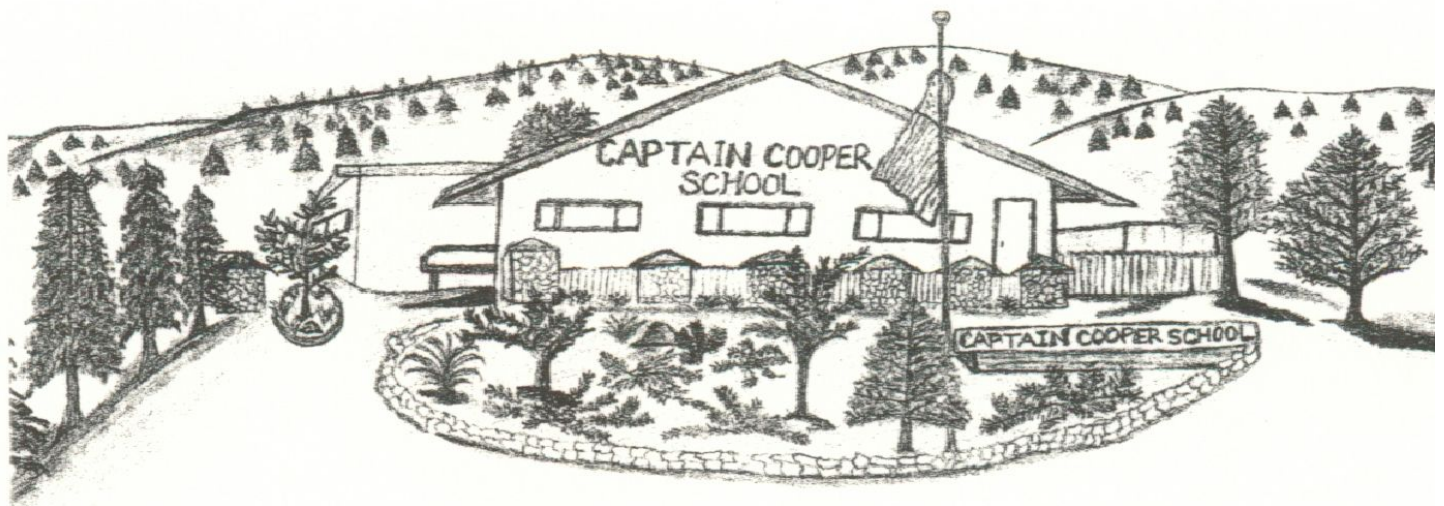


# Captain Cooper School

## Family Handbook 2019-2020





Dear Parents and Guardians,

Welcome to Captain Cooper School! Our goal is to provide a nurturing, encouraging atmosphere where talents awaken and blossom – not just for the students, but for parents, teachers and the community as well.

By reading this handbook, you are making an important contribution to the home-school connection. Your involvement in the educational process is welcomed and celebrated. This year, you will find many opportunities to be actively involved in the school by participating in activities such as the following:

- |   |  |
|---|--|
| *Attending field trips                          | *Fundraising                                   |
| *Tutoring individual students                   | *Gardening with students                       |
| *Displaying student work                        | *Attending Parent Club meetings                |
| *School beautification                          | *Attending School Site Council/ELAC meetings   |
| *Aiding classroom teachers                      | *5 <sup>th</sup> grade events and the Yearbook |
| *Playground improvement                         |  |
| *Presenting a lesson in your field of expertise |  |

In addition as part of “*A Community of Learning and Caring*” – The school is always looking for opportunities to expose the students to a wide variety of learning experiences. You are encouraged to share your special talents with the school, or help connect us with valuable outside resources with which you are familiar.

**On page 19 you will find a volunteer form. Please return this form if you can volunteer in any way. On page 20 you will find the Discipline Plan Acknowledgment form. Please sign and return this form. Thank you for devoting the time to read this handbook.**

Sincerely,

Elisa Tacconi  
Principal



# Carmel Unified School District Board of Education

Karl Pallastrini  
Annette Yee Steck  
Todd Weaver

Tess Arthur  
Sara Hinds

The Board of Education is responsible for setting district policy and approving the district's annual budget. The board and district staff work to ensure that the CUSD students receive the highest quality education and the district's finances are healthy.

The public is welcome to attend board meetings the second and fourth Wednesday of each month (tentative schedule). The schedule can vary during summer and holidays. Meetings are held at Carmel Middle School. For more information call the district office at 624-1546.

