

**SHOAL CREEK
ELEMENTARY SCHOOL
STUDENT AND PARENT HANDBOOK**

2009 - 2010

SHOAL CREEK

OTTERS

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A NOTE FROM THE PRINCIPAL

Dear Parents and Students:

Welcome to Shoal Creek Elementary School! We look forward to getting to know you and to spending an exciting school year with each of you.

As our mission statement proclaims, the Shoal Creek staff is dedicated to ensuring that every child has the opportunity to acquire the knowledge, skills, and attitudes needed to develop a positive self worth, make informed choices, function effectively in a diverse society, and become self-sufficient, independent learners. To achieve this, we will offer a variety of learning experiences to help all students reach their full potential. We will also encourage active involvement, cooperation, and communication among the school, child, family, and community.

This handbook contains important information about our programs, policies, and procedures. We believe it is essential for all students to accept responsibility for their actions. Therefore, we are asking students and parents to read the handbook, follow the rules, and help others to do the same. We are proud of our school and committed to providing a safe learning environment for the students at Shoal Creek.

We welcome you and encourage you to be actively involved in helping achieve our goal of “All Students Learning”. We look forward to a rewarding and successful year.

Sincerely,

Libby Keller
Principal
Shoal Creek Elementary School

MISSION STATEMENT

Recognizing the unique qualities of each child, Shoal Creek Elementary School is dedicated to education of all students. Every student will have the opportunity to acquire the knowledge, skills, and attitudes needed to develop a positive self worth, make informed choices, function effectively in a diverse society, and become self-sufficient, independent learners. We will encourage active involvement, cooperation, and communication among the school, child, family, and community. At Shoal Creek we are committed to all students learning.

VISION STATEMENT

You are entering a community where learning is the focus, creativity is encouraged, each individual is valued, and success is ensured.

SCHOOL AFFIRMATIONS

WORK HARD. BE KIND.

TREAT OTHERS THE WAY YOU WANT TO BE TREATED.

IF THERE IS A PROBLEM, WE LOOK FOR A SOLUTION.

IF THERE IS A BETTER WAY, WE FIND IT.

IF A TEAMMATE NEEDS HELP, WE GIVE IT.

IF WE NEED HELP, WE ASK.

SCHOOL SONG

(Sung to the tune of YMCA)

SHOAL CREEK IS THE NAME OF OUR SCHOOL.
IT'S A PLACE WHERE WE THINK LEARNING IS COOL
AND WE'RE PROUD TO FOLLOW THE GOLDEN RULE.
AT OUR SCHOOL WE ARE A FAMILY.

THE OTTER IS OUR MASCOT, YOU KNOW,
OUR SCHOOL COLORS ARE BLUE AND YELLOW.
FRIDAY FLAG'S WHERE WE SHOUT OUR MOTTO
AND IT'S "WORK HARD, BE KIND."

WE'RE PROUD TO SAY THAT WE'LL W.H.B.K.
WE'RE PROUD TO SAY THAT WE'LL W.H.B.K.
FROM KINDERGARTEN ALL THE WAY THROUGH FIFTH GRADE
AT SHOAL CREEK WE'VE GOT IT MADE.

W.H.B.K WE'RE PROUD TO SAY THAT WE'LL W.H.B.K.
THE SHOAL CREEK OTTERS ARE THE BEST IN THE WORLD
'CAUSE WE'RE AWESOME BOYS AND GIRLS!

W.H.B.K. WE'RE PROUD TO SAY THAT WE'LL W.H.B.K
SHOAL CREEK!

GENERAL INFORMATION

BICYCLES: Students in grades 3-5 may ride their bicycles to school. Each bike rider must have a bicycle permit signed by his/her parents on file in the office. These are to be renewed yearly. Students are reminded that all traffic laws relating to automobiles also pertain to bicycle riders. In addition, by law, all students **must** wear helmets when riding their bikes. Helmets can be stored in the classroom during the day. Bicycles should not be ridden on the sidewalks, playground, or in hallways. A bike rack is provided for storing the bike during the day. Students should bring their own locks to secure their bicycles. The school is not responsible for damage or loss of bicycles. Skateboards and roller blades are not allowed.

CARS/CAR POOLS: At arrival and dismissal times, traffic is very congested at Shoal Creek. Parents are encouraged to carpool whenever possible. Parents should drop off their children along the curb only. Also, do not leave any cars unattended in the drop off zone. Please read the Shoal Creek Traffic and Pedestrian Handbook for details.

