

**SHOAL CREEK
ELEMENTARY SCHOOL**

STUDENT AND PARENT HANDBOOK

2022-2023



11775 SHOAL CREEK DRIVE
SAN DIEGO, CALIFORNIA 92128
PHONE: (858) 613-9080
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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 James Jimenez, Associate Superintendent, Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406.

MISSION STATEMENT

Recognizing the unique qualities of each child, Shoal Creek Elementary School is dedicated to the 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

Shoal Creek Otters will be engaged, lifelong learners who demonstrate respect and resilience in all areas of life.

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

ACADEMIC STANDARDS: Our District and school supports student learning in the area of academic standards through identifying Essential Learnings and their corresponding state standards. More information is available on the District website [here](#).

ANIMAL GUIDELINES: Although the area outside our gates is not specifically restricted by district policy, please exercise caution and compassion when bringing your pets with you to drop off or pick up students. Some of our students are afraid of dogs and are unable to enter or leave the school when animals are present. Our preference is for you to leave your pet at home during these high “traffic” times. If you must bring your pet with you, please stay on the outskirts of the arrival/dismissal area. Pets are not allowed inside the school campus.

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, as childcare will not be available.

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, scooters, hoverboards, roller blades, etc. are not allowed.

BIRTHDAYS & CELEBRATIONS:

Shoal Creek Elementary School recognizes that birthdays are a special day for our students. We must also ensure that party celebrations do not disrupt the learning process. Additionally, Shoal Creek Elementary School recognizes the importance of good nutrition and an active lifestyle in the overall health of our students. The school and our staff are responsible for positively influencing student beliefs and habits in these areas. Frequent birthday celebrations with cookies, cupcakes and other sweets are not in alignment with these learning goals.

Each school class is permitted to have a maximum of three classroom parties each school year. For these three celebrations and special school sponsored events, the food served in the classroom may include cookies, cake, etc.

Student birthdays will be celebrated without food. We are hopeful that families will consider donating a book or ball to the classroom in lieu of food treats. Student birthdays are announced on the weekly Otter TV segment and students are invited to come to the school office to get a birthday pencil.

Our librarian promotes a “Birthday Book Club” which allows a birthday child to donate a book and receive special recognition on one of their class library days to celebrate their birthday.

Flowers or balloon deliveries at school are disruptive to the classroom and are not permitted. If flowers or balloons do arrive for a student, they will be held in the office and the student may pick them up after school.

Limousines may be used as part of a Shoal Creek sponsored reward available to all students. However, limousines are not appropriate on campus at any other time for individuals or small groups.

PLEASE NOTE: All special activities including field trips are for participating students, staff and parents/guardians only. It is important to respect the learning time of siblings at Shoal Creek; therefore siblings should not be taken from their classrooms for a sibling's event (Promotion, field trip, music/band performance.) We ask all parents to honor this expectation and protocol

BREAKFAST: Breakfast is provided free of charge to all students on school days. The gate for students eating breakfast will open at 7:15am. Students will get their free breakfast from the cafeteria and eat it at the lunch tables. Breakfast is served from 7:15am-7:35am. Students may leave the lunch tables at 7:25am, when the playground opens and once they have finished their breakfast. Breakfast may only be eaten at the lunch tables.

CARS/CARPOOLS: 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.

CELL PHONES & ELECTRONIC DEVICES: Students may be permitted to have in their possession a cellular phone/electronic device/smartwatches in school, on school property and at school-related functions provided that the use of the cellular phone/device 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, smartwatches and other electronic devices cannot be used at recess or lunch. Cell phones/electronic devices/smartwatches should be turned off and in the student's backpack. 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 or smartwatch rings during class time or if a student uses their phone/smartwatch during the school day, he/she will be referred to the office.