## District Office Administration

Barbara Dill-Varga	Superintendent
Trisha Dellis	Chief Human Resources Officer
Paul Behan	Chief Technology Officer
Yvonne Perez	Chief Business Services Officer
Blaise DiGirolamo	Chief Academic Officer
Steve Gonzalez	Director of Special Education
Dan Paul	Director of Facilities and Transportation

## Captain Cooper Staff

667-2452 Extension

Elisa Tacconi	Principal	Office	11
Kouri Spungin	Secretary	Office	10
Sharon Zarate	Transitional-Kindergarten/Kindergarten	Room 6	15
Alisa Ibsen	1 <sup>st</sup> /2 <sup>nd</sup> Grade Teacher	Room 4	12
Stephanie Lee	4 <sup>th</sup> /5 <sup>th</sup> Grade Teacher	Room 5	19
Will Bans	3 <sup>rd</sup> Grade Teacher	Room 1	22
Jillian Tischio	STEAM/PE Teacher	Room 3	13
Rachelle Bellanger	Title 1 Intervention Teacher	RTI Room	14
Ralph Ward	Resource Specialist	Portable	17
Ruby Way	Garden	Office	
Carol Shadwell	Music	Library	16
Gin Velasquez	Instructional Aide, Playground Supervisor	Office	10
Carolyn Sinclair	Health Aide/Instructional Aide	Office	10
Marikay LeValley	Counselor	Counseling Office	18
Tafay Wilson	Library Aide	Library	16
Debbie Taylor	District Nurse	CHS 624-1821	2014
Elena Munoz	School Bus Driver	Office	10
Jose Renteria	Custodian/Groundskeeper	Office	10
Neil Baldwin	Apple Pie	Apple Pie	21
Margaret Lopez	Apple Pie	Apple Pie	21
Dawn Anderle	Speech and Language Specialist	Office	10
Karen Neville	School Psychologist	Office	10
Terry Woodward	Art	Office	10
Marc Rodriguez	Technology	Office	10

**School Counselor** – Marikay LeValley will be here once a week as a resource to students, parents and teachers, as well as working with classes every week and leading support groups, conflict management, and character education.

**Resource Specialist**- Ralph Ward works with teachers and students to devise learning plans and provide educational services for Special Education.

**School Psychologist**- Karen Neville provides consultation and testing to support intervention programs.

**Technology**- Computer skills and content areas are integrated in each classroom and the STEAM Program.

**STEAM**- Jillian Tischio provides integrated instruction in Science, Technology, Engineering, Art and Math.

**Physical Education**- Jillian Tischio provides PE to all grades, 2-3 times each week.

**Speech and Language**- Dawn Anderle works with teachers, students and families to provide services in speech and language in English and Spanish.

**Children's Garden**- The garden technical assistant, Ruby Way, works to develop environmental stewardship and integrate content areas.

**Music Instruction** – Carol Shadwell teaches general music one day each week for all grades, as well as beginning band or orchestra for grades 4 and 5.

**Common Core Coaching**- District instructional coaches provide support.

**School Library**- Tafay Wilson provides library support for our students.

**Title I Support**- Rachelle Bellanger provides academic support in small groups for ELD, reading, writing and math.

**Health Specialist** – Nurse, Debbie Taylor and Health Aide, Carolyn Sinclair are available for consultation regarding health concerns or questions.

**Custodian**- Our beautiful campus is maintained by Jose Renteria.

## School Organizations

### Captain Cooper Parent Club

The Captain Cooper Parent Club is an active, non-profit organization of parent volunteers and teachers. The purpose of the group is to support and advance Captain Cooper School in achieving educational goals. The Captain Cooper Parent Club is a vital organization supporting Captain Cooper School. The volunteers help organize school events, raise money to fund field trips, assemblies, performing arts, and support classroom material needs. All parents are invited to be involved in the parent club as a vital part of our school community. Attending the Captain Cooper Parent Club meetings is the best to stay informed about events, school policies, and plans.

### Captain Cooper Parent Club Executive Board

The Captain Cooper Parent Club Executive Board is, a group of elected parents and teachers who meet monthly to prepare for the general meetings, approve the club's budget, and help initiate event planning. All Captain Cooper Parent Club board minutes are presented and reviewed at the parent club's general meetings.

### School Site Council (SSC)

The School Site Council (SSC) is composed of elected parents, and staff volunteers. The purpose of the group is to advise and assist in the development of the Single Plan for Student Achievement. The SSC meets approximately four times a year. All members of the school community are invited to attend SSC meetings.

