

A California Distinguished School

## Family Handbook

**2025 - 2026**

601 Crespi Drive Pacifica, CA 94044

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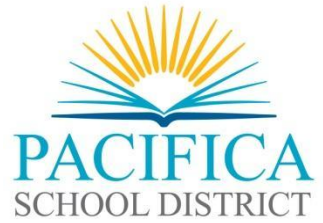
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# Cabrillo School

601 Crespi Drive ● Pacifica, California 94044  
(650) 738-6660 ● (650) 738-2870 (fax)

**Pacifica School District ● [www.pacificasd.org](http://www.pacificasd.org)**



August 2025

Hello Cabrillo Families:

***Welcome to the 2025-2026 school year!***

I am truly honored to serve as the interim principal of Cabrillo. This handbook is a valuable resource for understanding our school's rules and policies. These guidelines are most effective when parents and caregivers take the time to review them with their students. By working together, we can create a consistent and supportive environment both at home and at school—helping ensure a positive and productive learning experience for every student.

We encourage you to stay involved and take an active role in your child's education. Please don't hesitate to reach out with any questions or concerns.

Cabrillo is proud to have an exceptional team of educators, and we are all looking forward to an amazing year ahead!

**In partnership,**

Sean Manning  
Interim Principal  
(650) 738-6660

## **BOARD OF TRUSTEES**

Elizabeth Bredall  
Kai Doggett  
Lynda Brocchini  
LaVerne Villalobos

## **ADMINISTRATION**

Dr. Carisa J. Bowman	Interim Superintendent
Martha Ladd, M.Ed.	Interim Deputy Superintendent
Dr. Stacy Stauffer	Interim Director, Educational Support Services
	Chief Business Official
Bindy Grewal	Interim Director of Human Resources

## **MISSION STATEMENT**

The Pacifica School District,  
The community it serves,  
And the children they cherish,  
Together prepare each child to meet the  
challenges of the future by providing  
an equitable, rigorous academic program  
which nurtures curiosity and inspires joy,  
confidence, and achievement in learning.

We believe that:

Everyone has responsibility for his/her own actions.

Trust and integrity are essential for successful relationships.

Every person has inherent value.

One person's actions can have an effect in the life of another.

Learning is essential for personal growth.

Working together we can build a strong community.

# **CABRILLO SCHOOL**

## **MISSION AND GOALS**

### **Mission**

***We believe that an enriched education with an arts focus enables all of our students to achieve high academic standards. We provide a caring environment that emphasizes the development of responsibility, citizenship and self-esteem. We are a partnership of teachers, parents, and a community dedicated to the success of our students.***

### **Goals**

Cabrillo School's Mission is guided by the following principles:

- 1) Support and encourage each child to achieve standards of academic excellence.
- 2) Provide thematic, project-based, and standards-based curriculum and varied instruction, stressing active learning, independent thinking, and problem solving, both inside and outside the classroom.
- 3) Enrich every student's education through concentrated experiences in music, art, and drama.
- 4) Strengthen youth development through cooperative learning, conflict resolution, and service.
- 5) Encourage parents and community members to participate in the classroom and school to reduce the adult to student ratio, enable active learning, provide small group instruction, and individual attention. As a community, we educate our children.
- 6) Provide quality professional development for staff and continuing education for parents.
- 7) Assess progress on attaining mission and goals regularly to adjust to changing conditions.

**CABRILLO SCHOOL**  
**STAFF ROSTER & ROOM ASSIGNMENTS 2025 - 2026**

	<b>Name</b>	<b>Rm. #</b>
Interim Principal	Robin Pang-Maganaris	Office
Interim Assistant Principal	Jeanne Bellinger	Office
Secretary	Mary Griggi	Office
School Assistants	Rola Ababseh, Cathy Heon, Sarah Adams	Office
School Counselor	Megan Tunnell	Office
School Psych.	Severin Steinmann	Office
TK	Morgan Mooney	A11
TK	Ally Douglas	A8
K	Barbara DeVolder	A10
K	Gabriela Wiseman	A9
1	Elisa Repetto	A5
1	Kendra Crame	A4
2	Stephanie Neutz	A6
2	Lisa Anchick	A7
2/3	Erin Mustille	B15
3	Jared Katz	B18
3	Michelle Keaney	B16
4	Tiffany Lin	B17
4	Melinda McCabe	B19
5	Denise Gonzalez	C26
5	Michele Sullivan/Robyn Engel	C28
6	Kimberly Hadeed	C27
6	Toni Marie D'Amore	C29
7/8	Alex Uribe	D35
7/8	Meghann Elsbernd	D36
7/8	George Yatrakis	D33
7/8	Don Potter	D34
RSP Teacher	Sara Lopez (TK-5) Diane Shakoor, Danita King Paras	A1
RSP Teacher	Angela Diaz (6-8) Joanne Fox, Paraprofessional	A2
Music TK-5	TBD	Library
Band Room	Matthew Gallegos	Band
Physical Ed.	Wyatt Griffiths	A37
Speech Room	Jackson Labelle	A2
RTI	Chris Donnelly	A2

OT	Ileana Sugawara	A2
Kitchen	Natalie Ackroyd & Aimee Falk	Kitchen
Day & Night Custodian	Ralph Huerta & Maria Cabrera	Office
Library-Media	Sue Beckmeyer	Library



