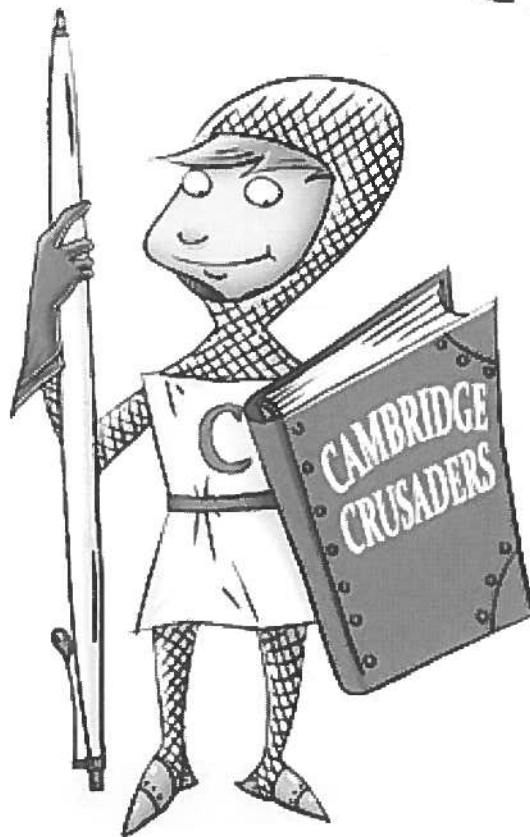


**Cambridge Elementary School
Student/Parent
Handbook**

CAMBRIDGE



ELEMENTARY SCHOOL

OUR SCHOOL MISSION

It is the mission of Cambridge Elementary School to provide, in a partnership with students, families, and staff, a safe and nurturing environment with experiences that stimulate individual interest, promote self-esteem, foster personal growth and encourage mutual respect and individual responsibility. We are dedicated to providing for optimal student success. With commitment, cooperative attitudes and collaborative skills, we will empower our students to become life-long learners and contributing members to the diverse society of the future.

Cambridge Motto

Commitment

Action

Responsibility

Effort

Success

Values In Education Themes



Each grade level will focus on a theme for the year to support positive personal values

TK/Kindergarten

Cooperation

1st

Positive Attitude

2nd

Respect

3rd

Compassion

4th

Perseverance

5th

Initiative

6th

Integrity



GENERAL INFORMATION

Back to School Night

This night is for parents only. It is held the first quarter of school and is not a conference time. You will have the opportunity to meet your child's teacher, and receive general information about the classroom routine, including the class homework requirements, Home/School Compact, discipline plan and the grade level curriculum.

Classroom Visitations

We encourage parents to be involved in our school program. Parents may request to make a regular schedule (weekly or monthly) with the teacher to volunteer in the classroom. If you'd like to volunteer in the classroom, you will need to arrange this with the teacher to find a time that will be most beneficial to the classroom. Parents may occasionally request for a short visit for an observation of their child in the classroom. These visits or volunteer times need to be scheduled in advance.

- 1) Please make arrangements with your child's teacher a few days prior to your visit. A phone call to the classroom teacher will let us help you arrange your visit, and the time to visit if you wish to observe a particular lesson.
- 2) After scheduling your visit, sign in at the office and obtain a visitor's pass before going to the classroom. All visitors must be identified while on campus.
- 3) We know you are interested in your child's progress, however, this is not the time for a conference. A conference can be arranged for you for after school hours.
- 4) Observe the children quietly. Unnecessary movement is a distraction to the class.
- 5) While we enjoy all children, we ask that you not bring small children with you to the classroom. This is a district safety liability issue as well as a distraction to the learning environment.

Parents and Visitors on Campus

In order to maintain safety and encourage independence in our children, parents are requested to drop their children off at the appropriate entrances of the school and say goodbye at that point.

Computer Lab

Cambridge students have a school computer lab available to them with approximately 32 computers. Each classroom uses the computer lab on a regular basis. Individual computers are also provided in the classrooms to help enhance classroom activities.



Contacting Teachers

Cambridge teachers are eager to have personal contact with parents. Phone messages will be transferred to their personal voicemail or you may email them. Teachers have very busy schedules. Please allow 24 hours for them to respond to your call.

Emergencies

In the event of a disaster, such as an earthquake during school hours, all students will be kept at school. They will not be released until a parent or authorized adult arrives at the school to pick them up.

Cambridge School has a comprehensive disaster plan in place and students and staff participate in regularly scheduled earthquake and fire drills.

Field Trips

Field trips enhance the study of a unit of learning. Whenever your child is going on a trip, a notice/consent form will be sent home. Children will not be permitted to attend a field trip unless the parent/guardian has signed the consent form and returned it to the teacher.