### English Language Advisory Committee (ELAC)

The English Language Advisory Committee is a group of parents and staff members. The committee is composed of parents of students learning English as a second language. The purpose of the group is to address the needs of students who meet the criteria to be classified as English Language Learner. The group addresses topics such as:

- Advising on the school's program for English learners.
- Advises on the development of the Single Plan for Student Achievement.
- Assists in the development of the school needs assessment.
- Collaborates with the Captain Cooper Parent Club to coordinate events.

### Other Opportunities to Serve

In addition to joining one of our parent groups, we invite you to consider supporting Captain Cooper School in other creative ways. Just speak to Principal Elisa Tacconi or your child's teacher, and we will find a place for you!



## School and District Policies and Practices

### OFFICE HOURS

Office hours are 8:00 – 3:30.

The office is open daily from 8:00-3:30. You may also make an appointment by calling 831-667-2452. You may email Kouri Spungin our school secretary at [kspungin@carmelunified.org](mailto:kspungin@carmelunified.org) or the principal at [etacconi@carmelunified.org](mailto:etacconi@carmelunified.org). When the office is un-staffed, the voice mail system will record incoming calls. You are welcome to leave a message for one of our staff members and the voice mail message will be returned promptly. Please see COMMUNICATION GUIDELINES for more information.

### VISITING THE SCHOOL

We welcome parents and visitors as an essential part of the educational community! District policy requires **all visitors to sign in** to the office when entering the campus during school hours. If you wish to walk your student to class, please sign in and get a pass. We ask that you avoid interruptions during classroom instruction. When picking your child up, please wait on the bench outside the office. We appreciate your effort to help us provide a **safe and secure campus!**

### ENROLLMENT

Kindergarten: Children who are 5 years of age on or before September 1 of the current school year are eligible for enrollment. Legal proof of birth date is required. **Those children with birthdays between Sept. 2 and Dec. 2 will be enrolled in the Transitional Kindergarten and participate in two years of Kindergarten.**

All NEW students are required by State law to have a physical examination. Students who have attended any California public school need not have another physical examination. The physician must report the examination on the CUSD form entitled "Report of Health Examination for School Entry", which is available at the school office.

### ATTENDANCE AND ABSENCES FROM SCHOOL

Attendance is essential to a student's success in school. If a child is absent because of illness or other "excused" reasons, please telephone the school that morning to let us know the reason for the absence. A call will be made home if we have not heard from you. *If your child is absent or tardy more than 30 minutes from school 3 times without a valid excuse, he/she will be declared a truant. You will be notified in writing that such action has been taken.*

### ATTENDANCE AND TARDIES

Captain Cooper School works to foster a sense of belonging; being at school every day **on time** helps students feel that sense of belonging. Students are expected to arrive at their classroom door by 8:30. Parents are required to park and come into the office to sign in when their students are tardy. Any student who arrives after 8:30 needs to go to the school office to check in. Please see **Truancies** for more detailed information regarding excessive absences or tardies.

### TRUANCY

California Education Code Section 48260 defines truancy as: "absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof." Students are unexcused from school until their parents have called the attendance secretary to report an excused absence.

**Excused absences are: student illness, medical appointments, family funerals, and mandatory court appearances. Family vacations are best scheduled during our many break times and are not excused. Please**

**report all excused absences directly to the school secretary. If your child will have one or more unexcused absences for any reason, you are asked to meet with the school principal before or soon after the absence; before is preferable!**

In accordance with Monterey County Truancy Laws and Ed. Code, **Captain Cooper School** has instituted the following policies and procedures for dealing with the cumulative total of truancies:

**Of course we would like to avoid all consequences and ask that parents respectfully abide by state mandate as it pertains to student attendance.**

**To summarize Monterey County Truancy Abatement Program and Ed. Code:**

**Step 1. Three unexcused absences or days tardy in a school year:**

Parents are notified by mail of the student's truancy and a meeting or phone call with a school official is required. Copies of truancy letters are sent to the Superintendent and kept on file. Monterey County District Attorney's office Letter #1 is mailed home. *(If a parent receives the first letter and the attendance record already shows that more than three unexcused absences have been accrued, it is still considered "step one" in the process, for the process begins when the parent has been notified).*

**Step 2. A fourth unexcused absence:**

Parents are contacted by phone and notified of the student's truancy and a second meeting and/or phone call is required. Monterey County District Attorney's office Letter #2 is mailed home. Copies of truancy letters are sent to the Superintendent and kept on file.

