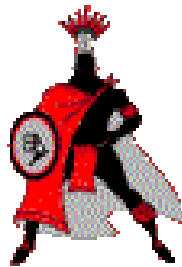


ADOBE BLUFFS ELEMENTARY

Parent & Student Handbook

2019-2020

Everything you need to know to make it a great school year!



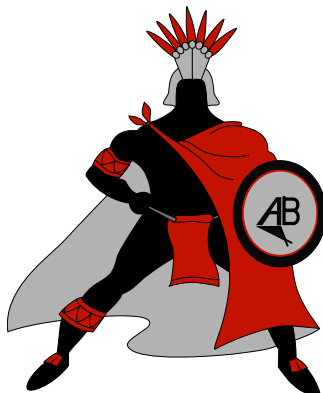
The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, ethnic group identification, ancestry, religion, gender, gender identification, mental or physical disability. For more information, please contact Tracy Hogarth, Associate Superintendent, Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406.

Dear Aztec Families:

Welcome to Adobe Bluffs Elementary School. We have so much to be proud of in our school. An integral part of a learning community is the parents. We appreciate your support to ensure that Adobe Bluffs is a safe and caring place. We endeavor to create wonderful learning opportunities for students in and out of the classroom. Our dedicated staff, supportive parent volunteers, PTA and Foundation all work together to make this happen.

Please read and follow the rules in this handbook as we teach respect and responsibility for our actions. We look forward to another wonderful year and our partnership in promoting a safe environment that instills respect and caring.

**With Aztec Pride,
Eddie Park – Principal**
(858) 538-8403 ext. 3205
epark@powayusd.com



School Office Hours

Our doors are always open to parents. All visitors and volunteers must sign in and wear a badge while on campus. Office hours are from 7:15 am to 3:00 pm on Monday, Tuesday, Wednesday, Friday and from 7:15 am to 2:00 pm on Thursday, excluding holidays.

All visitors must sign in at the office upon entering the campus. Please wear your visitor badge at all times. All visitors must exit through the front office and sign out. Please allow ample time during special events.

School Hours

Mon-Tue-Wed-Fri	
School Hours	7:40 a.m. – 2:05 p.m.
Morning Recess	10:00 a.m. – 10:15 a.m.
Lunch Grades K-2	11:25 a.m. – 12:05 p.m.
Lunch Grades 3-5	11:45 a.m. – 12:25 p.m.

Thursday	
School Hours	7:40 a.m. – 12:25 p.m.
Morning Recess	10:00 a.m. – 10:15 a.m.
Lunch Grades K-2	11:25 a.m. – 11:55 a.m.
Lunch Grades 3-5	11:45 a.m. – 12:15 p.m.

Early Release Days (12:00 p.m.)	
School Hours	7:40 a.m. – 12:00 p.m.
Morning Recess	9:45 a.m. – 10:00 a.m.
Lunch Grades K-2	10:40 a.m. – 11:10 a.m.
Lunch Grades 3-5	11:00 a.m. – 11:30 a.m.

The Six Pillars of Good Character

Trustworthiness, Respect, Fairness, Caring, Citizenship, Responsibility

General School Rules

Academic Honesty

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.

Dress Code

At Adobe Bluffs we believe that the responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians and that appropriate dress and grooming contribute to a productive learning environment. Therefore, we expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

Student attire and grooming must be appropriate for the student to participate in learning without posing a risk to the health or safety of any student or school personnel.

- a) Clothing must *thoroughly* and *reliably* cover a student's ABCs (Abdomen, Buttocks, and Chest). For instance, this precludes visible undergarments, sheer or backless tops without an undershirt, clothing that must be tied to stay in place, and excessively short, low-waisted, or low-cut garments.
- b) Clothing must not disparage or marginalize any group or culture.
- c) Clothing must not display words or logos depicting tobacco, alcohol, drugs, profanity, obscenity, weapons, or violence.
- d) Absent special circumstances, in order to fully and safely participate in an active classroom and playground program, students must wear closed toed shoes.
- e) Students may not wear accessories that could create a safety hazard.
- f) Students are discouraged from wearing makeup at school.