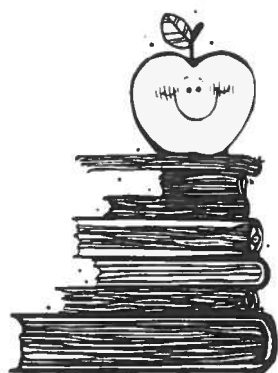
Parents may be invited to accompany their child's class on a field trip to assist in the supervision of children. If you will attend a field trip, preschool children may not accompany you.

Birthdays at School

Birthdays may be celebrated during recess break, lunch break, or the last 5 minutes of the school day so valuable academic time is not disrupted. Please contact your child's teacher several days before your child's birthday to make arrangements. Balloons are not permitted in the classroom.

Fundraisers

Fundraisers are important for the continuation of many programs at Cambridge. The money generated from fundraisers is used to support Cambridge School and its students. Some fundraisers are specifically conducted to help 3rd - 6th graders earn money for their Outdoor Science School. Students are not encouraged to sell door-to-door, but to sell to friends, relatives and neighbors. Some fundraisers are sponsored by our PTA to support enrichment programs and needed supplies for our school.



ATTENDANCE PROCEDURES

**We're All In Our Places With Bright, Shining Faces!
And This Is The Way We Start A New Day!**

Attendance

Regular school attendance is important. The method of collecting funds for all school districts is based on actual attendance. This means that our revenue limit will be generated by the number

of students who are actually in attendance at our school sites. Unexcused absences result in lost student funds provided by the state. You will be notified of excessive absences and tardies. Excessive absences and tardies are reported to the School Attendance and Review Board (SARB).

Absences

Student absences **must be verified**. Please call the school before 9:00 a.m. on the day of your child's absence. You will be asked to provide your child's name, date of absence, reason for absence, teacher's name/room number, and your name and relationship to the child. You must provide a written excuse on the day your child returns, with the above mentioned information, if contact with the school was not made on the day of the absence.

Make-up work is the responsibility of the student and parent. You may request a homework packet of the work your child missed during each day of absence by telephoning the office on the morning of the absence. Packets may be picked up in the office **24** hours after the request is made.

Contractual Study

Please call the school office at least 5 days in advance to arrange for a contractual study program if you have a trip planned during the school year or if you know that you have some activity planned and will not be in school. Contracts are available for prearranged absences of 5 days up to 1 month only.

Tardies

It is important that students arrive on time. Tardies are marked by the teacher if your child is not in line at the bell. Late students must report to the school office to obtain a tardy slip. Tardies are noted on the student's permanent attendance record.

Arrival and Departure Time

Students are not to arrive on the school grounds before 7:30 a.m. and are expected to return home immediately after school. Student waiting areas are supervised 15 minutes prior to the start of school, during all recesses, lunch, and to direct students across streets after school only.

****STUDENTS MAY NOT ARRIVE TO SCHOOL BEFORE 7:30 a.m.**
AND SHOULD REPORT TO THE LUNCH TABLES**

Closed Campus

Cambridge operates a CLOSED CAMPUS. Students may not leave school after arriving at school without office authorization and parent consent/request. **Students leaving school during school hours must be signed out by an authorized adult, through the school office. Please update your child's emergency card and include those adults you have designated as emergency contacts and who are permitted to pick up your child from school if an emergency exists.**

Library

The school library is located in room 61 at the north end of the school. The library has a wide variety of books for check out. In addition, the library serves as our media center with videos, and CD ROMS designed to aid the instructional programs. The library may serve as a



meeting room when necessary. The library supports our Reading Counts program with many books designated as Reading Counts books.

1. Use quiet voices.
2. Students are not to run or play in the library.
3. Students are not to eat in the library.
4. Students are to treat the books and library equipment with care and respect.
5. Students are responsible for the books they check out and are to return them on time. A student who does not return their books on time will not be permitted to check out new books until the other books are returned.
6. Lost or damaged books must be paid for by the parent so that they can be replaced.

Reading Counts! In support of our focus on Reading Comprehension and literacy, we will continue to utilize the *Reading Counts!* computerized comprehension program. We have identified books in our Library that have corresponding quizzes and point values (dependent upon difficulty.) Books from the public library may also be on our list. Students may only access a quiz at school on our computers. Lists of available books can be found at school, on our website and at the local Orange branches of our public libraries. Students are to read the book independently. Parents should encourage their children to read and be available to listen to their child read out loud when time permits!

Reading Counts! Wall of Fame:

Students who earn the following number of points from our *Reading Counts!* reading comprehension program per **quarter** will have their name posted in the Information Center. This is motivational program to encourage our highest achieving students with an extra recognition.

- Gr. K 5 points
- Gr. 1 10 points
- Gr. 2 20 points
- Gr. 3 30 points
- Gr. 4 40 points
- Gr. 5 50 points
- Gr. 6 60 points



Personal Property

Please be sure to mark sweaters, coats, back packs, lunch boxes and other personal belongings with your child's name before bringing them to school.