CHROMEBOOKS: All students have a Chromebook for their use. Students in grades TK-2 will leave their Chromebooks at school daily. Students in grades 3-5 will take their Chromebooks home daily. Students are responsible for bringing their Chromebook to and from school, as well as charging the Chromebook nightly. Please refer to the [PUSD Chromebook Handbook](#) for more information, including expectations, device care, damage to the device, etc.

DAILY SCHEDULE:

Transitional Kindergarten (TK):

Breakfast	7:15am - 7:35am daily
Playground Opens	7:25am - 7:45am daily
School Day Hours	7:45am - 1:45pm daily

Kindergarten (K):

Breakfast	7:15am - 7:35am daily
Playground Opens	7:25am - 7:45am daily
Transitional Days Schedule	7:45am-11:45am (August 17th - September 23rd)
School Day Hours	7:45am - 1:45pm daily beginning September 26th, except for minimum days.
Minimum Days	7:45am - 11:55am (minimum days: 11/1, 11/16, 11/17, 11/18, 3/31, 6/8)

Grades 1-5:

Breakfast	7:15am - 7:35am daily
Playground Opens	7:25am - 7:45am daily
School Day Hours	7:45am - 1:45pm daily, except for minimum days.
Minimum Days	7:45am - 11:55am (minimum days: 11/1, 11/16, 11/17, 11/18, 3/31, 6/8)

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 the learning process. This includes, but is not limited to:

1. Shirts must cover a student's midriff at all times. Only shirts and dresses with sleeves or straps are allowed
2. Sunglasses may be worn outdoors only.
3. Appropriate shoes must be worn at all times. Beach shoes/flip-flops, open toe, and heeled shoes (shoes with wheels) are not appropriate to be worn at school.
4. Pants must fit appropriately on the student's waist and undergarments should be covered at all times.
5. Belts 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 higher 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, costume jewelry, etc).

EMERGENCY DRILLS: Once a month students participate in a fire drill, lockdown, and/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.

FIELD TRIPS: As part of their learning experience, students can attend school sponsored field trips. Parents may be asked to make a donation to help cover the cost of the field trip. Donations are voluntary and not required for a student to attend a field trip.

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. If your child is ill, you may request homework by contacting their teacher via email by 10 a.m. to arrange a pick-up time.

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. Smaller, personal items are kept in the office. At the end of each trimester, 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.

LUNCH: Students may either bring lunch to school or get lunch from the cafeteria. School lunch is provided free of charge. If your child brings lunch, be sure to include only as much food as your child eats. Sharing of food is prohibited. Lunches should have the student's name and room number on the sack or lunch box. Click on the following link for more information about lunch [PUSD Breakfast and Lunch Meals.](#)

OFFICE HOURS: The office is open Monday - Friday from 7:15 a.m. to 2:30 p.m. On minimum days, the office will be open from 7:15am-12:30pm.

PARENT/TEACHER 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 is developed to help them be more successful. Parent conferences will be held Monday November 14th - Friday November 18th, 2022.

Parent Conference Week Schedule:

Monday November 14th: Non-Student Day.

Tuesday November 15th: 7:45am-1:45pm.

Wednesday November 16th: Minimum Day 7:45am-11:55am.

Thursday November 17th: Minimum Day 7:45am-11:55am.

Friday November 18th: Minimum Day 7:45am-11:55am.

Throughout the year, parents are encouraged to communicate any questions, pertinent information or concerns with their child's teacher. Parents can email their child's teacher or call the school office at 858-613-9080 and leave a message for their child's teacher.

PARENTVUE ACCOUNTS: Every parent has access to their child's Progress Reports, attendance record, etc. To access your ParentVue account, go to sis.powayusd.com. If you forgot your password, you can visit password.powayusd.com to retrieve that information. Parents can also download the ParentVue app from their app store.

PROGRESS REPORTS: Paper copies of Progress Reports are provided to parents during parent conferences in November. For the second (March) and third (June) trimesters, parents will need to access their ParentVue account to view the Progress Reports.