**Step 3. A fifth unexcused absence:**

Student may be declared a "Habitual Truant" by the County.

Monterey County District Attorney's Letter #3 will be mailed home and kept on file. The District Attorney's Office will contact you regarding the situation

NOTE: Continuing truancy will result in further progressive disciplinary action. Board Policy gives a teacher the right to lower a student's grade for excessive truancies.

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## **ACCIDENT INSURANCE**

If you do not have insurance or if you wish additional insurance, you will find an application and information about different coverage plans in the office. **Please note that for insurance, you need to apply directly to the insurance company.**

## **BEFORE AND AFTER SCHOOL SUPERVISION**

School staff does not provide supervision before or after school.

**We ask that children DO NOT arrive at school before 8:15 AM or stay after 3 PM without parental/adult supervision, unless they are attending a school program.** If, in an emergency, your child cannot be picked up on time at dismissal or must remain at school for a short time, please notify us as soon as possible.

**CHANGE OF ADDRESS AND/OR TELEPHONE** Please notify us when you move, obtain a new telephone number, or have a change of mailing address. We need your information at school to be as up to date as possible. This is very important if there is an emergency and we need to contact you.

## **USE OF SCHOOL GROUNDS**

Families and community members are welcome to use the school playground when school is not in session. However, the school GARDEN and APPLE PIE playground are closed to the public after school hours. We



appreciate careful and appropriate use of all equipment. For safety and security, children must be supervised by an adult who is not playing a sport. Neither alcoholic beverages nor smoking are allowed. Thank you for taking care of the school, and placing recyclables and trash in containers.

### **SCHOOL SUPPLIES**

Students may supply paper, pencils and other necessary school materials. The school will provide these items to any student. Your child will be required to give particular care to books and all other school property. In the case of unnecessary destruction, the child may be required to pay for the materials destroyed.

### **LOST AND FOUND**

Please **mark all clothing**, lunch boxes, binders, etc., with your child's name. Please check the lost and found box. Unclaimed articles will be donated to local reuse non-profits in December and June.

### **FIELD TRIPS/PARENT CHAPERONE**

We must have a parent volunteer/chaperone form on file once a year for parents who help on field trips or at school. Thank you.

### **SCHOOL LUNCH PROGRAM**

School lunches are prepared daily at Carmel High School. The cost is \$4.00 including milk. Menus are prepared monthly and will be sent home with your child. Milk may be purchased for \$0.50. Lunch and milk orders may be processed in the office before school. Our district wide computerized school lunch program is called NutriKids. Parents are encouraged to pay for their child's lunches on the school website, or by sending money to the office. Lunches may be paid for in cash or check. Checks should be made payable to: CARMEL UNIFIED SCHOOL DISTRICT.

### **BREAKFAST PROGRAM**

Breakfast is available at 8:15 and 10:15. The cost is \$2.00, or is available through the Free and Reduced program.

### **FREE OR REDUCED PRICED LUNCHES**

Free and Reduced Lunches are available to eligible students. Forms may be obtained at the school office. The forms are sent to the CUSD Food Service Department, who then processes the forms and notifies the parents if the family qualifies.

### **TRANSPORTATION FEES**

Fees are charged for school district transportation. These fees help the district, but only offset a percentage of the deficit in operations. The cost for one student to ride the bus for one year is \$200.00. Two students are \$400.00 and three students are \$500.00. There is a \$1.00 one-way charge for occasional riders. Further information and schedules are in your packet.

### **Emergency and Medical Issues**

#### **EMERGENCIES**

Parents are required to have an emergency card on file at the school office. If any information changes during the year, the parent is required to visit the school office, in person, to record the change.

#### **ILLNESS OR INJURY**

In case of illness or injury, a child will be cared for temporarily by school personnel. First aid treatment, only, will be applied. If emergency medical treatment is necessary, parents will be contacted. If unable to contact the parents, school personnel will follow the information on the emergency card.

## **PARENT REPORTING REQUIREMENTS FOR STUDENT INJURIES AND ILLNESSES**

Parents shall notify the office staff or school nurse regarding any student injury or illness. Parents shall inform school staff of any concerns, potential limitations and/or prohibited activities that may require accommodations. A physician's note may be required for school attendance. The school nurse will communicate any accommodation plan to the site administrator and relevant staff.