Personal property should only be brought to school if it is directly related to the instructional program and has the approval from the classroom teacher. Any toys, trading cards, personal CD players, iPODS or non-school related belongings will be held until the last day of the school year and then returned to the parent.

School Supplies

The first day of school a supply list is sent home with the students from the school PTA. Donations of cash or supplies are always welcome during the school year.

Open House Night

This night is provided in the spring for your children to share their accomplishments in the classroom.

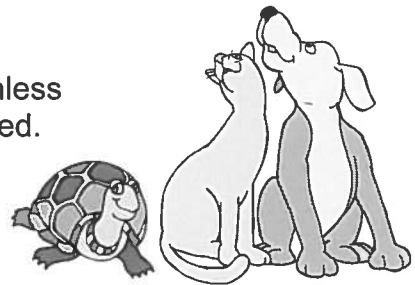
Outdoor Science School

OSS is available to all Cambridge sixth graders and their teachers. It is a residential camp that Cambridge students may attend to study forestry, geology, astronomy and ecology. Emphasis is placed on cooperative group study and hands-on exploration.

There is a tuition cost for each student. Students and their parents are responsible for the cost of attending. The school provides fundraiser activities that your child may participate in to help earn the tuition. School savings accounts for each student are opened in the fourth grade so there is ample time to earn the money for the tuition. More information regarding this program may be obtained from the 6th grade representative.

Pets and Animals

No animals, fowl or reptiles are allowed in the classroom unless prior approval by the teacher and principal has been obtained.



School Breakfast and Lunch Program

A hot lunch is available for purchase to all students during their lunch time. Milk may be purchased separately if lunch is brought from home. Monthly menus are sent home. Current prices for lunch and milk can be found on the menu. Lunches are ordered a day in advance and students first choice may not be available.

A free or reduced breakfast and hot lunch are available to students who qualify. Specific information about this program and applications are available in the school office.

Student lunches may be purchased long term through an account, rather than daily. Money is held in student's accounts and deducted as the students buy individual lunches. Envelopes are available in the health office to deposit cash or checks into the student's accounts. Lunches brought from home many have no glass containers. **Soda is not permitted and we discourage chips and Cheetos.**



School Pictures

Student pictures, as well as class pictures are taken at the beginning of the school year. Parents may also have their child photographed in early

spring. Spring pictures are offered as part of a PTA fundraiser. Notification of Picture Day will be sent home in advance. Purchase of school pictures is optional.

Testing

The STAR (California standardized test) is given to all 2nd-6th grade students each spring. Individual student test scores are mailed to families in September.

Hello? Hello?
Testing!....Testing.....Testing!!!!

Use of Cell Phones

Students who bring cell phones to school must keep them turned off and in their backpacks until they exit the school campus. The school is not responsible for lost or theft. Phones misused by students will be sent to the Principal's office for parent pick-up.

Visitors and Volunteers

Any person visiting or coming on to any part of Cambridge School, including the playground must sign in and out at the school office. Once signed in, a visitor's pass will be issued. If an item has been forgotten by your child, you may leave it in the office and it will be delivered to your child.

If you wish to volunteer, there are many opportunities to do so. Please make arrangements with the classroom teacher as to what time and day you would like to volunteer. In order to maintain the appropriate learning environment at school, preschool children may not accompany their parents during their volunteer hours. For safety reasons, strollers are not allowed on our playground.

HEALTH INFORMATION

Medication

Medicine **cannot** be administered by school personnel without the appropriate forms completed by both the parent and doctor. Forms may be obtained from the school's health office. Medication taken at school must be properly labeled with the child's name, type of medication and the dosage. **Students may not bring medication of any kind (including aspirin, cough drops, throat lozenges and eye drops) to school and keep them in their backpacks.**



Accidents

If your child is injured at school we call you immediately. If you cannot be reached, we will contact the emergency numbers listed on your child's Emergency Card. In case of an accident requiring medical attention, we will make every attempt to contact parents/guardians before emergency medical help. **For this reason it is imperative that contact information is up to date** .

Health Services

Once a year the school district provides vision and hearing screening for all Kindergartners, second grade boys and fifth grade students. Parents will be notified of findings for referral to the family's own physician.

Psychological Services are provided by school district psychologists who work with parents and teachers to help plan the best program possible for children with learning difficulties.

The district provides **Special Education** programs for students who meet district and state standards. **Speech therapy** services are available at Cambridge as a part of Special Education. **Bus Service** is available to Cambridge School for Special Education students only.