In order to maintain a thriving learning community where mutual respect and high personal standards are established, students will follow the dress code and personnel will enforce it in a consistent and gender-neutral manner. While there is no intention to shame a student for a dress code violation, students who violate the dress code will be subject to appropriate disciplinary action. If a student arrives at school dressed inappropriately, the student will be directed to change clothes at the discretion of a teacher or other ABES administrator, so that educational time is not interrupted when possible. The school will loan the student an appropriate top and/or bottom, or the parent will be called to bring the student appropriate clothing.

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 this behavior is sexual in nature, it is "sexual harassment". 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. If you feel that you have been the target of harassment, threats, or bullying, it is important that you tell someone you trust like a parent, teacher, principal, or another adult. They may offer some excellent advice on how to deal with the situation or they may need to intervene on your behalf. Additional information is available from your principal including a complete copy of the District policies on this subject.

To and From School

Student safety and behavior to and from school as well as on campus is subject to the same rules and consequences. Please review the following with your child/children:

- Students must walk on sidewalks or designated pathways only. Do not cut across lawns or landscape. Cross only at designated crossing.
- Cross only at designated crossing. There is a School Safety Patrol which assists students in crossing Adobe Bluffs Drive at the corner of Via Michelangelo Street. Students are encouraged to cross at this intersection to ensure the greatest protection while crossing this busy street.
- The School Gates open at 7:25 AM. No students are allowed access to the campus before that time.
- At NO time shall students play in the area in front of the school. This includes the flagpole area, parking lot, and front lawn.
- Students should not be allowed to run or walk unaccompanied in the parking lot.
- Student drop off and pick up is allowed in the traffic circle ONLY.

School Arrival & Dismissal Times

School gates will open at 7:25 am. Students may enter campus at that time. In order to ensure student safety, we ask that parents do not send children to school until supervision begins. The first bell, signifying that it is time to line up at the beginning of each day is at 7:40. Students are expected to be in class when the bell rings at 7:45.

Dismissal will be at 2:05 every day except Thursday, with Thursday dismissal at 12:25. The early release on Thursdays has been designed to provide staff development and planning time for teachers, as well as enrichment opportunities for students. For safety reasons, if your child is not picked up by 2:20 (or 12:35 on Thursdays) or enrolled in ESS, they will be brought to the office where an adult will need to sign them out. Be prepared to show I.D.

General School Policies

Attendance

When your child is absent, please be sure to telephone the attendance hot line 858-484-8087 **everyday** your student is absent. Please notify the office if your student will be absent – not just the classroom teacher. Please include your child's name, reason for absence, classroom and your relationship to the student. Please notify us in case of a lengthy absence, contagious illness, or serious injury. 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.

Did you know – every day counts

- A student must work twice as hard the next day to catch up on missed information and homework. The U.S. Department of Education maintains that for every missed day of school, it takes a student two days to catch up.

- A teacher loses class time by having to teach one student something that was taught the day before. This impacts other students as well, and valuable learning time is lost.
- Since 1998 California schools are funded on actual student attendance each day, not on enrollment. The district does not receive funding for excused absences.
- The Poway Unified school calendar contains fall, winter and spring breaks. Please consider these vacation weeks for family vacations.

Late Arrivals

The main gate will close promptly at 7:45 a.m. Students who arrive after 7:45.m. must report to the office before going to class to receive a late slip. Student medical appointments are considered excused tardies. Please provide a note from the doctor stating the time of the appointment. All other tardies are unexcused. Additional tardies will result in an intervention by the principal. Promptness is extremely important. The first several minutes of class are very important. When a child walks in four or five minutes late, it is not only disruptive to the class, but is uncomfortable for the child

Leaving school early

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. Students will be called up to the office when the adult arrives. Students will not be called up early to wait for the parent. If another adult will be checking out your student, please notify the office in advance. No student will be released without advanced notification. You may be asked to provide identification. If they return during the same day, they must also check back in with the office. To maximize instructional time, please try to schedule appointments before and after school.

