfortably. Hats should be worn outside and taken off inside the classroom and during assemblies.

**Suggested shoes:** Shoes: sneakers/tennis shoes, any shoe (tie or buckle) that provides support are strongly recommended for safety and meaningful PE/recess participation. High-heeled shoes, flip-flops, and Heelys (with or without wheels) are not allowed.

**Clothing to avoid:** clothing that promotes alcohol or smoking uses inappropriate words or images, inappropriate graphic designs and/or gang-affiliated language, mid- driff baring tops, spaghetti straps, saggy pants, short shorts and short skirts (Please use the finger to tips rule)

We encourage you to observe your child(ren) before school to be certain they meets your approval in cleanliness and dress and is appropriate for weather. Caps with brims may only be worn during recess periods to limit sun exposure. **To prevent an article of clothing from becoming lost or stolen, it is important to label all sweaters, jackets, coats, etc. with the child's full name. Our Lost and Found will be cleaned out periodically so please check it after school if you or your child is missing a piece of clothing.**

## CHARACTER COUNTS

This year we are pleased to continue to implement the curriculum from Character Counts!® which outlines "Six Pillars of Character" including; *Trustworthiness, Respect, Responsibility, Fairness, Caring & Citizenship*. Each month your student will learn about a different character trait as listed below. To recognize good character traits, each month we concentrate on a different character trait as follows:

**September/October = *Citizenship - Wear Purple***  
**Nov. & Dec. = *Trustworthiness - Wear Blue***  
**January = *Respect - Wear Yellow***  
**February = *Caring - Wear Red***  
**March & April = *Responsibility - Wear Green***  
**May & June = *Fairness - Wear Orange***

## **VISITING YOUR CHILD'S CLASSROOM (currently on hold)**

**In the Future** ----We encourage such visits since they help build a mutual understanding of your child and the school's instructional program. Classroom instruction should not be interrupted. **All visitors must check in at the Cadman Office before proceeding on campus. If you would like to observe the classroom, notification to the teacher must be done at least 24 hours prior to the observation.**

## **NEW HEALTHY BIRTHDAY CELEBRATIONS & SNACKS**

In alignment with the District Wellness Policy, FDA Guidelines, and the Cadman PTA, we would like you to consider healthier food choices at Cadman. Please consider non-food items such as stickers, pencils, erasers, a book for the classroom, etc. We also encourage that healthy birthday celebrations be recognized just before the end of the day. This allows the teaching staff to have a consistent time for all students that will not take up too much instructional time.

## **CELL PHONES**

As we know, society has changed and there is a bona fide need for some students to have a cell phone. Education Code section 48901.5 allows school boards to set policy on the use and possession of cellular telephones and other electronic signaling devices on school campuses. All students (K-12) may use these devices on campus before school begins and after school ends. The devices must be kept out of sight and turned off during the instructional program and in the classroom. It is recommended that students give their phones to their classroom teacher, or the office staff for safekeeping. If students do not follow the cell phone guideline rules, consequences will be enforced, such as leaving the phone in the office, or not being allowed to bring it.

## **DAMAGE/LIABILITY**

The California State Education Code states that students and parents are liable for damages caused by students. This refers to damage to books, equipment, materials or to the buildings.

## **ARRIVAL ON GROUNDS/DISMISSAL TIMES**

**PLEASE DO NOT send or bring your child to school before 8:45 a.m.** There is no supervision prior to 8:45am. Scholars will go to an assigned circle on the black top in the morning. Teachers will pick scholars up from that area. Teachers will walk scholars to their assigned gates at dismissal.

Children must be picked up after school within 15 minutes of dismissal time. They are not allowed to stay on the grounds as there is no supervision and teachers are in their classrooms working. Parents will drop off and pick up scholars at the assigned gates.

## **LEAVING SCHOOL OTHER THAN AT DISMISSAL TIME**

Under state law, we must have a signed permission slip for children to leave school at times other than regular dismissal time. If it is necessary for your child to leave school before dismissal time, please come to the office to pick up and sign-out your child. No one may legally pick up a child unless his/her name is on

the registration card filled out each year. ***IF ASKED, YOU MUST PROVIDE A PICTURE ID AT THE TIME OF PICK UP.***

## **BREAKFAST/LUNCH**

Breakfast and lunch are provided at no cost to the student. Breakfast will be provided in a daily Grab and Go bag for the next morning. We will not be serving Breakfast in the classroom at this time. However, if you choose to send lunch or breakfast with your child, please be aware that **Candy and/or soft drinks are NOT allowed as part of your child's lunch and should not be brought to school!**

**Lunch and Recess** - we will have two of each to provide distancing, as scholars will be eating during these times:

- 15 minute morning recess and 20 minutes to play after lunch
- Will play with their classmates (stable group)
- Wash/ sanitize their hands before and after lunch and recess
- School lunch is provided daily free to all scholars
- Families may send a lunch/healthy snacks from home
- Send a healthy snack daily
- Water bottle labeled with your scholar's name

## **BEFORE SCHOOL**

1. Students will report to school no earlier than 8:45 am.
2. **In the future-** Students will participate in the walking club from 8:40-8:54. Walking club begins at 8:45 am; students will not be here prior to that time and will not receive tickets for walking before walking club begins. Breakfast will be served in the classroom.
3. Students should walk along the feet on the blacktop
4. From 8:54 - 9:00 a.m., Students will line up on the blacktop.
5. Students are not allowed to roam the halls or report to a classroom without a note from a staff member.
6. During inclement weather, students will go directly to their classroom.