TRANSPORTATION

Cambridge has over 500 students in attendance during the year. Safety is our first concern and responsibility. When dropping off and picking up your children, we ask your cooperation on the following:

- Please be aware that **ALL** red curbs are **NO PARKING ZONES**. Those who violate the parking laws are subject to tickets/fines by the Orange Police Department.
- **The front school parking lot is NOT designated for drop off and pick up.**
- **Do not park at or inside the crosswalk area.** This blocks the view of the children attempting to use the crosswalk and also blocks the driver's view going by. **Do not block driveways!**
- If you park across the street from the school, please meet your child at the street corner nearest the school. **Children may not cross the street unless in the designated crosswalks.**
- If you drop off your child next to the school parking lot, be sure that your child remains on the sidewalk at all times. **Children are not to run across the parking lot!!**
- **No double parking.**
- Please note the street signs on Sycamore Street, Cambridge Street, and Walnut Street for designated hours/days of no parking for city street sweeping.

Cambridge Street also has specific morning and afternoon parking hours. **The Orange Police Department monitors and tickets cars parked illegally.**

Parking Lots

- The parking lots located on Cambridge Street and Walnut Street are for drop off and pick up only.
- Please do not make left turns into or out of the lots due to traffic congestion.
- The Cambridge gate opens 15 minutes before school starts. The Walnut lot opens at 7:30 a.m. and the Cambridge lot at 7:45 a.m. Both lots close precisely at 8:00 a.m. Students that are tardy must enter through the office as all gates are locked.
- For those families who choose to drop off and pick up students on Cambridge Street, **DO NOT DOUBLE PARK!** This is a dangerous and illegal practice.
- When pulling into the parking lots, pull forward as far as possible.
- **Communicate with your child at which lot you will be picking them up.**
- Do not honk in the parking lot. Please wait until you reach the sidewalk to show your child that you are present.



COMMUNICATION

Parent Conferences

A parent/teacher conference is scheduled at the end of the first quarter. Parents may, however, request a conference at any time during the school year by contacting the teacher. Please request a conference in advance so a time that is convenient for all can be arranged.

Report Cards

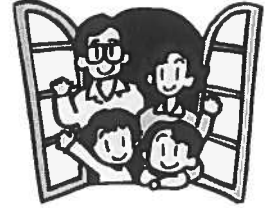
Report cards are issued two (2) times a year and will indicate both academic and effort grades for the student. The report card envelopes must be returned with the parent's signature the day after the cards are sent home.



Intervention/Promotion/Retention

All students are expected to meet grade level standards to be promoted to the next grade. Those students who are at risk of retention will be identified by the classroom teacher based on STAR test results, grades and district assessments. Parents will be notified by the end of the first six weeks of school if their child is at risk of retention and will meet regularly with the classroom teacher. The student will be placed on an Intervention Plan and be required to participate in offered interventions. A Promotion/Retention Review Team will meet in the spring to determine whether to promote or retain students. Parents are invited to participate.

Teachers, parents and students are expected to work in partnership to assist all students to reach their maximum potential



WELFARE AND SAFETY

The staff at Cambridge School has a sincere concern for the welfare and safety of your children while at school. Students are encouraged to become responsible citizens in their behavior and attitudes. A School Wide Discipline Plan is in place which rewards students for their positive accomplishments and disciplines them for inappropriate behavior. This discipline plan is made up of three parts:

- Communicating **standards and expectations** clearly to students
- A **reward system** for children who behave in a courteous, productive, and responsible manner
- A systemized, consistent discipline plan outlining consequences for student misconduct, student standards and expectations.



We ask students to follow 3 rules:

1. Show respect
2. Make a good decision
3. Solve your problem

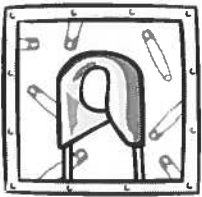
In planning Cambridge School's learning environment, we ask our students ~~four~~^{three} main questions to consider in monitoring their own behavior.

- Is what you are doing **safe**?
- Are you being **kind, courteous, polite**?
- Are you acting in a **responsible** manner?

These questions lead to our expectation that students follow these **Cambridge Standards of Behavior**:

AT ALL TIMES

1. Students will behave in a manner that does not disrupt or interfere with the rights of others
2. Students will keep hands, feet, and other objects to themselves.
3. Students will use only kind words toward others. No statements that make fun of another person's name, appearance, or abilities are allowed.
4. Students will use good judgment. If you think there is a chance you or someone else might get hurt, **DON'T DO IT!**



SAFETY FOR ALL

1. Students are not to bring any weapon-toy or real (gun, knife, martial arts instruments), bullets or explosive to school or to school sponsored activities under any circumstances. **Students who bring a weapon to school will be automatically recommended for suspension or expulsion and may be subject to arrest.**
2. Fighting, wrestling, or martial arts displays, whether real or pretend, are not allowed.
3. Pupils are to report to the yard duty teacher or noon supervisor if someone is hurt.
4. There is to be no throwing of food, rocks, sand, sticks and/or other harmful objects.

