

Cabrillo Global Academy Student/Parent Handbook 2024-2025



**1562 W. 11th Street
Upland, Ca 91786
Phone: (909) 985-2619**

Dear Cabrillo Families,

Welcome to Cabrillo Elementary School! We have prepared a Student/Parent Handbook with vital information about your child's school in regards to academics, social and emotional growth, and safety. It is important to Cabrillo to have open communication with families. We will continue to inform you about school activities through the Parent Square App, flyers, Class Dojo, email or by telephone. Important messages are scheduled to be made between 5:00 p.m - 7:00 p.m. and attendance messages around 11:00 a.m.

Please:

- Review the school rules and discipline plan with your child found in the handbook
- Request a copy of the handbook if needed. It is also available on our website.
- All information such as phone numbers, email addresses, emergency contacts must be reported in your child's AERIES parent portal every year prior to school starting.
- Notify the office immediately of any change in address, phone numbers, and emergency contact information. Addresses can only be updated in person by coming to the office and by providing an updated proof of residence. Proof of residence must be dated within 3 months or less.

Here are some important links:

- **Cabrillo Website** <https://cab.upland.k12.ca.us>
- **Upland Unified School District Website** <https://www.upland.k12.ca.us>
- **Aeries Parent Portal**
<https://uplandusd.aeries.net/Student/LoginParent.aspx>

Cabrillo has an open door policy for all families. Always feel free to contact the school by stopping by the office, phone or email. By working together, we can ensure a successful experience at Cabrillo for all of our students!

- Mr. McCanne, Mrs. Buries, and Staff

Attendance

Students are expected to attend school each day and are expected to arrive at school on time. Perfect attendance at Cabrillo Elementary School means that the student has been at school every day, has arrived on time, and has not been picked up early. We value our students' time to learn and want to ensure that they are getting the most out of school.

When your child is absent from school, please report the absence by calling our **24 hour attendance line at 909-920-3101**. If you do not call to report your child's absence within 48 hours the office will mark your child's absence unexcused. Children who are ill should be free of a fever for 24 hours (without medication) prior to returning to school. To request homework, contact your student's teacher by 9:00 am.

Prolonged illness or communicable diseases should be reported to the school office as soon as they are diagnosed.

Late Arrivals

It is essential that your child knows the importance of arriving on time. Our instructional program begins at 8:00 a.m. In case of frequent tardiness, parents will be contacted and plans developed to improve student attendance. Students who arrive late due to a medical/dental appointment should bring a note from the doctor. **Students who DO NOT cross the front office gate by 8:00 AM will be considered tardy.** A student, who arrives tardy to school after 8:00 a.m., MUST report to the office for a tardy slip.

Breakfast and Lunch Programs

At this time, student breakfast and lunch are at no cost to the student. A monthly breakfast and lunch menu for elementary schools can be found on the district website.

- **Upland Unified School District Website/Elementary Menus**

<https://www.upland.k12.ca.us/district-office/nutrition/menus>

Lunch/Drop Off Items

We ask that all items being dropped off at school are labeled with your students name and you message the teacher to let them know prior to arriving. We encourage you to drop off lunches at least 30 minutes prior to your students' lunch time. The office is not responsible for items dropped off that are not obtained by your student. We encourage you to send your student to school with all necessary items daily.

Medication Procedures

Procedures for any medication required to be administered in school

If your student must take a prescription or over-the-counter (i.e. Advil, eye drops, and cough drops) medication in school, you must do the following:

- Obtain the Authorization for Medication form from your child's school and take it to your child's health care provider. This form must be filled out and signed by the health care provider and the parent/legal guardian. Once completed, return this form to your child's school along with the medication in its original container (this will be kept at the school site). The Health Technician will assist your child taking the medicine.
- Medication must be delivered by an adult to the health office in its original container.
- Students can not bring any type of medication to school; this includes cough syrup, aspirin, cough drops, inhalers...
- Medication will be returned to the parent the last day of school. No medications can be sent home with a student. Medication not picked up will be discarded.