## Cabrillo School Bell Schedule 2025-2026

TK and KINDERGARTEN	FIRST GRADE
8:20 School begins 10:00-10:15 AM Recess 11:30-12:10 Lunch (11:25-11:55 Minimum Day) 1:20 Regular dismissal 1:10 Wednesday/Minimum Day dismissal <b>**12:20 Release 8/13-8/29</b>	8:20 School begins 10:00-10:15 AM Recess 11:30-12:10 Lunch (11:25-11:55 Minimum Day) 1:30-1:40 PM Recess 2:20 Regular dismissal 1:10 Wednesday/Minimum Day dismissal
SECOND/THIRD GRADES	FOURTH GRADE
8:20 School begins 10:15-10:30 AM Recess 11:50-12:30 Lunch (11:50-12:20 Minimum Day) 2:20 Regular dismissal 1:10 Wednesday/Minimum Day dismissal	8:20 School begins 10:15-10:30 AM Recess 11:55-12:35 Lunch (11:55-12:25 Minimum Day) 2:45 Regular dismissal 1:20 Wednesday/Minimum Day dismissal
FIFTH/SIXTH GRADES	SEVENTH/EIGHTH GRADES
8:20 School begins 10:30-10:45 AM Recess 12:15-12:55 Lunch (12:15-12:45 Minimum Day) 2:45 Regular dismissal 1:20 Wednesday/Minimum Day dismissal	8:20 School begins 10:55-11:10 Morning break 1:00-1:40 Lunch (12:45-1:20 Minimum Day) 2:45 Regular dismissal 1:20 Wednesday/Minimum Day dismissal

**Minimum Days (dates subject to change):**

***K-3rd Dismissal 1:10***

***4th-8th Dismissal 1:20***

August 13, 2025 (first day of school)

October 20-24th, 2025 (parent/teacher conference week)

October 31, 2026

November 21, 2025 (day before Thanksgiving Break)

December 19, 2025 (day before Winter Break)

February 13, 2026 (day before President's Break)

March 16-20, 2026 (parent/teacher conference week)

April 3, 2026 (day before Spring Break)

May 22, 2026

June 1-4, 2026 (Last Week of School)

## GENERAL INFORMATION

### ABSENCES

Regular school attendance is important to your child's academic progress. Please arrange appointments and vacations outside of school days/hours. When your child is absent from school, please **phone the school office (650) 738-6660**. Or, if more convenient you may call and leave a message at ext. 5201. If your child will be absent for one day or more, please inquire about an Independent Study Contract and contact the office in advance. Work must be completed on an ISC in order for a child to receive credit. There are strict education code rules regarding ISCs.

### CAFETERIA

All students may obtain FREE lunch throughout the 2025-2026 school year.

### CELL PHONES, PERSONAL ELECTRONIC DEVICES & TOYS

As of January 1, 2016, SB 178 became law prohibiting school officials from searching electronic devices in the possession of students except in certain circumstances. School officials shall not search a student's electronic device (including, but not limited to, cell phones) without a warrant or specific consent of the authorized possessor (student) of the device. An exception is that a school official may access the device if he/she believes in good faith that an emergency involving danger of death or serious physical injury to any person requires access to the device. **Electronic devices are costly and are not to be seen or used at school.** They should be stowed in student backpacks and *turned off completely* once on campus. This prohibition includes using the cell phone as a camera, to check the time, social media, and instant or private messaging. **Please do not contact your child on their cell phone while at school.** This is for their safety because if a student is ill, or it is an emergency, we can only help if we know. If you must reach your child in an emergency, **contact the school office (650-738-6660)**. *If a student's device is confiscated, the following policies will apply:*

Confiscation #1 – Device is held at the office. Student may reclaim their device at the end of the school day.

Confiscation #2 – Device is held at the office. Parent must reclaim the device.

Confiscation #3 – Device is held at the office. Device is held at the office for multiple days. Parent must reclaim the device.

Confiscation #4 and above – Student will be subject to school discipline policy for disrupting school activities.

A log of confiscations is kept at the office. The school is not responsible for loss or damage of the above-mentioned items. Additionally, toys should not be brought onto campus. The school is not responsible for the loss or damage of toys brought to school.

## **CAMERA USE POLICY**

Cameras may be used at school for instructional purposes or during special events, as approved by classroom teachers. Cameras may also be used under the direction of the yearbook editor.

## **DISASTER PREPAREDNESS**

In the event of a severe earthquake or other disaster during the school day, students will be kept on the school site with the faculty until such time as it is declared safe by the principal, or designee, to dismiss the students. *Disaster drills are held monthly throughout the year to allow students and staff to prepare for real emergencies.*

## **DISTRICT POLICIES ON-LINE**

The public can view the Pacifica School District's Board Policies and Administrative Regulations on the District website: [www.pacificasd.org](http://www.pacificasd.org). Choose 'District Information', then 'Board Policies and Administrative Regulations.' Follow the on-line directions.

## **DRESS AND APPEARANCE STANDARDS**

Students shall dress appropriately for school. Clothing and footwear should allow students to safely participate in a variety of school activities.

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes that are considered safe for the given school activity must be worn at all times.
3. Hats, caps, and hoods may be worn indoors. Student's eyes and ears must be visible and unobstructed.
4. Clothes shall be sufficient to conceal undergarments.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities,

and other extracurricular and cocurricular activities. We appreciate your assistance in helping children come to school dressed safely and appropriately for all school activities.

## **EARLY OUT WEDNESDAYS**

Students are dismissed early on Wednesdays to allow time for teacher staff development.

- Transitional Kindergarten – 3<sup>rd</sup> grades dismiss at 1:10 PM
- 4<sup>th</sup> through 8<sup>th</sup> grades dismiss at 1:20 PM

## **EMERGENCY FORMS**

Each student attending school must have a new emergency form on file in the school office each school year. Please keep data on the card current by notifying the secretary of any changes in home and/or work telephone numbers as soon as they are made. **Students cannot be released to anyone whose name is not on their emergency form.**

## **ENVIRONMENTAL EDUCATION – 5<sup>th</sup> & 8<sup>th</sup> Grades**

Fifth grade students attend Outdoor Education Science Camp at Jones Gulch in La Honda. Eighth graders travel on a field trip to be designated by the teachers and principal for their science/history study trip.