TO AND FROM SCHOOL

1. Be a responsible citizen to and from school. Touching, putdowns, threats, teasing and vandalism are forbidden and should be reported to your teacher.
2. Students are expected to walk on the sidewalks and cross at crosswalks and intersections. Students will respect private property.
3. Students will follow the directions of the crossing guards.
4. No skateboards, roller blades, skates, shoes with skates or scooters are permitted on campus and are not to be used for transportation to and from school.
5. Do not enter businesses or talk to strangers.
6. Students who ride bicycles (grades 3-6 only) must follow the **Bike Safety Rules.**



SCHOOL BEHAVIOR

BICYCLE RIDERS



1. Only students in grades 3-6 may ride bikes to school
2. Bicycle riders cross at intersections or crosswalks and walk their bicycles across the street
3. Bicycles are never ridden on school grounds or brought on the playground or into the corridors
4. Bicycles are walked to the bike racks and locked
5. Students are **never allowed to ride double or recklessly**
6. **Bicycle helmets are required by law for bicycle riders**
7. If a student is late to school they may NOT ride their bike as the bike racks will be locked
8. No scooters or skateboards allowed

► Students who do not adhere to the bicycle rules will lose their privilege to ride their bike to school.

ARRIVING AT SCHOOL

1. Students eating breakfast at school may enter at the Walnut gate at 7:30.
2. Students wait outside of school gates until 7:45 a.m. when the gates are opened.
3. Students **do not** run or play in front of the school.
4. Students should arrive at school no earlier than 7:45 a.m. unless eating breakfast at school.
5. Students are not to leave for any reason after they have arrived unless they are released by the principal or signed out by their parent/guardian.
6. Students must be supervised by an adult before the gates open. They are not permitted to be left unattended.

PLAYGROUND STANDARDS

1. Peaceful Playground rules.
2. Rock, Talk, and Walk
3. All students must play on their assigned playground.
4. All students must walk on the blacktop unless they are playing a game with running.
5. Students get drinks and go to the bathroom before the bell rings at the end of recess. There are 5 whistles to alert students the bell will ring soon.
6. Students are to stop playing immediately when the bell rings. Students are to walk to their class line after a whistle has blown. After the second bell, all students should be in line.
7. Students must get a hall pass from the teacher on duty or the noon supervisor to come to the office. **NO STUDENTS IN THE OFFICE WITHOUT A PASS.**
8. Students stay outside of the classrooms unless the teacher is in the room.



9. Students walk in the halls at all times. Running is allowed on the grass area next to playground only.
10. Items left out on the playground are returned to Lost & Found after the recess bell rings.
11. Students keep the school grounds clean by putting all litter in the trash cans. Be proud of helping to keep the school clean.
12. GUM IS NOT ALLOWED AT SCHOOL/snacks at snack table only.
13. Radios, head phones, iPODS, yo-yo's, trading cards, etc. are not to be brought to school.
14. A student has only one place in line. If he/she gives someone their place- in front or in back of themselves- they go to the end of the line.
15. Students may not sit or stand on any walls, fences, water fountains, or trees.

EQUIPMENT

1. Follow Peaceful Playground rules.
2. Students should use school supplied equipment.
3. Students may not bring bats, balls or any other sports equipment to school.
4. All games are open to your classmates regardless of the ownership of the equipment used.
5. Students may only kick balls when playing kickball or soccer and must use appropriate balls for that activity.
6. Balls and other playground equipment may be used only in designated areas.
7. Use only rubber balls for four square and ball wall.



LUNCH PROCEDURES

1. All students will be expected to follow the procedures arranged for securing hot lunches and/or milk.
2. During the lunch period, students are to eat *quietly* at their assigned tables.
3. If bringing a lunch from home, students are to eat their own food – sharing or trading is not permitted.
4. Students are to place their trash in the trash cans before leaving the lunch area.
5. Students should spend at least 15 minutes eating their lunch and are to remain at the lunch table until dismissed by the noon duty supervisor.
6. If a student needs to leave the lunch area before the regular dismissal time, he/she must get written permission from the noon supervisor.
7. Glass bottles are not permitted at school.
8. No soda allowed.
9. All lunch trays are recycled.
10. Consider sending only healthy items – avoid chips.



RESTROOMS

1. The restrooms are for the purpose of using the toilet and hand washing only.
2. Students are to use the toilet, flush, wash their hands and leave.
3. There is no playing or socializing in or around the restrooms.
4. Students are responsible for keeping the school restrooms clean and orderly.
5. Students who vandalize or misuse the restrooms may be required to serve an after school detention or face suspension for serious or repeated offenses. Students and/or their families may also be expected to reimburse the school district for any vandalism they may cause.

OFFICE VISITS

1. Except in emergencies, students must have a HALL PASS or a note from the teacher/supervisor giving them permission to enter the office.
2. Students who need help at recess time should ask the teacher on duty...***don't run into the office.***
3. The office telephone is used only with permission of the office staff.
4. The office telephone is not available for after school play arrangements or other non-school related matters.