Off Campus Independent Study (OCIS)

If your student will be out of school at least five or more consecutive school days, please obtain an Independent Study Contract from the office. Work will be assigned by the classroom teacher for your student to complete and turn in upon his/her return to school. Two weeks advance notice for all Independent Study Contracts is required in order that teachers may have time to thoroughly prepare assignments. All signatures are required before the contract is sent home with the homework.

Traffic and Parking Lot Rules

Parking Lot

Slow Down. Slow Down. Slow Down !!!! For the safety of our children please **drive slowly** in the parking lot. Do not talk or use your cell phone while driving through the lot. Parking is limited and the parking lot can get congested. Busses and pedestrians have the right of way. **The curb in front of the school is not a drop off zone. The curb is ONLY for busses.** We encourage you to use the traffic circle or park in the streets surrounding the school. The flow of traffic should be single file, do not pass cars or busses in the lot.

Traffic Circle

Please pay close

Morning Drop Off

- Be ready to unload quickly. Have backpacks in hand. Parents, please stay in your vehicle. Do not leave vehicles unattended in the traffic circle at any time.
- Look and listen to the volunteers for guidance. Roll down your windows if needed.
- Do not pass vehicles unless instructed to do so. Stay in a single file and stay to the right. The left side of the lane is for vehicles passing through to the parking lot.
- Pull forward as far as possible – all the way forward.
- Do not drive fast. Please watch for pedestrians.

Afternoon Pick up

- Please remain in your car when waiting for your student in the afternoon.
- DO NOT LEAVE YOUR CAR.
- Once your child is loaded, leave promptly to keep the flow of traffic moving.
- When the car ahead of you pulls forward, please pull forward.
- Keep a single file traffic lane.

Please pay close attention to those assisting in the traffic flow.

Bicycles

Students in grades 3-5 may ride their bicycles to school. Each bike rider must have a bicycle permit signed by their 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. They should be walked into the bicycle area. "Walked" means both of the student's feet are touching the pavement. 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, scooters and wheelie-shoes are not allowed. Bicycles are never to be ridden on the sidewalk or on the playground

Cell Phones

During school hours, 7:40-2:05, cell phones must be kept in the student's backpack. Cell phones cannot be used at recess or lunch. If a student's cell phone rings during class times or if a student uses their phone during the school day, parents will be required to pick cell phones up from the office. Adobe Bluffs assumes no liability for the loss, damage, misuse including by another person of personally owned cell phones brought to school.

Mobile Devices

(smartphones, iPads, tablets, iPods, laptops, netbooks, eReaders etc.)

Teachers at Adobe Bluffs might, throughout the year, have a "Bring Your Own Device" (BYOD) day. This allows students to bring their own mobile devices to school for use in the classroom to enhance the instructional learning process. Students will only use appropriate technology at teachers' discretions and appropriate educational applications on their device. Students are NOT permitted to share personal mobile devices at any time. Students will only use the devices during instruction and may not bring devices to lunch and recess. Similar to other personally owned items, Adobe Bluffs is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.

Smart Watches

Any student wearing a Smart Watch during the day must use it as a regular watch from 7:40 am -2:05 pm. The same rules apply to Smart Watches as Cell Phones. Any student using the watch during the day as an internet device or recording device, will have it confiscated and parents will be called to pick it up in the front office. Adobe Bluffs assumes no liability for the loss, damage, misuse including by another person of personally owned cell phones brought to school.