## **FIELD TRIPS**

As part of the educational program, students will go on several field trips. Parents are informed in advance and written permission and payment is required in order for a student to leave campus. Permission slips are due back to school by teacher-designated deadline, but no later than the day before the field trip date.

### **Field Trip Requirements:**

#### **Behavior:**

6<sup>th</sup> – 8<sup>th</sup> Grade students who are suspended may also lose field trip privileges based on the severity of the suspension. For the TK-5 program, the teacher and the principal will meet to decide on the student's participation. For the upper grade program, teachers may make a recommendation to the principal regarding whether or not the student should be eligible to participate in the field trip. Final approval for field trips for all students regarding behavior will be determined by the principal.

#### **Grades/GPA:** (Grade Point Average) Requirements for Field Trips for 6-8 Graders

For students who are in danger of failing in more than one subject, the principal, in concert with the teacher, will decide whether the student would benefit more from staying behind or

participating. Final approval for all students with two or more failing grades will be determined by the principal.

## **FIRE/DISASTER DRILLS**

Regular fire and/or disaster drills are held. These drills are practiced to promote the safety of our students in the case of an actual emergency. All staff members, including parent volunteers on campus, must participate in the drills.

## **FIRST AID, ILLNESSES, AND EMERGENCY MEDICAL SERVICES**

Yard supervisors and the office staff administer first aid. Parents will be notified if an injury is of a serious nature or follow-up care is indicated.

A student who becomes ill at school will be sent to the office for care. If necessary, families will be contacted and arrangements made for transportation home. **Please be sure to list persons on your emergency card who can be easily contacted during school hours.**

In case of an emergency involving a child, school personnel may make the determination to call 911. If you cannot be contacted, the child will be taken to the nearest hospital emergency facility. You will be contacted as soon as possible.

## **GRADUATION REQUIREMENTS**

### **Last Day for Turning in Assignments/ GPA Calculation:**

The last day to turn in assignments for 8<sup>th</sup> graders is 6 school days before the day of graduation. GPA calculations will be done four school days before graduation day. The principal will use the GPA's calculated on that day alone to determine who will participate during the graduation.

### **GPA/ Behavior Requirements**

Students in 8<sup>th</sup> Grade need to have a 1.5 GPA, which is a D + average, in order to participate in graduation activities and field trips. All students in danger of not meeting the requirement will be notified each trimester that they may not participate in graduation activities if they do not improve their grades. Their teachers will help them to create a program in order to fulfill the minimum requirement. However, the student is responsible for completing the work necessary to earn the grade.

We expect students to be well behaved at all times because they represent Cabrillo. Students who are suspended close to graduation may not participate in the ceremony and are barred from attending any of the events.

## HEALTH INVENTORY AND IMMUNIZATIONS

Completed at registration, this health assessment form helps the school assist in adapting programs to the students' needs. Verification of required immunizations must be presented at registration. For the most recent changes to immunization requirements, please visit the district website.

## HELMET LAWS & BICYCLES, SCOOTERS, SKATEBOARDS

In compliance with the California Vehicle Code (CA Code 21212), all students must wear safety helmets when they ride bicycles, skateboards, or scooters to school. If a student is not wearing their helmet with the strap secured, their bike, skateboard, or scooter will be taken away and they will contact their family to arrange for transportation home after school. To reclaim their 'wheels', they must bring their helmet (with their name in it) to the school office.

During school hours, students' bicycles need to be locked in the bike cage. Students may not ride bikes, scooters, and skateboards on campus before, during or after school. Doing so will result in possible confiscation, or the student may lose the privilege of riding to school.

## HOMEWORK POLICY

Homework is assigned routinely for students to practice skills and concepts. We need families to support their children by: checking for assignments, assisting students with challenging work, and monitoring to ensure that assignments are completed. Scheduling regular times for homework, and a designated homework space is recommended. Nightly reading is a part of homework. Contact your child's teacher for individual classroom policies.

## INDEPENDENT STUDY

Guidelines around Independent Study contracts have changed, and it allows us to approve contracts for a much shorter period of time than the previous requirement of 1 consecutive days. **If you have a planned trip, please contact us in the office with as much notice as possible (at least 2 weeks), and we will work on getting you set up on an Independent Study contract.** *If your child is experiencing chronic attendance issues, this may prevent us from approving a contract for Independent Study.*

Please note, that for shorter trips, your child will receive a grade level packet to complete, but they may still be responsible to complete specific classwork that is missed due to their absence. The packet helps us fulfill the requirements for attendance auditing purposes so we receive full

funding for attendance, however the classwork requirement is to help prevent learning loss due to the absence. Email the Principal at [smanning@pacificasd.org](mailto:smanning@pacificasd.org) to request an Independent Study contract. If approved, a contract will be written up. If the work is completed within two weeks of the absence, the child will be counted as present and we will receive full revenue from the state. If the two week window closes, the office will mark the contract as incomplete. The absences from school will be determined excused or unexcused depending on the reason for the absence, and no future requests for contracts will be granted.

## LEAVING SCHOOL GROUNDS

We have a “closed campus,” which means that students may not leave campus during school hours without prior permission. Once students have come on campus, they may not leave the school grounds to go to the parking lot or nearby stores. **A student, who is leaving during school hours must be signed out in the office by an adult listed on the child’s emergency card.** Students returning to campus from appointments must check in at the office.

## LOST AND FOUND

The ‘Lost and Found’ items are housed in a rolling cart outside of the MPR. **Please put your child’s name on clothing labels** to assist us in returning lost clothing to the owners. When you are at school, check the ‘Lost & Found’ for lost items.