## **STUDENT MEDICATION**

Please inform your child's teacher of any medication being taken by your child, or of a physical condition that may preclude normal activities. If a student brings medication to school, it must be checked in with the office which will be responsible for dispensing it, **only if there are written instructions from a doctor and the correct form is on file**. In compliance with district nurse instructions, if a child needs medication to be administered during the day, such as pain medication or cough suppressant, the child is too ill to be attending school and should be kept home until recovered enough to get through the day without medication.

## **IMMUNIZATIONS**

Students are required by law to have immunizations for varicella (chicken pox), measles, mumps, rubella and hepatitis B prior to entering a California school. Parents must submit a California School Immunizations Record during registration. Kindergarten and newly registered first grade students to the school must submit a physician completed health examination. Incoming kindergarten and newly registered first grade students are also required to have an oral health assessment (dental exam) completed and submitted.

## **HOME HOSPITAL TEACHING**

A home teacher will be provided for pupils who are unable to attend school due to health problems for a period of more than four weeks. If a home teacher is needed, contact the school principal for further information.

## **HOME/SCHOOL COMMUNICATION and CONNECTION**

We believe home and school communication is essential in supporting our students. Below you will find the Carmel Unified School District guidelines for communication as well as ways to connect school, learning, and home.

## **COMMUNICATION GUIDELINES FOR PARENTS**

Parent/Teacher communication is one of the most critical factors to insure student success at school. In this era of ever-present communication, it is helpful to have clear expectations to help parents and teachers manage their communications effectively. With that in mind, the **Carmel Unified School District** has established these guidelines.

### General

- Parents should be aware that teachers are instructing during the school day and often have before school and after-school meetings. Teachers may have over 100 students and parents with whom they need to communicate. Therefore, it may be 24 to 48 hours before a teacher can respond to a phone call or an email.
- In times of heavy volume, teachers may not be able to meet these timelines, but will make an effort to acknowledge receipt of your communication. They will let you know if they need time to develop a thorough response.
- To make sure your teacher receives time-sensitive information, it is helpful to place both a phone call and an email. Please indicate your degree of urgency in your message. In an email, it is a good idea to write "Time sensitive" at the start of the subject line.

- For truly urgent items, it is best to call the office, where staff can direct your call appropriately. This is important because teachers do not always have a chance to check phone messages or emails during the course of the school day.
- If your concern is not urgent, please indicate whether you need a detailed response or whether the communication is for information only.
- At Back-to-School Night, teachers will indicate whether they have a preferred mode of communication (phone or email). Please understand that this is just a preference; as a parent, you are encouraged to use the method that makes the most sense to you. If their preferred mode is not convenient for you, be aware that teachers are committed to respond to your communication, no matter how it is sent.

#### Email

- Occasionally, an email may be blocked by our filter. If you are concerned that may be the case, it is a good idea to contact the teacher by phone.

#### Grades - Secondary

- Before calling or emailing the teacher, check the Aeries.net website (<http://aeries.carmelunified/aeries.net>) or MySchool (<http://moodle.carmelunified.org>).
- Be aware that teachers are allowed up to two weeks to enter grades after an assignment is due. A good rule of thumb: the longer the students have to work on an assignment, the longer a teacher may need to grade it. If homework is turned in late, it may not be posted for up to two weeks after it is received.
- If you need help with a password, you may call your school attendance secretary. Help for the Aeries.net Gradebook log-in is also available online on the district website under the "For Parents" menu (then Forms For Parents, Other Forms), and MySchool help is available at <http://moodle.carmelunified.org>.  
*If you have questions or suggestions regarding these guidelines, you may contact the district's communication officer, Paul Behan, at 831-624-1546, extension 2040 or [pbehan@carmelunified.org](mailto:pbehan@carmelunified.org).*

### Connecting School and Home

- Read carefully bulletins which are sent home (e.g. What's Happening and the bi-monthly newsletters)
- Check the school calendar frequently; call with questions.
- ***If you need to change your child's transportation going home, please help your child feel secure by confirming plans before school and by sending a signed written note to the office. We cannot accept phone calls outlining ride changes except in emergencies.***
- Help your child gain responsibility in completing and returning homework.
- Read with or listen to your child read.
- District policy requires that all visitors or volunteers on campus wear a Visitor/Volunteer pass. Volunteers must sign in at the office and obtain their badge to wear while on campus.
- Send back all permission slips promptly.
- Help your child to be prompt, courteous and responsible.
- Make any special plans for the day with your child **before** he/she leaves for school. Children are allowed to use the school phone only in urgent cases.
- **Please plan family trips during scheduled school vacations.**

### HOMEWORK POLICY

#### HOMEWORK/MAKE-UP WORK POLICIES

Homework at the elementary school level should be a continuation of parent and child spending time together to foster a love of learning. Those times of a parent reading with their child can now be expanded to the child

reading to their parents or siblings. Students can explain, or seek further reinforcements at home for skills and concepts learned that day at school.