Please view our Health Office website by clicking the link below:

<https://cab.upland.k12.ca.us/about-school-name/health-office>

School Accountability Report Card

For more information about Cabrillo Elementary School, please review our School Accountability Report Card. It can be found here:

<https://drive.google.com/file/d/1z2u-i4USzs3CxaRUD6Qhj-albc73iUkC/view>

For a hard copy of our SARC, please visit our office at 1562 W 11th St in Upland. We would be happy to provide you with a copy.

Homework Policy

Research has been unable to prove that homework in the form of excessive busy work improves student performance. We ask that you spend your evenings doing things that are proven to correlate with student success—eat dinner as a family, read together, play outside, and get your child to bed **early**.

Homework should reflect what your child is learning in class. Our homework policy includes the following:

***Primary TK-3:**

1. Literacy- Reading every night, practicing sight words (as applicable)
2. Math - Practice math facts and home practice worksheets

***Upper 4-6:**

1. Literacy- Includes reading each night along with other ELA practice
2. Math- Math practice nightly, using their math journal for support

*** Students will be asked to take home unfinished classwork or to work on class projects at home.**

*** Studying for quizzes, tests, vocabulary**

Dress Code

At Cabrillo, we prepare our students to be career and college ready. As part of this preparation, we want students to look and feel their best. Appropriate attire is essential in maintaining the professionalism necessary to be career and college ready. In order to keep our students safe and looking professional, we would like to remind you and your child of our dress code. This dress code is in place to ensure that our instruction is never compromised.

(A) Shoes

- Open-toed and open-heeled shoes are NOT allowed due to safety concerns
- Athletic-type shoes need to be worn for P.E for safety issues.

(B) Hats/Hoodies

- Hats and Hoodies may NOT be worn inside the classroom or in the MPR. Students may wear hats outside at recess and at lunch.

(C) Tops/Shirts

- Tank tops: straps need to be AT LEAST 1 inch in width.
 - Bra straps should NOT be visible.
 - Halter tops or midriff tops MUST COVER the torso when arms are raised.
 - Inappropriate slogans or images on clothing are NOT permitted.
- (D) Pants** should fit around the waist without the aid of a belt. If a belt is necessary, the belt must be appropriate and not hang off to the side past the pockets.
- (E) Shorts** should be mid-thigh length at the minimum, not above your fingertips when your arms and hands are hanging down by your side.
- (F) Holes in clothing** can not expose areas of the body that are inappropriate.
- (G) Make-up** cannot be brought to school. If excessive application of make-up disrupts the learning environment, the student will be asked to remove the make-up.
- (H) Artificial/Acrylic nails** are not permitted.
- (I) Other**
- Due to safety reasons, students may not wear earrings that come off of the earlobe and/or can cause injury if worn.
 - Sunglasses may not be worn inside the classroom.

In some cases, students may need to have clothing brought from home or supplied by the school to finish the day if their clothing is not appropriate for school. We will always do our best to reach you when we ask your child to wear alternative clothing.

Cell Phone/Technology Policy

According to Board Policy 1250 and Education Code 51512, no electronic listening or recording device may be used by any person in a classroom or on campus without the teacher's and principal's permission. Doing so without permission will result in consequences. Students are additionally discouraged from having cell phones and smart watches at school because they can be lost or stolen. Technology from home is not the responsibility of the school. If you feel that your child needs a cell phone, please make sure that your child practices the following guidelines:

- Cell phones may not be seen, heard, or used on campus during school hours or while walking in line to leave campus.
- Students may not take pictures or of other students either on campus or traveling to and from school.
- The sound or video recording of any student or staff member without authorization is strictly prohibited.
- Teachers who see or hear a cell phone on campus are instructed to confiscate it and send it to the office. The offense will be documented.

Students can expect the following consequences if they choose not to meet the expectations:

- **1st offense:** Parent/guardian will be called to come and pick up the phone from the school office.
- **2nd and subsequent offenses:** the parent will be called to pick up the phone from the school office. *The student may be required to turn their phone into the office each day.

Closed Campus

To ensure the safety of staff, students, and parents, Cabrillo Elementary is a closed campus. All gates will remain locked during the school day. The front gate is opened during entry and dismissal from school. All visitors are expected to enter and exit the campus through the front gate. This allows for visibility and safety. **Visitors must always check-in at the front office with a current ID and obtain a Visitor's Pass.** It is imperative that we all work together to provide a safe educational environment. Volunteers will be asked to register at our school site through our Raptor Program.