## MEDICATION AT SCHOOL

An ‘[Administration of Medicine](#)’ form must be completed and signed by your child’s physician, in order to have medication on hand at school. This form must be on file in the office for medication to be dispensed at school. All medicines must be brought to the office in a properly labeled, sealed container, and given to the secretary. Please call the office if you have questions about these procedures (650-738-6660).

## PARENTAL RIGHTS NOTIFICATION

At the beginning of each school year, the District provides a copy of your parental rights. You are asked to read the brochure and acknowledge receipt on side 2 of the Student Registration & Emergency card.

## PARENT ELECTRONIC NEWSLETTER

Every Friday, an emailed newsletter is sent to you that has updates from the Principal. **Please read the newsletter** so that you are aware of possible changes in schedules, upcoming events, and community events that you may find interesting. PTO will also send out weekly

communication, and both of these communications come through ParentSquare. Please read these communications for the most up to date information.

## **PARENT TEACHER ORGANIZATION (PTO)**

All parents in Cabrillo School are members of the PTO; there are no membership dues. The PTO has something for everyone, from guest speakers at meetings to fundraisers. Your participation is both welcome and encouraged. You will be notified of the meeting dates and activities throughout the year through the weekly newsletter. Members of the PTO Board welcome your input. Feel free to contact the school office (650-738-6660) for names and contact information for more information, concerns, or questions.

## **POLICE INVOLVEMENT ON SCHOOL CAMPUSES**

School staff will cooperate with law enforcement officers as needed to maintain a safe and orderly environment. Police investigations are conducted independently from the school district and school officials cannot interfere in police investigations. School officials shall provide support and privacy for the student to the extent possible. The text of Board Policy 5145.11 can be viewed online through the District website.

By law, parents/guardians do not need to be informed or to give consent before the law enforcement officer interviews a student on school premises. PC 830.1 However, the school official will ensure that the student's parents are notified that the interview took place unless instructed otherwise by the police officer.

## **PROMOTION/RETENTION STATEMENT**

The Pacifica School District has adopted a policy (BP 5123) for student promotion/acceleration and retention that states that students must demonstrate growth in learning and meet grade level standards of expected student achievement. The text of Board Policy 5123 can be viewed online through the district website. A copy is also available at the District Office at 375 Reina Del Mar.

## **PUPIL HOURS**

Playground supervision begins at 8:05 am, which means campus is not open until this time. **DO NOT** leave students unattended on school grounds before or after school. Students must be off campus by 3pm, unless participating in one of our after-school approved programs. The Pacifica Beaches, Parks and Recreation Program is an inexpensive alternative for supervision on campus. This program provides a safe space for students after school. Your cooperation is appreciated since teachers must have time to plan and prepare for their classes. Please be sure

that your child knows where you expect them to go after school. The **office phones** are very busy and are available for student use only for an emergency.

## **REPORTING TO PARENTS**

Scheduled Parent Conferences are held twice during the school year – in October (towards the end of trimester 1) and in March right after trimester 2 is complete. Parents who wish to speak with teachers at other times may do so. However, please do not try to hold a conference before school begins unless it has been pre-arranged. Report Cards are issued 3x a year (November, March, June). Mid-trimester Progress Reports are issued for grades 6-8.

## **SCHOOL HOURS AND SUPERVISION**

School hours for students are from 8:20 AM to 2:45 PM. Supervision is provided in the morning from 8:05 to 8:20. **There is NO supervision before 8:05 AM.** School ends for all students by 2:45 PM, earlier for the younger grades. All students, unless enrolled in an afterschool program, or meeting with a teacher, are to leave the campus by 3:00 PM. **It is important to leave grounds immediately upon release.** There is no staff supervision on the yard after school. No students are allowed on the upper deck and fields before or after school because there is no adult supervision. Minimum and Early Days are from 8:20 AM to 1:20 PM. Every Wednesday is an Early Day.

## **SEXUAL HARASSMENT, UNIFORM COMPLAINT PROCEDURES, AND BOARD POLICIES**

Sexual Harassment (BP 5145.7) and Uniform Complaint Procedures (AR 1312.3) are included in the District Handbook/Annual Parent Notification as well as on-line or at the District Office.

## **SITE-BASED SUPPLEMENTAL FUNDS**

Cabrillo School is allocated funds directly to the site and is approved for spending through the Site Council. This funding helps to enhance instruction through hiring additional personnel and instructional materials, particularly in the areas of leveled literacy interventions, and in support of unduplicated students.

## **SPECIAL EDUCATION SERVICES**

Students found eligible for special education services are served by the special education staff. Services may include the Resource Specialist Program, Speech and Language, inclusion support, occupational therapy, behavioral services, mental health services, and/or the services of our school psychologist dependent upon eligibility and goals. There are also Special Day Classes in our district for students who qualify for more intensive services.

## STANDARDIZED TESTING

With the adoption of the new California Common Core State Standards, the District will participate in the Smarter Balanced Assessment. This assessment will be taken on-line in spring and aligns with the California State Standards.

## STUDENT BEHAVIOR AND SCHOOL RULES

For more complete information on Education Code Requirements related to student behavior, please refer to the District Handbook/Annual Parent Notification available online and at the District Office.

Behavior guidelines at Cabrillo School are based on one or more of the following guiding principles:

- Maintain a safe environment for everyone
- Respect yourself
- Respect each other and adults
- Respect school and private property

Teachers discuss school rules frequently in class to help students learn good judgment, to improve problem-solving skills, and to educate students on the necessity for rules and laws in our society. Good behavior is learned. We know there are occasions when students err in their choices. Our goal is to clearly communicate school rules to students.