**CUSD Board Policy** of homework for elementary grades is as follows:

1. Students should expect to have homework three or four days each week. The amount of time spent on homework should be about 15 minutes for Kindergarten, 20 minutes for grades one through three, and between 30 and 45 minutes for grades four and five.
2. Assigning homework to be completed over weekends, official breaks and holiday periods is prohibited. However, long-term projects may span official breaks and multiple weekends. Families may choose to work on assignments during these periods at their discretion.
3. Homework assignments at the elementary level will encourage parents/guardians to read with their children and to interact with their children in positive ways.
4. Homework assignments at the elementary level will reinforce skill and concept development and encourage family participation.
5. Homework assignments will help to develop good personal study habits. Teachers will instruct students on how to develop effective study techniques.

**CUSD Guidelines** regarding homework for parents and students are included on the following pages.

#### Guidelines for the student

To do a good job with homework, students should:

1. Listen carefully to all directions regarding homework; ***ask questions if the assignment is not clear.***
2. ***Complete and turn in all homework assignments on time.***
3. Keep a notebook record of all assignments, including due dates and other specific requirements.
4. Have a definite time and place for study, free from interruptions, and stocked with working materials.
5. Budget time wisely and maintain a schedule for study time.
6. Use libraries, dictionaries, maps and general reference materials, and learn appropriate ways to approach and question people who are knowledgeable in various fields.
7. Strive for the best results, rather than the minimum.
8. Take the initiative in making up work missed for any reason.
9. Use a study method appropriate to the assignment – such as working independently, in a small group, as part of a team, or other useful processes or procedures.

#### Guidelines for Parents/Guardians

To assist their children, parents/guardians should:

1. Provide a suitable place for study, free from distraction and, if possible, reserved for that student alone.
2. Assist students in developing systematic home study skills.
3. Show interest in the work being done and provide feedback
4. Participate eagerly in assignments which call for active parental involvement.
5. Express interest when children talk about school.
6. Assist in balancing schoolwork with other activities.
7. Talk with teachers if assignments ***or the amount of time required to complete assignments*** seem to cause students continuing problems.
8. Share ideas on topics of common interest.
9. Keep in touch with the school program through calls, visits, and participation in school activities.
10. Insist on the proper use and care of books and materials.

## **PROGRESS REPORTING**

We have three reporting periods at the elementary school level: November, March and the end of the year. Parent-Teacher conferences will be scheduled during the November and March reporting periods. All students will receive a final report card at the end of the year.

## **ACADEMIC SUPPORT SERVICES**

These services include:

**Title I** – to provide additional academic support in a small group

**ELD** – to help our primary Spanish speaking children transition to English

**Special Education** – to address learning disabilities and special needs

**After school Intervention or Homework Club** – to provide additional after-school help to students (dependent upon staffing)

# **CAPTAIN COOPER SCHOOL DISCIPLINE PLAN**

## **PHILOSOPHY**

Captain Cooper School creates a positive, caring environment where students have the opportunity to thrive. Everyone has a right to learn and be safe from physical and emotional harm. Appropriate behavior is the responsibility of each student. Parents, students, and staff members work together to help students meet that responsibility.

## **STANDARDS OF GOOD CHARACTER**

Students will strive to demonstrate the following character traits:

**Caring:** Being kind, helpful, and generous; show concern for others

**Citizenship:** Do your share to help your family and to make your community a better place; cooperate with others; obey rules and laws.

**Trustworthiness:** Be honest, reliable and loyal; keep promises.

**Respect:** Be polite and courteous to everyone; use peaceful ways to resolve conflicts; treat others the way you would like to be treated.

**Responsibility:** Work hard and do your best; use self-control; accept the consequences of your choices.

**Fairness:** Play by the rules; take turns; share & listen; treat others equally.

## **RECOGNITION**

1. Students will receive recognition for academic achievement, good citizenship, and special service to the school at weekly assemblies.