Drop-Off, Pick- Up Procedures

Our front driveway area is a drop off zone only. The red curb is for emergency vehicles. For the safety of our students and staff, no cars are allowed to stop and park in the red zone at any time. When dropping off students, cars need to pull up as far as they can in the driveway. This is to avoid street congestion and to ensure that all of our students are able to safely get to school on time. There is also no left turn out of the driveway.

For dismissal, our driveway is chained off. Only daycare vehicles and vehicles with a handicap placard are allowed to enter the driveway for pick up and they must stay to the

left side of the white line. Vehicles must enter the driveway through the entry side and no vehicles are allowed to enter through the exit side. This includes backing in through the exit side. There is no left turn out of the driveway.

Entering School Grounds Before School Begins

Parents are welcome to wait with their child in the front of the school (outside the gate) before school begins, however, once the bell has rung, parents are not permitted to walk their child to their classrooms without signing in at the office and obtaining a visitor's pass. If a parent would like to speak to their child's teacher, we can schedule an appointment at a convenient time. Parents should not try to speak to the teacher once the bell has rung to avoid disruption during instruction. Teachers need to give their full attention to the students.

Dismissal/Early Release

All students will be dismissed at the front of the school at the end of the day. All families and students must use the crosswalk on Benson or in front of Cabrillo Park to cross the street. It isn't safe to cross 11th street from the school and we encourage adults to use the crosswalks. Our staff is present to remind all families and students to safely exit the school using our crosswalks. All curb areas painted red on the street are off limits for parking.

Kindergarten & 1st grade students: Kindergarten will be released from K1 & K2 doors at the kindergarten playground. First grade will be dismissed from the tables at the kindergarten playground. They need to be picked up by an authorized adult. If a child is not picked up they will be dropped off at the front office. Late pick ups are documented.

The kindergarten play equipment is not to be used after school.

Emergency Contacts

<https://uplandusd.aeries.net/Student/LoginParent.aspx>

An emergency card must be completed on the Aeries [Parent Portal](#) for every student. Students will only be released to adults listed on the Emergency profile from the Parent Portal. For your child's welfare, please keep the emergency information current. We ask that you list only local adults over the age of 18. Written notes, phone calls, and emails are not accepted for the release of any child. Please be sure to have identification ready as the office will need to verify visitors before releasing students.

It is imperative that we have up-to-date information about how to locate you (or your designee) in the case of an emergency. If there are any changes to the emergency numbers during the school year, please update information on [Parent Portal](#) and make those changes, legally we are unable to make changes over the phone.

Make-up Work for Absences

Students who miss school work because of an excused absence will be given the opportunity to complete assignments and tests, which can be reasonably provided. As determined by the teacher, the assignments and tests will be reasonably equivalent to but not necessarily identical to the assignments and tests missed during the absence. Students will receive full credit for work satisfactorily completed within a reasonable period of time. Teachers may, but are not required to provide make-up work or allow students to take tests missed because of absences which have been designated unexcused or suspensions. ***An Independent Study is also an option for your student to make up work and to recover 3 or more consecutive missed days of attendance. Please call or visit the office for more information.***

Lost and Found Articles

All clothing articles that are found should be brought to the Lost and Found box immediately after finding them. All other articles (glasses, jewelry...) should be brought to the office. Students should mark their personal property with their name. Students are responsible for loss of or damage to any property belonging to them such as clothing, equipment and devices, books, instruments, and money. The school will, in every way possible, try to protect appropriate personal belongings. Do not bring items of value to school. The lost and found clothing articles are located in the breezeway behind the stage in the center quad. All other items will be in the office. Lost and found items will be disposed of at the end of the school year.

Positive Behavior Interventions & Supports

At Cabrillo we are committed to providing a safe environment where scholars will become responsible, respectful, and confident lifelong learners. We have established clear expectations for student behavior. We believe in teaching students not only what those expectations are, but we continuously model what those expectations look like. By teaching students to practice their P.A.W.S, we help them to develop the skills they need to be successful now and in the future.

CABRILLO'S SCHOOL-WIDE EXPECTATIONS



Positive Behavior & Supports cont.