More severe consequences, which may include suspension, police involvement or expulsion, are enforced if students exhibit the following behaviors:

- Deliberately damaging property
- Bringing a weapon to school **(including pocket knives)**
- Seriously injuring another student
- Leaving school during school hours without permission
- Use of any illegal substances
- Harassment - Some students begin to dislike school because of their treatment by other students. At Cabrillo or any school within the district, it is not acceptable for students to make fun of each other for their appearance, ethnic or religious background, and perceived or actual sexual orientation. **Sexual harassment is prohibited by law.**

School Safety Rules are included at the end of this handbook. Please review them with your child. When you have safety concerns, please contact a staff member for help.

## TARDINESS

Students are expected to be in class on time. School begins at 8:20 AM daily. Please allow time for delays and traffic. Late students must report to the office to check in and get a tardy slip before going to class. Being tardy to school more than 3 times per trimester may result in 'make-up' time during recesses or after school. On field trip days, late students may miss their field trip if their class has already departed. Excessive tardiness and absences will result in a referral to the School Attendance Review Board (SARB).

## **TELEPHONE CONFERENCES/MESSAGES**

To contact your child's teacher, you may leave them a message through our voice-mail system. Except in an emergency, calls will not be put through to classrooms during class time. Students are only allowed to use the school telephone in case of an emergency. The office will deliver telephone messages to students in case of an emergency. If you call the office during school hours and receive the voice-mail, please hang up and try again.

## **TEXTBOOKS**

Students are responsible for the textbooks assigned to them. There will be a charge made for lost or damaged books. Students should cover the books that are issued to them. Report cards will be held for students with outstanding bills.

## **UPPER GRADE DISCIPLINE POLICY**

**Classroom teachers** may have classroom management systems applying to their classroom program or grade level. Teachers share these systems at their back to school night meetings or through their class-wide communications.

## **VISITORS**

According to state law and the safety of our entire community, **all visitors are required to sign in at the school office.** You must wear a visitor pass (sticker). Please contact classroom teachers in advance when you would like to visit class. This will help avoid classroom interruptions.

## **VOLUNTEERS**

**Please always sign in at the front office.** Cabrillo School is proud to have extensive parent involvement. Please sign in at the office and log your volunteer hours. Volunteers are expected to check in with their child's teacher to inquire of how they can be of assistance. They are also expected to be excellent role models while volunteering at school. In addition, field trip drivers will be required to show proof of insurance, a valid California driver's license, and a completed Field Trip Driver form. Here at Cabrillo, we require **all volunteers to be fingerprinted.** You

may pick up a fingerprint form from our front office. **Please let our front office know when you have submitted your form so that we can contact you when you have cleared. (Please check with the office regarding the most current volunteer policy during covid).**

## **WELLNESS POLICY**

All foods available on each campus during the school day support the district adopted federal nutritional guidelines and objectives of promoting student health and reducing childhood obesity in accordance with Board Policy 5030 and the District Student Wellness Plan.

The Board believes that foods and beverages available to students at district schools should support the District health curriculum and promote optimal health, taking into consideration the needs of students with special dietary needs. Nutritional standards adopted by the district for all foods and beverages sold to students during school hours or within a half-hour before/after school meet or exceed state and federal nutritional standards. venues.

School staff shall encourage parents/guardians or other volunteers to support the District's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. A maximum of four class parties or celebrations per year shall be held after the lunch period whenever possible as a way to promote student health and maximize the use of instructional time.

In support of this policy, staff, students and parents are strongly encouraged to refrain from bringing snacks to share for birthdays or other celebrations unless it is for one of the four school sanctioned celebration days.

(Full text of District Wellness Policy may be found on the District Website)

## **INSTRUCTIONAL PROGRAM**

The instructional program at Cabrillo School is based on the California Common-Core State Standards adopted by Pacifica School District. The following paragraphs will give you a brief overview of the instructional program at Cabrillo School. Throughout the school year – at Back-to-School night, Parent Meetings, and Open House, as well as through weekly written communications and/or telephone conferences from the principal and teachers – you will receive additional information regarding your child's instructional program. We believe that by keeping you informed about your child's instructional program you can offer the encouragement and support so essential to your child's success.

## **ENGLISH-LANGUAGE ARTS**

California State Standards and the District Balanced-Literacy Plan guide our English-Language Arts program. English-Language Arts includes listening, speaking, reading (comprehension, phonics and oral reading), spelling and writing. Since these subjects are all interrelated and eventually provide the foundation for all other subject areas, language arts is a key area of the school day in all grade levels. There is an emphasis in teaching primary students to read and write, in teaching intermediate students how to gain fluency and confidence in reading and writing, and in teaching upper grade students to apply reading and writing to become independent learners. The current English-Language Arts in grades K-5 curriculum is published by Open Court.

With support of strategies such as cross-age tutoring, Literature Circles, small group instruction with parents in the primary grades, and thematic reading units, students are exposed to a wealth of reading and writing opportunities. Activities, such as journal entries, science logs, research reports, and essay writing support students in building their writing skills.

A selection of reading material is available in all classes. All classes have leveled books to inspire reading. Parents are encouraged to have children read daily at home and to visit both the school library and public library frequently. A daily reading schedule is essential to the success of student fluency and comprehension.

## **MATHEMATICS**

Mathematics instruction is based on the philosophy and standards in the district Math Plan that is aligned with California State Standards. The standards include number sense, algebra and functions, measurement and geometry, statistics, data analysis and probability, and mathematical reasoning. By the time our students finish fifth grade we expect them to be able to accurately compute using all four operations (addition, subtraction, multiplication, division) and to apply their knowledge conceptually. The Bridges Math program is used in grades K-5. CPM texts are used in grades 6, 7 and 8. A Math Fair is held in the spring each year for students in grades K-1 to give them an opportunity to become involved in various math games with their parents to stimulate an interest in participating in math games as a lifelong hobby.