CELL PHONES: Students may be permitted to have in their possession a cellular phone/pager in school, on school property and at school-related functions provided that the use of the cellular phone/pager does not disrupt the instructional process except for medical reasons that have been reviewed with the school staff. In other words, they cannot be used during the instructional day. Since students have access to classroom and office telephones to call their parents for legitimate reasons, cellular phones cannot be used at recess or lunch. Shoal Creek assumes no liability for the loss or damage of the device or its misuse by another person. If a student's cell phone rings during class time or if a student uses their phone during the school day, he/she will be referred to the office.

DAILY SCHEDULE:

DAILY SCHEDULE	M*T*W*Th	FRIDAYS	Minimum Day
Grades K-5:			
Playground Opens	7:55	7:55	7:55
School Begins	8:15	8:15	8:15
Dismissal	2:35	12:55	11:55
Kindergarten (Aug. 20-Sept. 9)	8:15 – 11:55	8:15-11:55	
Kindergarten (Starting Sept. 10)	8:15-2:35	8:15-12:55	
PEPP Kindergarten	8:15 – 11:35	8:15-11:35	8:15-11:35

DRESS CODE: Clothing should be neat, clean, and fit properly. Students may not dress in a manner that creates a safety hazard or that interferes with or distracts from the learning process. This includes, but is not limited to:

1. Blouses or shirts may not show the midriff even when the child is reaching. Straps narrower than 1", strapless or halter- tops will not be allowed.
2. Hats and sunglasses may not be worn indoors.
3. Appropriate shoes must be worn at all times. Beach shoes/flip-flops, open toe, and heeled (shoes with wheels) are not to be worn at school.
4. Pants must be tailored to the waist. Undergarments should not be visible.
5. Belts may not hang down and must be tucked into the belt loops at all times.
6. Shorts, skirts, and dresses must be an appropriate length. When standing straight, the child's fingertips should not be lower than the hem.
7. Clothing, jewelry, book covers, backpacks or binders that mention tobacco, alcohol, drugs, profanity, obscenity, weapons, or violence are not permitted.
8. Attire including clothing, jewelry, and other accessories, which may be a safety hazard to the wearer or others, is not permitted (e.g. wallet chains, chain necklaces, body jewelry).
9. No makeup will be permitted at school.

SCHOOL HOURS: The office is open Monday - Thursday from 7:30 a.m. to 3:30 p.m., and on Friday from 7:30 a.m. to 2:00 p.m. The playground opens for students at 7:55 a.m. There is no playground supervision for students before 7:55 a.m. or after school. Students are expected to go home unless they attend ESS (Extended Student Services). For more information about ESS, contact the ESS Office (858) 613-0822.

EMERGENCY DRILLS: Once a month students participate in a fire drill, lockdown, or duck and cover drill. Procedures and practices are taught to all students and reviewed regularly in order to ensure their safety should a disaster occur. If it becomes necessary to release students from school, only the persons whose names are listed on the Disaster Release Form are allowed to take students. The forms are completed at the beginning of each year. Be sure the form is current.

HOMEWORK: All students, grades K-5, have homework during the year. Homework assignments are an extension of the skills and activities learned in the classroom. Assignments are given on a daily or weekly basis. Teachers review homework policies with parents at Back-To-School Night. The Shoal Creek Homework Policy is on the website. If your child is ill, you may request homework by calling the office by 10 a.m. for pick-up after dismissal that day.

LOST AND FOUND: Parents should clearly mark their child's name on clothing, lunches, backpacks, and other items. If an item of clothing is lost, students or parents should check the lost and found rack in the hall by the office. Smaller, personal items are kept in the office. At the end of each month, unclaimed items will be donated to charity. Please remember, the loss or damage to anything brought to school, including bicycles, remains the responsibility of pupils and parents.

PARENT/TEACHER COMMUNICATION:

- ***BACK-TO-SCHOOL NIGHT:*** Each fall, parents are invited to attend Back-To-School Night to meet their child's teacher and to hear about the materials, texts, teaching methods, and classroom procedures they use. They also discuss their expectations for student progress both academically and behaviorally. Since this is an informational meeting, we ask that children not attend.
- ***CONFERENCE WEEK:*** During Parent Conference Week in November, teachers meet individually with parents to discuss their child's progress and explain the progress report. If students are having difficulty, strategies are discussed and a plan developed to help them be more successful.
- ***INDIVIDUAL CONFERENCES:*** Parents are encouraged to contact the teacher with questions or concerns. Conference times can be arranged with the teacher or through the office.
- ***ACADEMIC STANDARDS:*** The District has determined the academic standards each student should reach in reading, writing, listening, speaking, and math by the completion of each grade level. A copy of this document is available on the District website at www.powayusd.com and go to quick links A-Z directory on the left side of the home page.
- ***OPEN HOUSE:*** Each spring, Open House is scheduled for parents to visit their child's classroom and see reports, projects, and class work completed over the year. Your child is encouraged to attend and show you his/her work.
- ***PTA:*** The Parent Teacher Association (PTA) sponsors numerous activities and events throughout the year, including a variety of family activities. Membership dues are \$8.00. For further information contact the school office.
- ***PROGRESS REPORTS:*** Report cards are given to parents during parent conferences in November and sent home in March and June. During the fall parent conference, the grading and format used on the progress report is explained.