At Cabrillo we provide opportunities for students to earn positive rewards for practicing P.A.W.S. Students have the opportunity to earn tickets for practicing their P.A.W.S and turn those tickets into their teachers for various prizes and privileges.

On occasion, students will struggle with following school rules. We do our best to always approach discipline in a proactive and positive way. Our goal is for students to learn from poor choices and apply that learning in future situations. This is done through a **restorative**, **reflective**, and **instructional** approach to discipline. In the restorative component, we provide opportunities for students to restore relationships between

themselves and other individuals affected due to the behavior incident. In the reflective component, we provide opportunities for students to reflect about the decisions they made that led to the discipline. In the instructional component, we provide teaching opportunities for students that target the function of the behavior and help them learn the skills needed to not engage in such behaviors again. Behavior incidents are usually teacher managed, but more serious behavior infractions can result in an Office Discipline Referral. These referrals are handled by the principal or assistant principal and could result in a more significant consequence such as an In-house suspension or a suspension.

Student's who are struggling with behavior and might not be ready to learn will have an *opportunity to self-regulate and reset in the Cabrillo Wellness Center*. The Wellness Center offers students strategies and skills to help them get back on track for learning in their classroom.

SCHOOL-WIDE EXPECTATIONS



CABRILLO ELEMENTARY SCHOOL-WIDE BEHAVIOR EXPECTATIONS

TEACHING MATRIX	RESTROOMS	CAFETERIA	OFFICE	HEALTH OFFICE	MPR	HALLWAYS	PLAYGROUND	LIBRARY
P REPARED & RESPONSIBLE	•TAKE ONLY THE TIME YOU NEED	•REMEMBER YOUR LUNCH NUMBER •INVITE OTHERS TO SIT WITH YOU	•USE A PASS TO COME TO THE OFFICE	•USE A PASS TO COME TO THE HEALTH OFFICE	•SIT IN STRAIGHT, SINGLE FILE ROWS	•WALK IN DESIGNATED AREAS •REPORT PROBLEMS TO STAFF MEMBERS	•TAKE CARE OF EQUIPMENT •FOLLOW THE GAME RULES	•RETURN YOUR LIBRARY BOOK(S) EACH WEEK
A CTING RESPECTFULLY	•RESPECT THE PRIVACY OF OTHERS •USE QUIET VOICES	•USE POLITE LANGUAGE •KEEP THE NOISE LEVEL DOWN •LISTEN TO THE ADULTS ON DUTY	•LISTEN TO THE ADULTS IN THE OFFICE •DON'T INTERRUPT THE OFFICE STAFF IF THEY TALKING ON THE PHONE OR TO A PARENT	•LISTEN TO THE NURSE •BE CONSIDERATE OF OTHERS IN THE HEALTH OFFICE •DON'T INTERRUPT THE NURSE IF SHE IS TALKING ON THE PHONE OR TO A PARENT	•SIT APPROPRIATELY •DISPLAY GOOD LISTENING SKILLS & MANNERS •CLAP APPROPRIATELY	•USE QUIET VOICES •HONOR PERSONAL SPACE AND PRIVACY •BE KIND TO PEOPLE	•INVITE OTHERS TO PLAY •SHOW GOOD SPORTSMANSHIP •TAKE TURNS •LISTEN TO ADULTS ON DUTY	•TREAT BOOKS RESPECTFULLY •USE VERY QUIET VOICES •BE GOOD LISTENERS
W ORKING HARD	•CLEAN UP AFTER YOURSELF	•KEEP THE SALAD BAR NEAT •PICK UP TRASH FROM THE GROUND •CLEAN UP YOUR AREA	•WAIT PATIENTLY IF STAFF IS BUSY	•WAIT PATIENTLY IF NURSE IS BUSY (UNLESS IT'S AN EMERGENCY THEN THE NURSE WILL TAKE CARE OF YOU IMMEDIATELY)	•SIT QUIETLY DURING ASSEMBLY	•HANG BACKPACKS ON HOOKS •HELP PICK UP TRASH	•BEING A PROBLEM SOLVER •CARRY EQUIPMENT TO THE PLAYGROUND •LINE UP AT THE END OF RECESS	•LOOK FOR A NEW BOOK QUIETLY AND USE THE MARKER
S TAYING SAFE	•WASH YOUR HANDS WITH SOAP	•HOLD YOUR TRAY WITH TWO HANDS •WALK TO THE LUNCH TABLES •EAT YOUR OWN FOOD	•WALK IN QUIETLY •EXIT QUIETLY	•WALK IN QUIETLY •EXIT QUIETLY	•ENTER & EXIT SINGLE FILE •ALWAYS WALK •KEEP HANDS AND FEET TO YOURSELF	•KEEP CLEAR OF DOORS AND WHITE LINES •CARRY EQUIPMENT TO THE PLAYGROUND	•USE EQUIPMENT SAFELY •KEEP HANDS AND FEET TO YOURSELF	•QUIET, WALKING FEET •ENTER AND EXIT THE LIBRARY QUIETLY