## **SOCIAL SCIENCE**

The Social Science curriculum not only includes history, geography and civics, but also encompasses numerous opportunities for interdisciplinary studies in an effort to help all students develop their broad knowledge. A variety of materials, resources, strategies, and technologies are used to engage the students. The curriculum is augmented with assemblies, projects, and field trips. Much of the literature used to enhance social science emphasizes heroes, adventure, faraway places, and distant times in order to captivate the imaginations of the students. The K-5 basic textbooks are from the Houghton-Mifflin series. Our Social Studies series from Teachers' Curriculum Institute (TCI), History Alive, provides the basis of

our program in grades 6-8 with supplemental projects to reinforce content standards. Students in the upper grades also participate in community service projects.

## **SCIENCE**

Our science program based on the FOSS (Full Option Science System) and Mystery Science for the K-5 Program and New Generation Science Standards Based Curriculum for 6<sup>th</sup>- 8<sup>th</sup>. The K-8 science curriculum seeks to instill within our students' minds important concepts such as the use of hypotheses, the concept of control and variable in scientific inquiry and the importance of accurate measurement to verify results. FOSS modules are organized under four topic headings: Life Science, Physical Science, Earth Science, and Scientific Reasoning and Technology. The upper grade curriculum follows the state standards for an integrated approach to scientific inquiry.

## **VISUAL AND PERFORMING ARTS**

The arts encompass the disciplines of dance, drama/theater, music and visual art. Recognizing that the arts can increase self-discipline and motivation, contribute to a positive self-image, provide an acceptable outlet for emotions, and help to develop creative and intuitive thinking processes not always inherent in other academic pursuits, the staff plans various ways to involve the students in the arts. Students are actively engaged through various art media including painting, drawing, and clay sculpting. The focus is on creative endeavor and satisfying experiences rather than on artistic perfection. Art experiences are drawn from other curriculum areas such as language arts, social science, and science. Musicians, actors, storytellers, and poets present assemblies throughout the year. Instructors, PTO & community volunteers provide instruction in Cabrillo's K-8 Visual and Performing Arts Program. Kindergarten through fifth graders have a dedicated music teacher, and Band classes are available to students in grades 6-8, with the generous support of Music Matters in Pacifica, a program of the Pacifica Education Foundation (PEF).

## **PHYSICAL AND HEALTH EDUCATION**

Physical education leads to lifelong wellness and well-being. PE contributes to the development of the whole person through physical activity that allows for the integration of the psychomotor, cognitive, and affective learning skills. K – 5 students take part in scheduled activities with their teachers and in the parent-led creative arts program. 6<sup>th</sup> – 8<sup>th</sup> graders have scheduled PE with a certificated PE teacher. Activities de-emphasize winning and losing and stress the importance of active participation, self-motivation, and sportsmanship.

At all grade levels, health education is discussed in many contexts related to maintaining a healthy body and a safe environment. Upper grade students participate in a comprehensive health education program that includes drug and alcohol prevention, making healthy/safe

choices, and the onset of puberty. Since the use of alcohol, tobacco, and other drugs are physically and emotionally harmful, the Pacifica School District has initiated a policy of drug-free schools.

## **TECHNOLOGY & LIBRARY SERVICES**

In order for our students to live successfully in the 21<sup>st</sup> century, they will need to be familiar with technology. It is our goal to help each student build their technology skills and learn to safely use Internet resources. To achieve these goals, classes have access to classroom Chromebooks. We now have enough Chromebooks that each child will be issued one for the entire year. It will go back and forth, much like a textbook (with teacher direction). Students will also need their own set of headphones.

Parent and community volunteers staff our school library. Teachers arrange for class use of the library and books are checked out to students using an automated system. It is important that students are responsible for returning library materials in a timely manner. With the support of the PTO, we are working to expand our library collection. Our school library is staffed by a part-time Library Media Technician with the support of parent and community volunteers. Volunteers are needed to keep our library-media center fully functioning.

### **Cabrillo 2025-2026 Special Events and Activities Dates** **(Subject to Change: Please Check the Weekly Newsletter for Latest Details)**