Disaster Preparedness

In case of an emergency incident, the staff will stay at school until the emergency is over and all children are safe. The staff has been given in-service procedures to follow. We feel the safest place for children in an emergency during the school day is on the school campus itself, under the supervision of trained personnel. We will NOT send students home in an emergency unless dismissal can be conducted with complete safety and the parent, guardian, or designee of the parent, has reported to the school office. A record will be kept of the time the child was taken and by whom. The students will be practicing duck, cover, and hold exercises, fire evacuation drills and lockdown drills throughout the year. Parents who are on campus at the time of any safety drill are expected to follow all procedures.

Health Office

Adobe Bluffs has a Health Technician to take care of first aid and emergencies. In case of student illness at school, the Health Technician will notify parents.

Medication

If your child requires medication at school, an "Authorization for Medication Administration" form must be completed by the physician prescribing the medication and the parent/guardian. The forms can be obtained in the school Health Office or on the PUSD website. The PUSD website has complete information regarding medications at school including "over the counter" medication requirements. All medications must be in the original packaging with the pharmacy label attached. Upon the discretion of the physician and parent, a student may be allowed to "self-carry" medication. If this is requested, a form is available for the physician and parent to complete.

Please notify the Health Technician of any changed to your child's health. If your child has sustained an injury off campus, please notify the Health Technician and teacher so adequate support can be offered.

Lost and Found

Coats, book bags, lunch boxes, etc. should be marked clearly with the student's name to permit easy identification. Parents are invited to check the lost and found area anytime for missing items. The lost and found is located just inside the main gate of the school in the red rolling coat rack. Keys, glasses, cell phones and other valuables can be found in the office. Items that are not

claimed by winter break, spring break and the end of the school year will be donated to a local charity organization.

School Lunches

Students may either bring a lunch to school or purchase a lunch in the cafeteria.

- Sharing of lunches is not allowed.
- Lunches should have the student's name and room number on the sack or lunch box. Please put your child's name on "Lunchables".

Menus are available on the district websites. It is highly recommended that lunches are paid for in advance. Prepayment envelopes are available in the school office. Checks should be made out to "PUSD Food and Nutrition". You may also purchase lunches online at www.powayusd.com/nutrition.

Lunchtime Procedures

- You must walk at all times in the lunch area and in the hallway.
- Once you sit down, you must stay seated until you are dismissed by an adult. You may not retrieve forgotten items.
- If you need help or have a question, please raise your hand.
- You are responsible for cleaning up any trash or food item in the area where you are sitting.
- You must use an inside voice. No yelling or shouting.
- When your table is dismissed, quietly and respectfully pick up your trash, walk to throw it away, then walk to the blacktop.
- You may not take food out of the lunch area.

GENERAL SCHOOL RULES & GUIDELINES

The Positive Behavior Interventions & Supports (PBIS) plan is designed to help create a climate of cooperation, academic excellence, responsibility, respect and safety at Adobe Bluffs Elementary School. When implementing this plan, it's important to follow five guiding principles. These will help create an optimal learning environment for the students:

1. Clear expectations for student behavior.
2. Clear and consistent strategies for teaching appropriate behavior.
3. Clear and consistent strategies for encouraging appropriate behavior.
4. Clear and consistent consequences that discourage inappropriate behavior.
5. Clear plan and strategies for communicating the Positive Behavior Intervention Plan to students and parents.

Our goal is to stop undesirable student behavior by teaching new behaviors, changing the environment, and rewarding appropriate behaviors. It is a preventative and positive approach to help student behavior.

School-wide Behavior Expectations

Be Respectful:

- Be kind to self and others.
- Show concern, compassion and consideration.
- Remember those magic words – "Please, thank you, excuse me, I'm sorry, yes, no, and you're welcome"
- Take pride in our school.

Be Responsible:

- Accept consequences for your actions, whether positive or negative.
- Come to school prepared, ready to learn and participate.
- Ask for help when needed. We are here to help YOU.