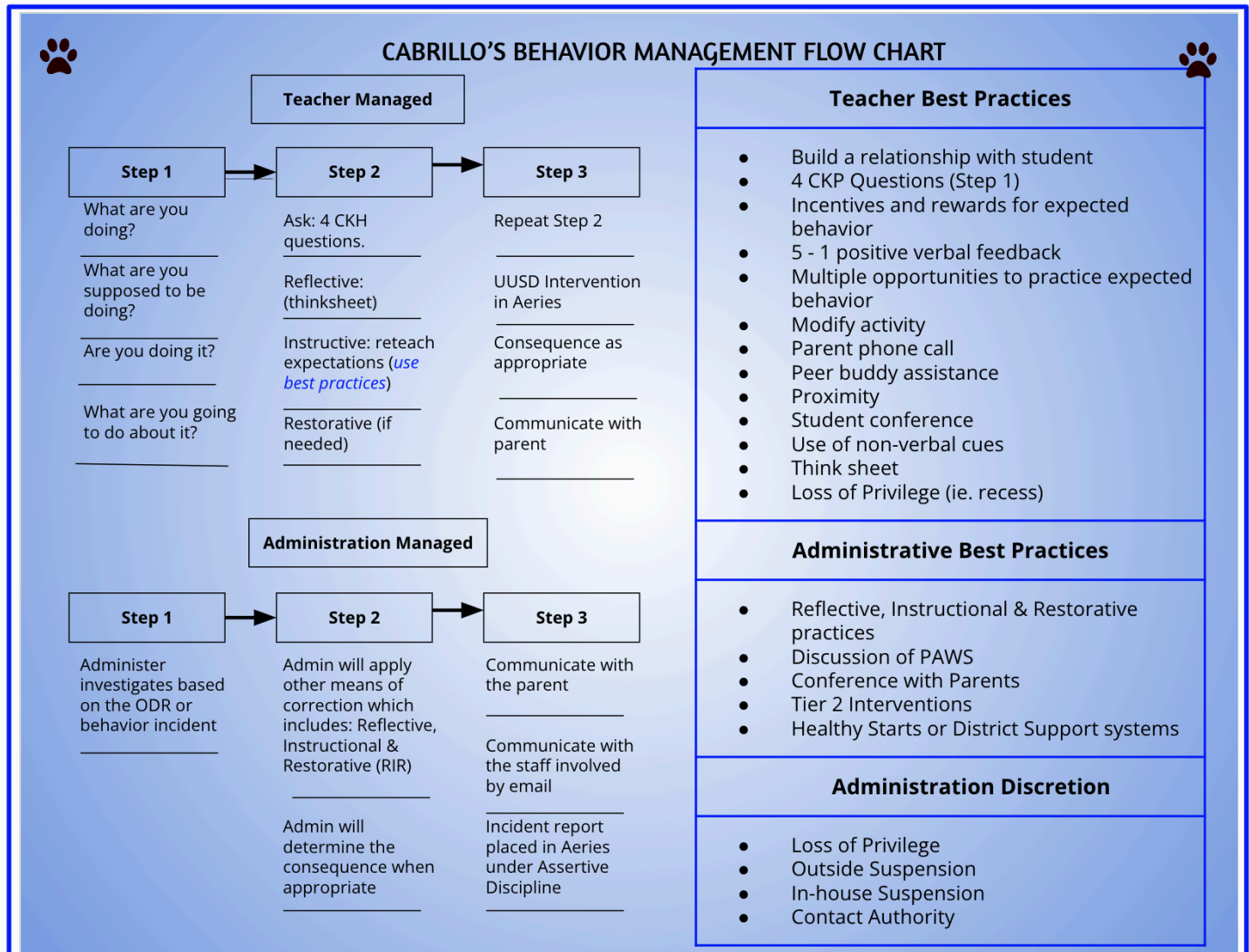
CLASSROOM EXPECTATIONS



CABRILLO'S CLASSROOM MATRIX

Teaching Matrix	General	Transitions	Instruction	Collaboration	Independent
Prepared and Responsible	<ul style="list-style-type: none"> •Have supplies ready •Be on time •Assignments complete •Ask for help 	<ul style="list-style-type: none"> •Enter quietly to assigned area •Materials ready •Follow directions •Assignments recorded •HW / Materials / Personal belongings ready to take home 	<ul style="list-style-type: none"> •Ask questions when you need help •Have necessary materials •Pay attention to instruction 	<ul style="list-style-type: none"> •Follow directions; •Stay on task; •Stay with your group •Use time wisely 	<ul style="list-style-type: none"> •Stay on task •Manage time wisely •Have necessary materials out and ready
Acts Respectfully	<ul style="list-style-type: none"> •Take care of school property •Listen and Control Voice •Keep hands and body to self •Listen to teacher 	<ul style="list-style-type: none"> •Respectful voices •Respect personal space •Desk clean and organized •Classroom cleaned •Walk quietly/safely •Wait until you are dismissed •Desk clean and organized •Classroom cleaned •Walk quietly / safely •Wait until you are dismissed 	<ul style="list-style-type: none"> •Raise your hand to