Wednesday, 8/13/25	First Day of School, Minimum Day; 1:10, 1:20
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Thursday, 8/28/25	Back to School Night 5:30 -6:00 PTO K-4 6:00-6:30 K-4 Classrooms 6:00-6:30 PTO 5-8 6:30-7:30 5-8 Classrooms
Monday, 9/1/25	No School - Labor Day
Friday 9/19/25	Picture Day
Monday, 10/13/25	No School - Indigenous Peoples' Day
10/20/25-10/24/25	Book Fair in the Library
10/20/25-10/24/25	Parent Teacher Conferences & Minimum Days; 1:20, 1:20
Tuesday 10/28/25	Picture Retake Day
Friday, 10/31/25	Halloween Parade 8:45 AM: Site Minimum Day
Friday, 11/7/25	1st Trimester Ends
Monday, 11/10/25	No School -Teacher Work Day
Monday, 11/11/25	No School - Veterans' Day Observed
Friday 11/14/25	Ruby Bridges Walk to School Day
Friday 11/14/25	Report cards go home
Friday, 11/21/25	Site Minimum Day Before Thanksgiving Break 1:10, 1:20
11/24/25-11/28/25	No School - Thanksgiving Break
Friday 12/12/25	TK-2 Winter Performances for Parents, 8:45 – 9:45
TBD	6th - 8th Grade Winter Band Concerts, 6:00 - 7:45
Friday 12/19/25	District Wide Minimum Day before Winter Break; 1:10, 1:20
12/22/25-1/2/26	No School - Winter Break
Monday 1/5/26	School Resumes 8:20 AM
Monday 1/19/26	No School - Martin Luther King, Jr. Holiday
Tuesday 1/27/26	100th Day of School
2/12/26	Famous American Presentation 9:00-10:00
Friday 2/13/26	Site Minimum Day before Presidents' Week holiday
2/16/26-2/20/26	No School - Presidents' Week Break
TBD	Kindergarten Lunar New Year Parade 8:35 AM
Friday, 3/6/26	2nd Trimester Ends
3/9/26-3/13/26	5th Grade Outdoor Education
Thursday 3/12/26	Report Cards go Home
Friday 3/13/26	No School-Staff Development Day
3/16/26-3/20/26	Spring Conferences, Site Minimum Days; 1:10, 1:20
3/27/26	6th Grade Walk Through the Ancient World
TBD	Cabrillo Read-A-Thon or Move-A-Thon
TBD	K-1 <sup>st</sup> Grade Math Fair (Reminder: No Siblings Please) @6:00
4/3/26	4th Grade Gold Dust or Bust @ 9:00
Friday 4/3/26	District Wide Minimum day Before Spring Break; 1:10, 1:20
4/6/26-4/10/26	No School - Spring Break
TBD	8th Grade Trip to Yosemite

Friday 5/8/26	1st Grade Grandparents' Tea @ 8:20
5/14/26	5th Grade Walk Through the American Revolution
TBD	6th - 8th Grade Spring Band Concert, 6:00 @IBL
5/18-5/22	Book Fair in the MPR
5/21/26	Open House, 5:30 - 7:00
5/22/26	Site Minimum Day; 1:10, 1:20
Monday, 5/26/26	No School - Memorial Day
Friday 5/29/26	2 <sup>nd</sup> Gr. STEM Day; 3 <sup>rd</sup> Gr. Pioneer Day; 8 <sup>th</sup> Gr. Great America
Tuesday 6/2/26	8 <sup>th</sup> Grade Dinner Dance
Wednesday 6/3/26	8 <sup>th</sup> grade Graduation @ 3:00 (location TBD)
6/1/26-6/4/26	Last Week of School: Minimum Days; 1:10, 1:20

Friday 4/3/26	District Wide Minimum day Before Spring Break; 1:10, 1:20
4/6/26-4/10/26	No School - Spring Break
TBD	8th Grade Trip to Yosemite
Friday 5/8/26	1st Grade Grandparents' Tea @ 8:20
5/14/26	5th Grade Walk Through the American Revolution
TBD	6th - 8th Grade Spring Band Concert, 6:00 @IBL
5/18-5/22	Book Fair in the MPR
5/21/26	Open House, 5:30 - 7:00
5/22/26	Site Minimum Day; 1:10, 1:20
Monday, 5/26/25	No School - Memorial Day
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Wednesday 6/3/26	8 <sup>th</sup> grade Graduation @ 3:00 (location TBD)
6/1/26-6/4/26	Last Week of School: Minimum Days; 1:10, 1:20

<b>Cabrillo Minimum Days</b>
8/13/25: First Day of School 10/20-10/24: Fall Conference Week (4) 10/31/25: Site Minimum Day: Halloween 11/21/25: Site Minimum Day: Prior to Thanksgiving Break (1) 12/19/25: District Minimum Day: Prior to Winter Break 2/13/26: Site Minimum Day: Prior to February Break (1) 3/16-3/20: Spring Conference Week (4) 4/3/26: District Minimum Day: Prior to Spring Break 5/22/26: Site Minimum Day: After Open House (1) 6/1-6/3: Site Minimum: Last Week of School (2) 6/4/26: District Minimum: Last Day of School

## Cabrillo School Safety Rules

We appreciate positive behavior! Earn “Orca Power” tickets when you’re “*caught being good*”. Use these tickets to enter weekly drawings!

### Cabrillo’s Core Values – Be an ORCA

#### **O** I am OUTSTANDING

- I do my best



#### **R** I am RESPONSIBLE

- I do what I know is right without being told



#### **C** I am COURTEOUS

- I treat others with love and care



#### **A** I have a GREAT ATTITUDE

- I think “Yes, I can!”



# Classroom Expectations

## Cabrillo ORCA Expectations

### CLASSROOM



**O** I am **OUTSTANDING** in the **CLASSROOM** when

- I follow the teacher's direction the first time

**R** I am **RESPONSIBLE** in the **CLASSROOM** when

- I use my time wisely and focus on learning

**C** I am **COURTEOUS** in the **CLASSROOM** when

- I help others around me when I can

**A** I have a great **ATTITUDE** in the **CLASSROOM** when

- I think, "I can do it"