## **BICYCLES**

Students in grades 4 and 5 may ride their bikes to school. The San Diego Police Department discourages lower grade students from riding their bikes to school without parent supervision. Bicycle helmets are required by law for children less than 18 years of age. Students must have a bicycle lock and park their bicycle in the rack located at the front of the school. Although Cadman School has designated an area for students to park bicycles, the San Diego Unified School District is not responsible and assumes no liability for theft, damage, or loss of any bicycle equipment or article left on the bike. All such risk is assumed by the student. No rollerblades, scooters or skateboards are allowed on school grounds.

## HEALTH OFFICE

We have either a nurse or a health tech at Cadman for 5 days per week. Office staff addresses the needs of children at times when health office staff is unavailable.

Frequently, young children have accidents. If your child is at risk of this happening, please send extra underwear and clothing to school with him/her. If you have any children's small size clothing that you could donate, please send them to the health office. Thank you.

## MEDICATION AT SCHOOL

State law prohibits schools from dispensing medication except when a physician's order is on file. Over the counter medication can only be dispensed by the School Nurse. Please contact the health office if you have questions concerning health care.

**THE MEDICATION MUST BE KEPT IN THE OFFICE (NOT WITH THE CHILD OR IN THE CLASSROOM) AND BE IN THE ORIGINAL PRESCRIPTION BOTTLE.**

## LOST AND FOUND

Please take the time to label your children's jackets, sweaters, and lunch boxes. Our lost and found items are kept in a storage container near the lunch court. Items such as jewelry (which is discouraged) and eye glasses that become lost are kept in the office. The school is NOT responsible for personal items brought by children. If a child must bring something valuable, please have them check the item into the main office until it is needed. **Our Lost and Found will be cleaned out periodically, so please check it after school if your child is missing a piece of clothing.**

## RELEASE OF INFORMATION

The school is not permitted to release information regarding students (including telephone numbers and addresses) to unauthorized persons. Please refer to FACTS for Parents brochure, Parents' Rights and Responsibilities, for full particulars of the Family Educational Rights and Privacy Act. It is important that you notify the principal in writing within two weeks if you do not wish directory information released as outlined in the brochure.

## WITHDRAWAL OF STUDENTS/TRANSFERS

Please notify the school office immediately of a student's impending withdrawal. In this way, we can better meet your needs for records, report cards, transfer papers, and so forth. You may notify us by calling the office at (858) 397-6500. School records for each child will be forwarded upon the request of the receiving school.



## **SAN DIEGO UNIFIED SCHOOL DISTRICT Student Nondiscrimination and Sexual Harassment Policy**

**NOTICE OF STUDENT NONDISCRIMINATION** San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, genetic information, or immigration status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal, state and/or collective bargaining agreements.

**STUDENT SEXUAL HARASSMENT POLICY** San Diego Unified School District is committed to making the schools free from sexual harassment and discrimination. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both federal and state laws. The district prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. Sexual harassment is defined in Education Code to mean unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. The superintendent or his/her designee shall ensure that district students receive age appropriate instruction about their rights to be free from sexual harassment, the district procedure for reporting and investigating complaints of sexual harassment including with whom a complaint should be filed.

The district prohibits conduct that has the purpose or effect of having a negative impact on the individual's work or academic performance, or that is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, or offensive educational environment.

The district further prohibits sexual harassment that conditions a student's status, progress, benefits, services, honors, program or activities based on submission to such conduct.

Any student who feels that he/she is being, or has been, sexually harassed by a school employee, another student, or a non-school employee at school or at a school-related event, shall immediately contact his/her teacher or any other district employee. An employee who receives such a complaint shall report it in accordance with administrative procedures.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal and state laws and/or collective bargaining agreements.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

The district believes that it can resolve issues of harassment and discrimination at the school site.

TO FILE A FORMAL DISCRIMINATION OR SEXUAL HARASSMENT COMPLAINT 1. Filing a complaint: A complaint may be filed by a student or parent/guardian by obtaining a copy of the Uniform Complaint Form (AP 1700) and Administrative Regulation 0410 from the school or the district's Uniform Complaint Compliance Office. Remedies available outside of the district are listed in this procedure. 2. Investigation: San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment and/or discrimination allegations and provide a written report within sixty (60) days from the date the complaint is filed. The Superintendent or his/her designee shall ensure that any complaint received is investigated in accordance with district administrative procedures and that school personnel take immediate steps to intervene, when safe to do so, when they witness any act of harassment. 3. Action: When an allegation of sexual harassment is validated by the investigation and disciplinary action is necessary, the superintendent will determine the appropriate course of action, to prevent reoccurrence and follow up with the harassed student, depending upon whether the harasser is a student, staff member or agent of the district. If the complaint of sexual harassment is validated the superintendent and/or designee shall take prompt, appropriate action to end the harassment and to address the effects on the victim.

Complaints will be kept confidential. The person filing the complaint may also pursue action in civil court.

The district prohibits retaliation against any person who complains, testifies, assists or participates in district complaint procedures.

A student who has a complaint of sexual harassment or discrimination shall immediately contact his/her teacher or any other district employee. If the complaint cannot be resolved, or at any time the student may contact:

Lynn A. Ryan, Title IX Coordinator Eugene Brucker Education Center 4100 Normal St., Room 2129 San Diego, CA 92103 .

For questions or additional information, call 619-725-7225.

# 2021-2022 Cadman Elementary Handbook – Signature Page

**\*\*\*PLEASE SIGN & RETURN TO CLASSROOM TEACHER\*\*\***



I have received and read the Cadman School Handbook.

Student \_\_\_\_\_ Room: \_\_\_\_\_

Parent(s) \_\_\_\_\_ Date: \_\_\_\_\_

Teacher \_\_\_\_\_ Date: \_\_\_\_\_