2. Staff will provide positive praise and recognition for **character, scholarship** and following the school rules whenever appropriate.

## **SCHOOL RULES and CONSEQUENCES**

### **SCHOOL RULES:**

- **Show Respect**
- **Make Good Decisions**
- **Participate in Problem Solving**

Students will:

1. Treat themselves and others with respect and consideration.
2. Treat the property of others and the school with respect.
3. Keep hands, feet and objects to oneself.
4. Use appropriate language.
5. Walk in rooms, corridors, and on ramps.
6. Play safely.
7. Leave toys, cell phones, and other electronic devices at home.
8. Not bring weapons, knives, matches and lighters to school.
9. Arrive to school on time.
10. Go directly to their classrooms upon arrival at school to drop off backpacks, then proceed directly to the playground.
11. Follow clear classroom standards as established by their teachers.
12. Do their best on assignments and homework.
13. Follow the directions of the adult in charge.
14. Dress appropriately, following the school dress code.
15. Use school computers and the Internet appropriately.
16. Not engage in bullying, harassment and intimidation of any kind.
17. Not bring gum or soda to school and limit sweet treats.
18. Be picked up promptly upon school dismissal if not riding the bus.

### **CONSEQUENCES when School Rules are not followed**

1. Playground:
  - a. Student will receive one warning.
  - b. Student will be denied the use of equipment.
  - c. Student will lose recess time.
2. Students may receive a referral to the teacher or principal. A Character Education Pillar form will be filled out by the student with the teacher, counselor, or principal. Students may participate in restorative justice practices to repair harm.
3. Parents will be notified when a student has received a referral.
4. Bullying, harassment or intimidation will result in an immediate referral to the principal and call home.
5. Suspension may occur for serious offenses outlined in school district policy.

### **REFERRAL TO THE PRINCIPAL**

If a student is sent to the principal with a referral from either the playground or classroom, the following procedures will be followed:

1. First referral: meet with principal, referral form sent home.
2. Second referral: meet with principal; referral form sent home, phone call home.
3. Third referral: meeting will be held with student, teacher, parent, and principal in attendance. Written plan for success will be developed.
4. Fourth referral: suspension review will be held by the principal and the student's teacher.
5. Suspension may occur at any time for serious offenses outlined in school district policy.

### **BULLYING, HARASSMENT AND/OR INTIMIDATION**

Bullying, intimidation, and harassment will not be tolerated. Bullying occurs when a student is intimidated by verbal or physical conduct or actions. Intimidation refers to actions that may cause fear, humiliation or injury. Harassment is verbal or physical conduct directed at someone's personal characteristics. Depending on the seriousness of the offense, students may be suspended and/or recommended for expulsion from school.

At a minimum, incidents of bullying and harassment will receive the following consequences as are developmentally appropriate.

1<sup>st</sup> offense: parent contact and recess and lunch detention for up to two days.

2<sup>nd</sup> offense: parent contact and recess and lunch detention for up to five days.

3<sup>rd</sup> offense: intervention meeting with parents and student behavior plan will be developed, recess and lunch detention for up to five days, and possible suspension.

Subsequent Offenses: suspension, one to five days. Serious repeat offenders shall be recommended for expulsion from Carmel Unified School District.

### **PLAYGROUND STANDARDS (Recess)**

1. Play by game rules. Games are open to all children. Some games will have alternate days for different age and ability groups.
2. All equipment is to be shared. Students will put away the equipment they took out and/or used.
3. Jump ropes are for jumping only.
4. Tag games on grass field only.
5. Tackling, wrestling, and play fighting are prohibited.
6. Swings are for swinging only: Swing straight; one child at a time on swing; stop the swing before getting off.
7. Slide is for sliding only: One child at a time, feet first, sitting down; Use stairs only to reach to top; No climbing from bottom of the slide to reach the top; Slide all the way down.
8. Do not pick up lizards, newts, etc. Report all snakes to the playground supervisor immediately.
9. Respect nature. Do not climb trees or pick flowers and shrubs. Do not hang or swing from limbs. Stay out of the flower beds.
10. Pick up all garbage when finished with lunch. Use appropriate waste containers for compost, recycling, and garbage.
11. Stop playing and walk to assigned areas after the bell rings.
12. Get permission from the playground supervisor before leaving the playground.

## **PLAYGROUND BOUNDARIES**

Play areas are limited to the open and visible flat area. The bank east of the playground is out of bounds. No one is to be west of the school building, including in the school garden, without teacher permission.