speak •Listen to others when they speak •Respond appropriately 	<ul style="list-style-type: none"> •Listen to others; •Respond appropriately •Accept each other's thoughts and opinions 	<ul style="list-style-type: none"> •Working quietly •Ask for help appropriately
Work Hard	<ul style="list-style-type: none"> •Keep Classroom Clean •Be on Task •Keep Desk organized/clean 	<ul style="list-style-type: none"> •Be prepared and ready to learn •Desk clean and organized •Classroom cleaned 	<ul style="list-style-type: none"> •Actively listen and participate in learning 	<ul style="list-style-type: none"> •Do your share of the work •Everyone participates 	<ul style="list-style-type: none"> •Do quality work •Solve your problems appropriately
Stay Safe	<ul style="list-style-type: none"> •Keeps hand and body to self •Walk •Sit appropriately •Ask for help 	<ul style="list-style-type: none"> •Walk in the classroom •Stay in assigned area •Follow line rules •Walk quietly/safely •Keep belongings to self 	<ul style="list-style-type: none"> •Sit appropriately •Keep hands and body to self •Use materials safely and appropriately 	<ul style="list-style-type: none"> •Keep hands and body to self •Use materials safely and appropriately 	<ul style="list-style-type: none"> •Walk around the classroom safely •Sit appropriately