COMPUTER LAB

1. Students are to enter the lab quietly, sit down and wait quietly for further instructions.
2. Students who do not follow the lab procedures may lose a part of their lab time.
3. No food or drinks are permitted while in the lab. Hands should be washed before using the computers.
4. Students may only use the internet when they have returned their completed and signed emergency cards indicating parental permission to do so.



BUYING AND SELLING

Students are not allowed to buy or sell any item from/to another student while coming to school, while at school or while leaving school

PLAYGROUND APPARATUS GUIDELINE

Swings

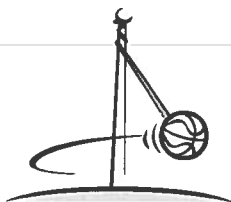


1. Students are to sit on the swing seat. No kneeling or standing
2. Only one student on a swing at a time
3. Each student will be allowed 50 full swings (one up and back motion) if someone is waiting in line
4. The student waiting for the swing will do the counting
5. Countbacks are not permitted
6. Students are not permitted to jump off the swing at any time

Low Bar and Chinning Bars Grades 4-6

1. The Low Bar is designed for spinning only
2. Keep both hands on the bar at all times
3. Standing and “death drops/cherry drops” are not permitted

Tetherball



1. Students are to hit the ball with their hand or fist
2. “Ropies” – swinging or grabbing the tetherball by the rope - is not allowed
3. Students are not to sit on the tetherball

Ball Wall

1. Handball is the only activity that the ball wall may be used for
2. Any game where a ball is thrown to hit another student is prohibited
3. Only 2 players at a time are permitted to participate





CAMBRIDGE AWARD SYSTEM

Rewarding students for doing a good job is essential in making Cambridge School's discipline plan work. We all need praise and rewards in our lives, be it at home, work or school.

Cambridge tries very hard in this area. Each teacher has his/her own reward system in their classroom. They may include: encouragement and praise, positive phone calls home, special class activities and awards and certificates.

In addition to the classroom awards, Cambridge has academic and citizenship awards to honor students who are courteous, responsible and productive.

Awards

During the school year upper grade teachers choose students from their class who have demonstrated outstanding achievement in an academic area and/or citizenship or who have shown effort and improvement. These students are recognized at award ceremonies. Parents are invited to attend the ceremony. No balloons, flowers or gifts should be brought to the ceremony.

Student of the Month

Student of the Month certificates are awarded to students in each classroom who have displayed courteous, productive, and responsible behavior in their class during the month or have made significant progress in meeting this goal during the month. Parents are notified of their child's achievement and invited to attend the assembly. PLEASE-no balloons or flowers for students.

Crusader Bucks

This program is designed to promote safe, courteous, responsible behavior on the playground and common school area. Students will receive Crusader Bucks for acts demonstrating quality values such as, responsibility, integrity and cooperation. Students may redeem their Crusader Bucks from a menu of rewards.

CONSEQUENCES FOR INAPPROPRIATE SCHOOL BEHAVIOR

Each teacher has his/her own **classroom discipline plan** which parents receive a copy of at Back to School Night. Each plan consists of a list of classroom rules, rewards for positive behavior and a system of consequences for inappropriate behavior. When a student misbehaves in the classroom the teacher will follow the steps stated in his/her plan. Teachers will always contact parents to share their concern and solicit support from parents in remedying undesirable behavior in a student.

SCHOOL WIDE DISCIPLINE PLAN

When a student is referred to the principal's office for misbehavior, he or she has normally exhausted their chances in the classroom. Below are listed the consequences when a student is issued citations:

1st citation – counseling and a warning

2nd citation – warning and detention

*If a student receives two citations in one month, they must serve an hour detention after school. You will receive written and/or oral notification.

Each additional citation issued in a month's time will result in another after school detention.

3rd citation – referred to the principal's office, counseling, loss of privilege and possible suspension

It should be noted, however, that **serious offenses** are cause for **immediate suspension**, regardless of previous office referrals.

The above is an outline for the action taken when a student receives citations. Other consequences may be substituted for the above by working out solutions that would prevent the behavior from occurring again.

The majority of Cambridge's students are courteous, productive and responsible citizens. However, when they make improper choices and are finally referred to the office, the above series of consequences will be initiated.

ANTI-BULLYING POLICY SUMMARY

Cambridge School is committed to providing students with a safe and supportive learning environment. We do not condone harassment, intimidation or bullying in any form and such behavior will result in immediate disciplinary action.

Definition

Bullying is intentional, hurtful behavior repeated over time. It can be:

- Physical-kicking, tripping, hitting or pushing
- Verbal-name calling, insults, threats of violence or graffiti
- Emotional-intentional exclusion or spreading rumors
- Cyberbullying-spreading harmful information through email, online chats, social networking sites, text messages, cell phones or cameras
- Sexual-unwanted touching, obscene gestures or comments

Reporting Procedures

School employees are required to report alleged violations of this policy to the principal. Students, parents and visitors are encouraged to report any act that may be a violation of this policy. All reports will be taken seriously and will result in a thorough investigation. We will also determine whether a student's civil rights have been violated according to federal antidiscrimination laws.