SCHOOL HOURS: Breakfast will be served at the lunch tables from 7:15am-7:35am. Students who eat breakfast will stay in the lunch table area until they have finished eating and the playground opens. The playground opens for students at 7:25 a.m. There is no playground supervision for students before 7:25 a.m. or after school. For safety reasons, please do not drop off your child before the gates open. Each afternoon, 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. Our daily schedule is 7:45am-1:45pm Monday-Friday. Minimum days dismissal is at 11:55am. Please see the daily schedule ab

PTA: The Parent Teacher Association (PTA) sponsors numerous activities and events throughout the year, including a variety of family activities. For further information contact the school office or visit the school website. The PTA is an opportunity for our families to be involved and volunteer in various activities and events throughout the school year.

FOUNDATION: The Shoal Creek Educational Foundation sponsors a variety of activities during the year. Their purpose is to provide additional resources, revenue, and support for the school. For further information contact the School office or visit the school website. The Foundation is an opportunity for our families to be involved and volunteer in various activities and events throughout the school year.

PHONE USE & STUDENT MESSAGES: Students are allowed to use the office phone if they need to speak to their parents. It is requested that personal messages to students be limited and only if necessary.

VISITATIONS AND VOLUNTEERS: Parents are always welcome and encouraged to help in the classroom. Please check in with the front office each and every time you come onto campus. Volunteering needs to be scheduled with the teacher and/or the front office ahead of 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
- Other opportunities as they arise

To become a parent volunteer, contact your child's teacher and our front office. Let us know what your interests are, so we can connect you with an appropriate opportunity.

IMPORTANT NOTE: You must have the Megan's Law Clearance, a current TB test (negative reading) and proof of COVID vaccine* or negative COVID test results*, on file in the office in order to do any work with students (i.e. classroom volunteer). Please contact our front office for more information.

**subject to change.*

Siblings: While we appreciate our volunteers and the time they give to our school, we ask that other arrangements be made for pre-school age children while you are volunteering on campus.

WEEKLY COMMUNICATION: Our school weekly communication is called Otter Up! This communication keeps families informed of the happenings at Shoal Creek, as well opportunities to get involved, messages from our PTA and Foundation, etc. Otter Up! is sent via email. Please make sure we have your correct email address to ensure you receive the Otter Up! and other messages.

ATTENDANCE AND HEALTH SERVICES

ABSENCES: If a student is unable to attend school due to illness, notify the **Absence Hotline** (858) 613-0693 before 8:30 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. Your child's absence not only impacts his/her education but also the economic situation for the Poway Unified School District as all state funds received are based on daily attendance. *Please do not schedule family vacations on school days.* 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 5 school 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 at the front 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 Technician to take care of first aid and emergencies. In case of student illness at school, the Health Technician 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. The school gates close when the bell rings at 7:45am.

BEHAVIOR EXPECTATIONS

At Shoal Creek all students and adults subscribe to the following affirmation: WORK HARD. BE KIND. There are rules which everyone must remember to show good character: When a student breaks a school rule, he/she may be given an Otter Warning. Each Otter Warning will be sent home for parent signature. Students receiving three or more Otter Warnings may also be referred to the principal. We implement restorative practices when appropriate to help students learn from their mistakes and make better choices.

Important to Remember:

- Name calling and inappropriate language are not acceptable at school. Students who choose to name call or use inappropriate language may receive an Otter Warning and parents will be notified. Repeated infractions will result in a referral to the principal for consequences including possible suspension from school.
- Fighting is not allowed. Students who choose to fight will be referred to the principal. Any physical contact such as slapping, shoving, biting or kicking may be considered fighting. Parents will be contacted immediately and the student may be sent home, or other appropriate consequences will be given.
- No throwing of rocks, sand or other objects. Students who throw rocks or sand will be referred to the principal. Parents will be contacted immediately, and appropriate consequences will be given.
- It is not acceptable to spit while at school. Students who spit on anyone will be referred to the principal. Parents will be contacted immediately and appropriate consequences will be given.