CABRILLO'S BEHAVIOR MANAGEMENT FLOW CHART



DISCIPLINE MAJORS vs MINORS

	Minors	Majors
Defiance/ Non-Compliance	<i>Low-intensity failure to respond to adult requests</i> <ul style="list-style-type: none"> Not following school/classroom rules Rude body language (facial, grimace, sigh) Talking back/questioning challenge adult authority Not doing work after redirection Lack of preparedness 	<i>Higher-intensity defiance/non-compliance</i> <ul style="list-style-type: none"> When it becomes a SAFETY issue (ie: eloping) When it is a major disruption to the classroom
Disruption/Off-Task	<i>Repeatedly engages in low-intensity but inappropriate disruption</i> <ul style="list-style-type: none"> Talking to a neighbor Making noises Calling out answers; Talking out of turn Bothering another student Tapping pencil Wandering around the room Doesn't follow dress code 	<i>Behavior causes an interruption to class or activity</i> <ul style="list-style-type: none"> Yelling, screaming Throwing objects with malicious intent Minor disruption escalates and becomes a safety issue Use of force Safety Concern
Inappropriate Language	<i>Low-intensity instance of inappropriate language</i> <ul style="list-style-type: none"> Name-calling (shut-up, stupid, dummy) Cursing Insulting a peer Foreign profanity 	<i>Delivers verbal messages that include swearing, name calling or inappropriate words</i> <ul style="list-style-type: none"> Direct insults to a staff member (abusive language) Racial comments or hate violence Oral, written comments, or pictures meant to insult or threaten Repeated cursing (w/ documented previous interventions)
Inappropriate Physical Contact	<i>Non-serious, but inappropriate physical contact</i> <ul style="list-style-type: none"> Pushing Arguing Hitting, poking, touching, pinching, scratching Inappropriate display of affection ie. hugging & kissing 	<i>Actions involving serious physical contact where injury may occur</i> <ul style="list-style-type: none"> Rock/Object Throwing Spitting on someone with intent Biting, punching, hitting Knocking someone to the ground/wall Inappropriate touching
Property misuse Vandalism	<i>Low-intensity misuse of property</i> <ul style="list-style-type: none"> Drawing or writing on someone else's paper or possessions Breaking pencils or crayons Using scissors inappropriately Writing on furniture or textbooks (school property) intentionally 	<i>An activity that results in destruction or disfigurement of property</i> <ul style="list-style-type: none"> Graffiti Facility damage Intentional damage to property of others
Harassment Teasing Taunting Bullying	<i>Isolated instances of disrespectful messages (verbal or gestural) that includes threats and intimidation, obscene gestures, pictures, or written notes</i> <ul style="list-style-type: none"> Teasing/Name-calling Exclusion Dirty looks Spreading rumors 	<i>Intense, sustained, or repeated disrespectful messages (verbal or gestural) that includes threats and intimidation, obscene gestures, pictures, or written notes</i> <ul style="list-style-type: none"> Bullying/Threats/Hate Violence Stalking Organizing a group to intimidate Sexual statements; comment about looks
Lying Forgery Cheating	<i>Delivers message that is untrue and/or deliberately violates the rules</i> <ul style="list-style-type: none"> Copying neighbor's homework or test (cheating) 	<i>Delivers message that is untrue and/or deliberately violates rules repeatedly</i> <ul style="list-style-type: none"> Plagiarism/ Forgery
Theft	<i>Isolated instances</i> <ul style="list-style-type: none"> Taking something without permission 	<i>Possession of, passes on, or is responsible for removing someone's property without permission that has substantial monetary value.</i>
Other Majors		<ul style="list-style-type: none"> Weapons Commit obscene act Drugs or controlled substance Lit matches/Lighter, etc

Nomination for Assistance

Students in need of social-emotional support and help with behaviors sometimes receive support from our Wellness Center and/or district Support Services. If you believe your child is in need of that help, please reach out to your child's teacher or the office.

Family Engagement

We welcome your support! We ask that all visitors please sign in at the main office first. We value and appreciate volunteers and will do our best to accommodate your schedule. If you should be interested in any of these groups, please contact the school office or your teacher.

School Site Council (SSC)

The council's responsibility is to develop the Single Plan for Student Achievement (SPSA). The SSC must approve the plan, recommend it to the local governing board for approval, monitor its implementation, and evaluate the effectiveness of the planned activities at least annually. Parent Council members are elected by the parents. Parents outside of the council are encouraged to attend.

English Learner Advisory Committee (ELAC)

The ELAC share will be responsible for advising the principal and staff on programs and services for English learners and School Site Council on the development of the Single Plan for Student Achievement (SPSA), school's needs assessment and language census, and ways to make parents aware of the importance of regular school attendance.

Volunteering

This is the parent's opportunity to help out in the classroom, take work home to help out, work with school functions, etc. If you have a specialty you would like to share with the school, let us know.

Cabrillo PTA

Cabrillo has a wonderful parent teacher association (PTA). We encourage all of our families to join and support our PTA. This organization funds many field trips and events and can only do so with the support of our Cabrillo families.

School Climate and Culture

This group consists of administrators, teachers and parents to review and discuss Cabrillo's efforts on PBIS (Positive Behavior Intervention and Support), Family Engagement. Parents have the opportunity to hear and see the efforts made towards building a community between school and families. Stakeholders provide input (documentation exists) on universal foundations (e.g. expectations, consequences, acknowledgments) at least every 12 months.