Consequences

Our school has developed a policy of consequences that match specific behaviors to disciplinary and/or remedial actions. These policies will be used as a basis for determining appropriate action.

Our complete policy of consequences is available in the Student Handbook.

| Behavior | First Incident | Second Incident | Third Incident | After Three Incidents |
|---|---|---|--|--|
| <p>Level One:</p> <ul style="list-style-type: none"> • Teasing or name-calling* • Spreading rumors* • Intimidating or humiliating others* • Threatening to reveal personal information* • Excluding/ignoring others • Kicking, pushing or hitting • Stealing or defacing property | <p>Verbal warning, Discipline Referral, Letter to parents—must be signed and returned, and Student makes amends</p> | <p>Two-day privilege loss, Discipline Referral, Student calls parent, Letter to parents—must be signed and returned, Student makes amends, and Reflection Worksheet</p> | <p>Three-day privilege loss, Discipline Referral, Student calls parent, Letter to parents—must be signed and returned, Student makes amends, Reflection Worksheet, and <i>Meeting with Counselor</i></p> | <p>Parent/Student Meeting with principal, Discipline Referral, and Administration will develop an individual plan & determine consequences</p> |
| <p>Level Two:</p> <ul style="list-style-type: none"> • Harassing others based on race, color, national origin, sex or disability* • Threatening violence* • Making obscene sexual comments or gestures* | <p>Two-day privilege loss, Discipline Referral, Student calls parent, Letter to parents—must be signed and returned, Student makes amends, and Reflection Worksheet</p> | <p>Three-day privilege loss, Discipline Referral, Student calls parent, Letter to parents—must be signed and returned, Student makes amends, Reflection Worksheet, and Meeting with Counselor</p> | <p>Parent/Student Meeting with principal, Discipline Referral, and Administration will develop an individual plan & determine consequences</p> | <p>Administration will determine consequences</p> |
| <p>Level Three:</p> <ul style="list-style-type: none"> • Inflicting severe bodily harm • Threatening with a weapon • Extortion* • Exposing oneself* • Touching others inappropriately | <p>Administration will determine consequences for all Level Three behaviors, which may result in suspension or expulsion. Criminal behavior will be reported to law enforcement.</p> | | | |

*Verbal, written or via media, which includes, but is not limited to, text messages, picture messages, emails and postings on websites.

GROUNDINGS FOR SUSPENSION AND EXPULSION

The following is taken from the California Education Code, Section 48900. Students may be suspended or expelled if they:

1. Cause, attempted to cause, or threatened to cause physical injury to another person. This includes mutually combative behavior.
2. Possessed, sold or otherwise furnished any firearm, knife, explosive, replica or imitation dangerous object.
3. Unlawfully possessed used, sold or otherwise furnished, or been under the influence of any controlled substance Chapter 2 (commencing with Section 11053) of division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
4. Unlawfully offered or arranged or negotiated to sell any alcoholic beverage, intoxicant of any kind or controlled substance listed in Chapter 2 (commencing with Section 11053) of division 10 of the Health and Safety Code.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school or private property.
7. Steal or attempted to steal school or private property.
8. Possessed or used tobacco, or any product containing tobacco or nicotine.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Have unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
11. Disrupted school activity or willfully defied valid authority or supervisors, teachers, administrators, and school officials and other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school or private property.
13. Sexual harassment.

A student may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including: while on school grounds; going or coming from school; during the lunch or recess period; or While going to or coming from a school sponsored activity.

PARENT INVOLVEMENT

The Cambridge staff appreciates the cooperation and willingness of all the parents who work to build an excellent educational program for our Cambridge students. We encourage parents to become involved in whatever way they can. Below are some of the opportunities available to parents who want to be actively involved:



1. Parent Teacher Association (PTA) PTA is open to all parents (Dad's, Mom's, Grandparents, guardians) and is a good place to start if you want to become involved with school activities. The purpose of the Cambridge PTA is to provide a strong link between the school and the home and to provide an avenue for parents to become involved in the progress and concerns of the school. PTA works to assist teachers in the classroom, sponsor assemblies and special programs and plan activities to raise funds for extra materials, equipment and field trips not otherwise provided by the school district, as well as furnish volunteers for our school functions.

Meetings are typically held the first Tuesday of each month at 5:30 p.m. Meeting dates/times are listed on the school marquee.