PETS: Although the district has become much more stringent in enforcing pet policy, most classrooms welcome pets for a visit. Please contact the teacher to make arrangements for the visit **before** bringing pets. Pets must be brought by the parent to school. They are not allowed on school buses.

SCHOOL LUNCHES: Students may either bring a lunch to school or purchase a lunch in the cafeteria. If your child brings a lunch, be sure to include only as much food as your child eats. Sharing of lunches is prohibited. Lunches should have the student's name and room number on the sack or lunch box.

Hot lunches may be purchased at the school. Menus are sent home at the beginning of each month. It is highly recommended that lunches be paid for in advance, either weekly or monthly. Prepayment envelopes are available in the school office and checks should be made out to PUSD and include the child's first and last name in the lower left corner. Students who pay in advance are entitled to as many lunches as have been prepaid. Students are notified when they are about to run out of prepaid lunches. Any unused money is rolled over to the next school year as long as they stay in PUSD or refunded upon request at the end of the year. You are **strongly** encouraged to pay in advance as this prevents lost lunch money and unhappy students. You may pay online at www.MyLunchMoney.com with your student's lunch ID number plus a "1" in front of it.

Cafeteria Prices*:

School Lunch (Includes milk**)	\$2.00
Milk (1/2 Pint)	.50
Juice	.60

*Subject to change during the summer

**If your child is allergic to milk, juice can be substituted at no cost only on the presentation of a medical statement from the child's doctor.

SPECIAL PROGRAMS:

We offer many special programs at Shoal Creek. Please be sure to contact the office or your child's teacher if you need more information on the programs listed below.

- Band and Orchestra (Fifth grade only)
- ELL (English Language Learners)
- ESS (Extended Student Services)
- GATE (Gifted and Talented Education)
- Parent Participation Preschool and Pre-Kindergarten
- PIP (Primary Interaction Program)
- RSP (Resource Specialist Program)
- Speech
- Student Council

TELEPHONE USE: Students are allowed to use the office telephone in **EMERGENCY** situations only. Emergency calls would include illness, change of clothing or lost lunch money (**the office is unable to loan lunch money to students**). Personal phone calls for forgotten items or after-school arrangements will not be permitted.

VISITATIONS AND VOLUNTEERS: Parents are always welcome and encouraged to visit and help in the classroom. Visits should be scheduled with the teacher ahead of time. If you want to talk to the teacher about your child, please make an appointment outside of school time. Teachers understandably need to be with their students immediately before, during and after class time.

Parents and members of the community are encouraged to become involved and volunteer at Shoal Creek. Some of the activities in which parent volunteers help are:

- Prepare materials for classroom use
- Listen to children read
- Review basic skills
- Assist in the library
- Assist with classroom projects
- Serve on School Site Council, PTA or the Foundation
- Help students with math and reading assignments
- Assist on field trips

To become a parent volunteer, contact your child's teacher or our volunteer coordinator. Let them know what your interests are. The Volunteer survey, which is sent home on the first day of school, describes the many volunteer opportunities available at Shoal Creek.

IMPORTANT NOTE: You must have the Megan's Law Clearance and a current TB test (negative reading) on file in the office in order to do any work with students (i.e. classroom volunteer, driver on field trip). TB clinics are held monthly at the Health Services Department. For further information, please call 679-2558, or check for posted dates outside the office.

ATTENDANCE AND HEALTH SERVICES

ABSENCES: If a student is unable to attend school due to illness, notify the **Absence Hotline** (858) 613-0693 before 9:00 a.m. Leave the student's name, grade, teacher's name, reason for absence, and name of the person leaving the message. Students absent due to contagious diseases may be required to have a note from their physician or the public health department before returning to school. Please advise the **office** of your child's absence.

Student attendance is important and compulsory according to state law. There are some occasions (i.e.: religious holidays, a death in the family, or other family emergencies) where students must be absent from school. Again, notify the office and, if necessary, an Off Campus Independent Study (OCIS) contract will be issued. This OCIS contract allows the student to make up the work missed during an extended absence. Absences **five or more days** require notifying the office at least 7 days in advance so an OCIS contract can be issued.