Be Safe:

- Always keep hands, feet, and other objects to yourself.
- Practice self-control.
- Wash your hands regularly.

Prohibited Activities

The following games and activities are not allowed at school:

- Tackle football
- Piggyback
- Playing with sharp or pointed objects
- Using profanity or unkind remarks

- Throwing rocks, stones, sand or other dangerous objects
- Defacing school property
- Bouncing or throwing balls against the building
- Chewing gum
- Playing “fence” on the block walls or climbing
- Kicking balls in the handball courts

General Playground Rules

- Playground equipment is to be used in the manner for which it was designed.
- Softball bats are to be used only by upper grade students and under the direct supervision of a teacher, noon duty supervisor, or other adult. A catcher’s mask must be worn by anyone catching behind the plate; those waiting to bat must remain behind the backstop.
- The following PE equipment may be brought from home but must be marked with the student’s name and room number: balls, jump ropes, soft frisbees. The school is not responsible for damage or loss of equipment brought from home.
- No obviously dangerous items or replicas (knives of any kind, guns, etc) should be brought to school.
- There will be no closed/locked games.
- Lunch boxes and backpacks should be placed next to the building or fence closest to the classroom line-up location.
- Students are not to leave school grounds during the day without permission.
- No child should return to the building/classroom during lunch/recess or walk through corridors, except with passes.
- Stay in clear vision of duty personnel.
- Students should not climb on baseball backstops, banks, fences, or trees.
- During recess, all students should freeze where they are when the bell rings and they hear three short whistles. They report to their classroom lines when directed by one long whistle.
- Running is allowed on blacktop and grass only.
- Balls are allowed on grass or blacktop only.
- No food is allowed on the playground or hallways. Eat in the lunch area only.

Upper Grade Play Area

- Rock Climbing Wall - No sitting on top, no jumping, and only one child at a time.
- Pull Up Chairs - No sitting on top bars, one child per seat, 20 turns and switch.
- Rope Ladder - No climbing on top, sitting or jumping. Keep your head out of the holes.
- Teeter Totters - Stay off of the top, remain seated, feet on the ground, beware of your partners seat and 20 turns.
- Swings - 100 turns, then switch, no jumping, swing from front to back only, sit up at all times and hold on with two hands.
- Monkey Bars - No chicken fights, no sitting on top and no crawling through.
- Pop-Ups - One child at a time and keep moving.
- Pull Up Bars - 2 hands must stay on bar at all times.
- Triangular Pull Up Bar - No sitting, pull ups only.

Primary Grade Play Area

- Balance Beam - No pushing anyone off and one direction only.
- Gray Oval Tunnels - One direction only.
- Slides - Slide down only, no jumping off and no pushing others.
- Bridge - Stay off the top.
- Pop-Ups - Stay off the top, 20 bounces and switch.
- Swings - 100 turns, then switch, no jumping, swing from front to back only, sit up at all times and hold on with two hands.
- Pull-Up Bars - 2 hands must stay on bar at all time.



Parent Visitation

You are always welcome to visit your child’s classroom. Please make advance arrangements at least 24 hours prior to meeting with your child’s teacher and sign in at the office as required by law. The parent/guardian will be accompanied by the Principal and the visitation time will not exceed 30 minutes.

Pre-school children or children attending other schools may not visit in the classroom. Please remember that this is not a “conference” time, as the appropriate time for a conference is when your teacher can give you all of their attention – usually before or after school. If you make an appointment for a conference, you will assure yourself of having enough time for discussion.

Extended Student Services

Our ESS (day care) program is available before school beginning at 6:30 am, and again after school until 6:00 pm. For additional information, please call 538-2672, and ask for the ESS Supervisor.

Communication with Teachers & Classroom Information

Communication between parents and staff members is highly encouraged at Adobe Bluffs Elementary School. Always talk with the school staff that is closest to the situation. **TALK TO YOUR TEACHER FIRST!** Many problems are due to miscommunication or misinformation, and can easily be cleared up by talking or writing a note to the teacher.