## **PLAYGROUND SUPERVISION**

Playground supervision is provided by school staff during recesses. Parents are encouraged to report any concerns they have regarding playground issues to the principal or designee.

## **BUS SAFETY**

- Help your child get ready on time so there is not a frantic rush to reach the bus stop before the bus arrives
- When meeting your child at the bus stop, please be there on time. If you are not there on time, your child will remain on the bus for the entire route and be brought back to Captain Cooper School.
- Please go over the bus safety rules so your child understands what they are and why they are important to follow.
- The bus driver will issue citations to any rider who disobeys safety and behavior rules.

The following rules are to ensure a safe and enjoyable ride. (This is a partial list. Please consult Board Policy E (4) 354 on the district web site.)

1. The “danger zone” is 10 feet around the bus in every direction. While waiting at the bus stop, students must stand in line as far back from the road as possible.
2. While on the bus, students must remain seated with their feet on the floor in front of them, not in the aisle.
3. Sit in your own seat and remain with seatbelt buckled at all times.
4. Do not shout or gesture at passing vehicles or pedestrians from the bus.
5. Maintain a quiet voice.
6. Wait until the bus comes to a complete stop before standing to exit.
7. Eating or drinking is not permitted on the bus, unless specific permission is given by the bus driver.
8. Throwing any object in, out of, or at the bus is prohibited.
9. Respect the bus driver.

## **DRESS CODE AR 5132(a)**

Sun-protective clothing, including hats, is allowed for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. High-heeled shoes, flip-flops, backless shoes or sandals are **not** acceptable.
2. Appropriate shoes will be worn for P.E. classes, recess, and running activities.
3. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive,



which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.

4. Hats, caps and other head coverings shall not be worn indoors, except for religious observation.

5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.

6. Hair shall not obstruct the student's vision.

### **Gang-Related Apparel**

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282) Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

### **PHYSICAL EDUCATION**

Coaches and teachers may require more stringent dress requirements to accommodate the special safety needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

### **EXTRA-CURRICULAR ACTIVITIES**

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

### **SUSPENSION AND EXPULSION**

**By State law the following offenses by student are grounds for suspension or expulsion, whether they occur while on school grounds, while going to or coming from school, during the lunch period (on or off the campus), during a school sponsored activity, or while going to or coming from a school sponsored activity:**

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another

liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stolen or attempted to steal school property or private property.
- h) Possessed or used tobacco, or any products containing tobacco or nicotine products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault.
- o) Harassed, threatened, or intimidated a pupil who is complaining of either preventing that pupil from being a witness, or both.
- p) Aided or abetted the infliction or attempted infliction of physical injury to another person.
- q) Committed sexual harassment.
- r) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- s) Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils.
- t) Made terrorist threats against school officials or school property, or both.

# Captain Cooper

## 667-2452



Staff Extension #'s	
Kouri Spungin	10
Ms. Tacconi	11
Mrs. Ibsen	12
Mrs. Tischio	13
Mrs. Bellanger	14
Mrs. Zarate	15
Library/Music	16
Mr. Ward	17
Marikay LeValley	18
Mrs. Lee	19
Apple Pie	21
Mr. Bans	22

Carmel Unified Website is:  
<http://www.carmelunified.org>

## **HANDBOOK AND DISCIPLINE PLAN ACKNOWLEDGEMENT**

We have read and discussed the Discipline Plan and contents found in this handbook.

We will do our part to help make Captain Cooper School a safe, nurturing, and enjoyable place for learning.

Student's signature: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **CAPTAIN COOPER SCHOOL VOLUNTEER FORM**

We strongly believe that public school are only made for the people, but by the people. Your presence and input is VERY valuable. Please circle all items you are considering participating in during the year:

- Chaperoning field trips
- School beautification in fall and/or spring
- Monitoring and assisting students on the playground
- Gardening with students
- Reading with a child
- Attending Parent Club Meetings
- Attending School Site Council Meetings
- Fundraising
- Aiding a classroom teacher once a week
- Presenting a lesson of interest to students
- Science experiments
- Art projects

Others \_\_\_\_\_

Parent name: \_\_\_\_\_

Student name: \_\_\_\_\_ Grade: \_\_\_\_\_

**PLEASE COMPLETE AND REMOVE THIS PAGE.**

**RETURN TO THE SCHOOL AS SOON AS POSSIBLE.**

**THANK YOU FOR TAKING THE TIME TO READ!**