**O**



**R**



**C**



**A**



# Cafeteria Expectations

**O**



**R**



**C**



**A**



## Cabrillo ORCA Expectations

### CAFETERIA



**O** I am **OUTSTANDING** in the **CAFETERIA** when

- I share space so that everyone can have a place at the table

**R** I am **RESPONSIBLE** in the **CAFETERIA** when

- Sit down, stay down, raise your hand, and clean up

**C** I am **COURTEOUS** in the **CAFETERIA** when

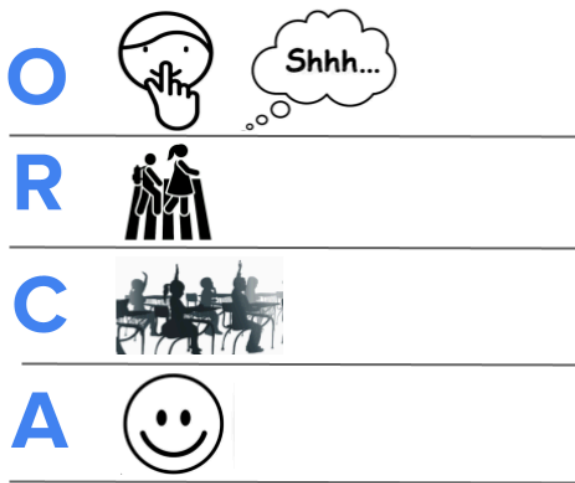
- I always use good manners

**A** I have a great **ATTITUDE** in the **CAFETERIA** when

- I think about the earth when I'm cleaning up



# Hallway Expectations



## Cabrillo ORCA Expectations

### HALLWAYS

- O** I am **OUTSTANDING** in the **HALLWAYS** when
- I travel through hallways quietly
- R** I am **RESPONSIBLE** in the **HALLWAYS** when
- I walk with a safe body
- C** I am **COURTEOUS** in the **HALLWAYS** when
- I think about how my behavior impacts others
- A** I have a great **ATTITUDE** in the **HALLWAYS** when
- I am friendly to others

# Restroom Expectations

## Cabrillo ORCA Expectations

### RESTROOMS

- O** I am **OUTSTANDING** in the **RESTROOMS** when
- I get in, get finished, in a timely fashion
- R** I am **RESPONSIBLE** in the **RESTROOMS** when
- I flush the toilet, wash hands, trash in the bin and only toilet paper in toilet
- C** I am **COURTEOUS** in the **RESTROOMS** when
- I respect everyone's privacy
- A** I have a great **ATTITUDE** in the **RESTROOMS** when
- I remember the bathroom is not for playing



# Yard Expectations

Cabrillo ORCA Expectations

## YARD



**O** I am OUTSTANDING in the YARD when

- I share and include others in the game

**R** I am RESPONSIBLE in the YARD when

- I clean up, line up and listen to adults

**C** I am COURTEOUS in the YARD when.

- I think of others' feelings and help

**A** I have a great ATTITUDE in the YARD when

- I check my feelings temperature



O



R



C



A



## Consequences

1st Time	2nd Time	3rd Time
Talk with the principal <ul style="list-style-type: none"> <li>• What went wrong?</li> <li>• How to avoid</li> </ul>	Principal calls home	Family Conference <ul style="list-style-type: none"> <li>• Your adults come to school for a meeting</li> </ul>
Make it Right <ul style="list-style-type: none"> <li>• Apologize</li> <li>• "I did something wrong and I want to make it right"</li> <li>• "How can I fix this?"</li> <li>• "Can we start fresh?"</li> <li>• Do something nice for the other person</li> <li>• Give space</li> </ul>	Home + Principal will decide: <ul style="list-style-type: none"> <li>• Losing a privilege (screen time, play time,</li> </ul> Make it Right	Consequence Make it Right

# PACIFICA SCHOOL DISTRICT CALENDAR 2025-2026 SCHOOL YEAR

## JULY

1 Holiday

## AUGUST

13 Student  
15 Teacher  
0 Holidays

## SEPTEMBER

### MONTH I

21 Student  
21 Teacher  
1 Holiday

## OCTOBER

### MONTH II

22 Student  
22 Teacher  
1 Holiday

## NOVEMBER

### MONTH III

13 Student  
14 Teacher  
3 Holidays

## DECEMBER

### MONTH IV

15 Student  
15 Teacher  
5 Holidays

## JANUARY

### MONTH V

19 Student  
19 Teacher  
3 Holidays

## FEBRUARY

### MONTH VI

15 Student  
15 Teacher  
1 Holiday

## MARCH

### MONTH VII

21 Student  
22 Teacher  
0 Holidays

## APRIL

### MONTH VIII

17 Student  
17 Teacher  
0 Holidays

## MAY

### MONTH IX

20 Student  
20 Teacher  
1 Holiday

## JUNE

### MONTH X

4 Student  
4 Teacher  
1 Holiday

## SCHOOL HOLIDAYS

Independence Day:  
July 4, 2025  
Labor Day:  
September 1, 2025  
Indigenous Peoples' Day:  
October 13, 2025  
Veteran's Day:  
November 11, 2025  
Fall Recess  
November 24-28, 2025  
Winter Recess:  
Dec 22, 2025– Jan 2, 2026  
Martin Luther King, Jr. Day  
January 19, 2026  
Presidents' Week:  
February 16-20, 2026  
Spring Recess:  
April 6-10, 2026  
Memorial Day:  
May 25, 2026  
**Staff Development Days  
(Staff Only - No Students)**  
August 11, 2025  
November 10, 2025  
March 13, 2026  
**CSEA Holidays \***  
July 4, 2025  
September 1, 2025  
October 13, 2025  
November 11, 2025  
November 27-28, 2025  
December 25-31, 2025  
January 1-2, 2026  
January 19, 2026  
February 16, 2026  
May 25, 2026  
June 19, 2026  
**Total Paid Holidays: 17**

180 Days of Instruction  
184 Work Year for Teachers  
♥ New Teacher Orientation Day – 8/8/25  
\$ Teacher Work Day – 8/12/25  
▪ First Day of Student Attendance – 8/13/25  
↑ Staff Development Days – 8/11/25, 11/10/25, 3/13/26  
☺ District-Wide Minimum Days – 8/13/25, 12/19/25, 4/3/26, 6/4/26  
♦ Last Day of School – 6/4/26

### Trimesters:

1st 8/13 – 11/7 61 Days  
2nd 11/12 – 3/6 62 Days  
3rd 3/9 – 6/4 57 Days

180 Days

Board Approved: May 22, 2024

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