APPOINTMENTS: A student who needs to leave school during the day for an appointment must be checked out in the office by the parent or legal guardian. If they return during the same day, they must also check back in with the office.

MEDICATION: Any student who is required to take medication, whether doctor prescribed or over the counter, during the regular school day must file an “Authorization to Administer Medication” form in the office. The health attendant or other designated school personnel will then assist the student in receiving the medication **IF** the school receives the following information:

- Written statement from a licensed physician detailing the method, amount, and time schedules by which such medication is to be taken.
- Written permission from the parent or guardian indicating the desire for the school to assist the student.

STUDENT HEALTH: Shoal Creek has a full time Health Attendant to take care of first aid and emergencies. In case of student illness at school, the health attendant will notify parents or the emergency contact person listed on the enrollment form. No registered nursing services are provided at the school on a daily basis.

TARDIES: Students who are late to school must report to the office before going to class.

BEHAVIOR: At Shoal Creek all students and adults subscribe to the following affirmation:

WORK HARD.
BE KIND.

ACADEMIC HONESTY POLICY: In support of the District’s Academic Honesty Policy 3.40, students are expected to demonstrate acts of honesty at all times. Teachers and staff members will support and enforce all District rules of academic honesty and provide a learning environment that does not allow or tolerate dishonesty. Any student who violates the rules of the Academic Honesty Policy will be subject to disciplinary action.

REWARDS FOR POSITIVE BEHAVIOR: Students are regularly recognized for positive behavior at school. Friday morning flag assemblies, notes or phone calls home, and certificates of achievement are all ways of rewarding positive academic or social behavior.

CONSEQUENCES FOR NEGATIVE BEHAVIOR: While it is hoped that Shoal Creek students exemplify the message of “Work hard. Be kind.” occasionally negative behavior does occur. Consequences for negative behavior are posted in each classroom. These consequences are consistent and incremental. Otter Warnings may be given by a teacher or staff member. The warnings are sent home for parent signature. A referral to the principal by the classroom teacher or staff member is used when a serious offense occurs. Parents will be called in those situations.

HARASSMENT: We believe that every student has the right to attend school and learn without being called names, and without being threatened, harassed, or bullied for any reason.

Harassment is unwanted and unwelcome behavior from another person that interferes with an individual's life and well-being. When the behavior is motivated by a prejudice against another person's race, ethnicity, sexual orientation, religion, or gender, it is discrimination and could be described as "hate behavior" in some cases. This type of intimidation and harassment will not be tolerated in our school. It is our intent to promote the rights of equality and human dignity. If someone feels that they have been the target of harassment, threats, or bullying, it is important that they tell someone they trust such as parent, teacher, principal, or another adult. They will offer advice on how to deal with the situation. The principal has additional information including a complete copy of the District policies on this subject.

POWAY UNIFIED SCHOOL DISTRICT RULES OF STUDENT DISCIPLINE: The District's policy and consequences regarding weapons, controlled substances, alcohol, harassment, theft, vandalism, hate crimes, and willful disobedience is available on-line.

SUBSTANCE ABUSE: The use or possession of tobacco, alcohol, or other controlled substances by students or parents on the Shoal Creek School campus is strictly prohibited. If students are involved with the use, possession, or sale of any controlled substance, legal reports will be filed, parents will be notified, and a minimum five day suspension will be invoked.

NOTES:

SCHOOL CALENDAR for 2009-2010

School Begins	August 20
Kindergarten Reduced Day	August 20 – September 9 (8:15-11:55)
School Pictures	September 2
*Labor Day	September 7
Kindergarten Normal Day begins	September 10 (8:15-2:35 M-T, (8:15-12:55) F)
School Pictures – Make up	September 10
**Professional Growth	September 30 MINIMUM DAY -see below
*Veteran’s Day	November 11
** Parent/Teacher Conference Days	November 16-20 MINIMUM DAYS -see below
*Thanksgiving Break	November 23-27
*Winter Recess	December 21 - January 1
*Martin Luther King Day	January 18
**Professional Growth	January 27 MINIMUM DAY -see below
*District Recess	February 15-19
Report Cards Home	March 12
*Spring Recess	April 5-9
*Memorial Day	May 31
**Last Day of School	June 8 MINIMUM DAY -see below

* **SCHOOL NOT IN SESSION**

** **Minimum Day Schedule** (8:15 AM – 11:55 AM)

EVERY FRIDAY 8:15 AM – 12:55 PM (**except** November 20 8:15 AM-11:55 AM)