If you wish to contact your teacher, send a note, email or leave a message for the teacher to return your call. Please remember that while classes are in session, the teachers are required to attend to their instructional/supervisory duties and are not free to converse with parents. Teachers are frequently expected to attend after-school meetings or are busy with classroom preparation in the mornings, and are not always available if you unexpectedly “drop-in”. An appointment always ensures a satisfactory meeting time for all concerned.

Homework Policy

Teachers at Adobe Bluffs Elementary School assign homework in accordance with the Poway Unified School District Homework Policy as outlined by Board Policy 3.24. We acknowledge that homework is defined as the time students spend outside the classroom in assigned learning activities. The purpose of homework is to:

- Practice, reinforce or apply acquired skills and knowledge.
- Develop regular study skills.
- Foster the ability to complete assignments independently.

Adobe Bluffs also believes that homework is the responsibility of students, and that parents can best support their children by monitoring the completion of assignments, encouraging their efforts and providing an appropriate place to study at home.

If your child is ill, please give the teacher at least 24 hours to provide make up homework. Please do not expect the teacher to provide home work that day. The teacher is busy instructing class, and cannot stop to prepare homework.

How parents can help us support our culture of care and respect:

- We ask that parents support our school’s values of respect and caring in all their interactions with other parents, faculty, staff, and students.
- Familiarize yourself with the school protocol for dealing with student interactions.
- Trust that teachers have the best interests of the children at heart; try not to make assumptions—check things out with the teacher directly.
- Encourage your child to show respect and caring for the dignity and worth of every student, parent and adult that works at the school.
- Establish a peaceful, respectful environment at home. Parents who use physical power and inconsistent consequences create children that rely on power to get their own way.
- Do not allow your children to intimidate or bully each other.
- Have conversations with your children about diversity. Reinforce the message that everyone is different and that diversity brings our school many gifts.
- Be a role model. Monitor how you talk about others in front of your child. If you exclude or put down others, you are teaching your children to do the same.
- Teach your children what happens when friendships go wrong. Tell them that feelings of anger, sadness, jealousy and confusion are normal. Explain that—whatever they might be feeling—bullying, retaliation and revenge are never acceptable responses.

How to Become a Volunteer at School

We appreciate your willingness to make a personal contribution to Adobe Bluffs. Be sure to check with your teacher and the PTA/Foundation for a list of programs for opportunities to get involved. In order to participate in a volunteer capacity, the following requirements must be met:

1. Proof of TB Test (good for four years)
2. Background Check (Megan’s Law) (one time)
3. Volunteer Code of Conduct (Yearly)
4. Sign in at the office and wear a volunteer badge.

Volunteer Code of Conduct

1. Immediately upon arrival, sign in at the office.
2. Wear or show a volunteer identification badge whenever required by the school to do so.
3. Use only adult bathroom facilities.
4. Agree to never be alone with individual students without the authorization of teachers and/or school authorities.
5. Do not solicit outside contact with students or give gifts or cards to students without administrative approval.
6. Exchange home directory information only with parental and administrative approval and only if it is required as part of your role as a volunteer. Do not exchange telephone numbers, home addresses, or email address or other directory information for any other purpose.
7. Maintain confidentiality outside of school and share any concerns that you have with teachers and school administrators.
8. Do not transport students without the written permission of parents or guardians
9. Do not disclose, use or disseminate student photographs or personal information about students or others.
10. Do not post, transmit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
11. Agree only to do what is in the best personal and educational interest of every child with whom you come into contact.
12. Under Penal Code 290.95, you are required to disclose to school officials if you are a registered sex offender. Failure to disclose this fact could result in arrest, prosecution, and likely fine and imprisonment.
13. Agree to follow the District Volunteer Code of Conduct at all times in your role as a Poway Unified School District volunteer or cease volunteering immediately.