Playground Rules:

- Show respect for adults who supervise the playground. When the bell rings, stop playing immediately and **freeze**. When the whistle blows, walk to your line and wait quietly for your teacher.
- No eating is allowed on the playground. Eating of snacks is allowed at the playground curb only. ***Please throw your trash away properly.***
- Balls should not be bounced against the building walls or bounced in hallways.
- All games are open, no closed games.
- Bars: Second through fifth grade students only.
- Swings: Count to 30 and take your turn. (Forward and backward = 1 count.) Swing straight – do not twist.
- Do not run between the swings while they are in motion.
- Slides are used sitting down, feet forward. No climbing up or blocking the slides.
- Absolutely no standing on top of or jumping off of any apparatus or equipment.
- No rough play of any sort.
- Students may not bring balls and other playground items from home.
- It is not acceptable to save a student's place in line. Once you are in line, YOU MUST remain there in order to keep your place.
- Playground safety is not limited to these rules. Students may be given an Otter Warning for any unsafe action even if it is not mentioned in this handbook.

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. Students may receive an Otterly Terrific from any staff member to reward them for positive and appropriate behavior and actions. Otterly Terrifics are submitted to the front office by students who received them for a weekly drawing.

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.

Sexual Harassment: The Poway Unified School District recognizes that harassment on the basis of sex or gender is a violation of Federal and State discrimination laws as well as District Policy and Administrative Procedures. The District is committed to providing students with an academic environment free from sexual harassment, and will not tolerate such conduct on the part of any District employee, student, or other person at school or at a school sponsored activity. Any person with a complaint of sexual harassment suffered by a student should implement the complaint process contained in the administrative procedures. For more information, please contact the Title IX/Equity Compliance Officer, Associate Superintendent of Personnel Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406, 858-521-2800, extension 2761.

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.

SCHOOL CALENDAR for 2022-2023*

First Day of School	August 17, 2022	
Kindergarten Introduction Days	August 17 – September 23rd, 2022	8:15-11:55 daily
Kindergarten & TK Back to School Night	August 16th, 2022	
Back to School Night for 1st grade	August 18th, 2022	
Back to School Night for 2 nd -5 th grades	August 25th, 2022	
Labor Day Holiday	September 5th, 2022	School closed
School Pictures classes TBD	August 31st, 2022	
School Pictures classes TBD	September 1st, 2022	
Professional Growth Day	September 19th, 2022	No school for students
Kindergarten – Full Day Begins	September 26th, 2022	M-F 7:45am-1:45pm
School Pictures – Make Up	TBD	
Staff Development	November 1st, 2022	Dismissal at 11:55
Veterans’ Day Holiday	November 11th, 2022	School closed
Conference Day (full day)	November 14, 2022	No school for students
Conference Week	November 15th, 2022	Regular School Day. Dismissal at 1:45pm
Conference Week	November 16th-18th, 2022	Minimum Day. Dismissal at 11:55am
Thanksgiving Break	November 21st-25th, 2022	School closed
Winter Break	December 19th – January 2nd, 2023	School closed
School resumes	January 3rd, 2023	
Martin L King, Jr. Holiday	January 16th, 2023	School closed
Professional Growth Day	January 30, 2023	No school for students
District Recess	February 20th -24th, 2023	School closed
Staff Development	March 18th, 2023	Dismissal at 11:55
Spring Break	April 10th-April 14th, 2023	School closed
Memorial Day Holiday	May 29th, 2023	School closed
Fifth Grade Promotion	June 8th, 2023	
Last Day of School	June 9th, 2023	Minimum Day. Dismissal at 11:55am

*Dates are subject to change. This calendar does not necessarily reflect all of the events, etc. that will take place throughout the school year. Please read the weekly Otter Up! sent out via email for the most current happenings at Shoal Creek.