2. School Site Council: The council is made up of parents, teachers, staff and principal. The council oversees the School Plan and Title funds to enhance the development of curriculum in schools. The School Site Council establishes and reviews the school plan, approves a new categorical budget each year and reviews the implementation of the program and its effectiveness.
3. English Learners Advisory Committee: The committee is responsible for monitoring the Limited English Proficiency program – a program designed to provide students with core curriculum in English and support their goal of being Fluent English Proficient. The committee is a function of the School Site Council.



HOMEWORK POLICY

Homework has a definite place in the educational program of the Orange Unified School District and Cambridge Elementary School. It is required and planned so that it becomes an extension of the learning experiences of the instructional program. Homework should fit one of the four categories below:

- Reinforcement and Remedial Activities-Reinforcement activities are an extension of work that has been previously introduced and explained in class and are within the ability of the student to complete. Remedial activities are designed to help strengthen the student's weak areas.

- Research-This is work involving the use of reference materials and is always given on an extended time basis and students know when work is due.
- Unfinished-This is work that is not completed in class and is within the capability of the student to finish.
- Study-Students should spend some time at home studying and preparing for a test.

Orange Unified School District Homework Guidelines



- Homework is to be assigned at all levels beginning at Kindergarten with gradually increasing levels of difficulty and time requirements to approximately one hour on a given day at sixth grade.
- All students should be assigned homework regularly in order to develop good study habits.
- Homework must be purposeful-not given as punishment or busy work.
- Homework needs to be clearly understood by the students.
- Research should be included, when materials are available.
- Homework must be an extension of regular classroom work-not a new concept.
- Teachers should inform parents on how to help their children at home.

DISASTER PLANNING

Cambridge has a complete disaster plan that will ensure the best possible care and security for your child in the event of a natural or man-made disaster.

In addition to monthly fire drills, we practice our disaster drill procedures quarterly. The students and staff go through all the steps that we might encounter in a disaster situation.

If an emergency or disaster occurs at Cambridge, we would initiate these steps:

1. All students are trained in "drop and hold" procedures should the situation warrant it.
2. After the immediate danger is over, evacuation of the building may be in order. Should this become necessary, students will evacuate to their specified class location on the grass area at the rear of the school.
3. An Accountability Report is taken immediately and the information is relayed to the site Command Center.

4. Each teacher has an emergency back pack containing necessary supplies to assist students with injuries.

5. The Command Center will follow through with the school's disaster plan.

Each OUSD school is equipped with a battery powered two-way radio that will be used to contact the District Emergency Operations Center to report their disposition and to request any additional aid and supplies.

Parents should report to the Check-In Gate at the Walnut parking lot when requesting student for release. They will see the sign for "Parents Report Here" at this entrance. Parents or another responsible adult will be asked to complete a student request card to give to Check-In Gate personnel. A student runner will bring the child to the Release Gate. Students will be kept on campus or at a safe alternative location until released to parents or known adults. Students will only be released to their parent, an adult on the Emergency Card or to an adult known to the student. Records will be kept to whom a child has been released and where they will be located if picked up by someone other than their parent.

Should the students need to be evacuated to another site, school personnel will be available to direct parents. No student will be left unattended at school at any time!

A copy of our Cambridge Disaster Plan is available for review in the school office.

UNIFORM POLICY

CAMBRIDGE



ELEMENTARY SCHOOL

All Cambridge students will be expected to follow the school uniform policy. We are encouraging parents and students to participate in the uniform program as studies have shown that a school wide uniform policy helps support a more positive and productive learning environment for all students. **Financial assistance for those who meet criteria is available in the Health Office.**

There are free dress days on the last Friday of each month and on pictures days. Students may also dress in "theme" on our Spirit Assembly days. In addition, the "Monthly Free Dress" passes are in the first day Uniform Packet to be used during the school year on a day when your child does not have a uniform available.

Consequences: Students who fail to follow the dress code are subject to receiving a uniform citation and parents may be called to school to bring a uniform for their child to wear. Repeated violations may result in a citation being issued.

TOPS: Sleeved red polo or t-shirt, buttoned down or turtle neck shirts, **WITH NO DECORATION**, Cambridge Red logo T-shirts. Shirts must be long enough to tuck in (no crop tops). **ONLY RED SHIRTS ARE ALLOWED.**

BOTTOMS: **ALL BOTTOMS MUST BE NAVY**, navy sweat pants, corduroy. Navy jeans *without decoration*.

Neat; no holes; no cut off or unfinished bottom hems

Boys: Pants, shorts Girls: Pants, shorts, skirts, skorts, jumpers

All must be size/length appropriate-NO baggy style

Pants/shorts must be worn and fit at waistline and the crotch

Shorts must not be above mid-thigh. Must not be longer than fingertips when extended down leg

Navy bike shorts should be worn beneath skirts.

SHOES: Plain laces, flat, closed toed and rubber soled. NO PLATFORMS or SANDALS. For safety purposes, No boots unless it is raining (including Ugg style or cowboy boots).

SOCKS (or tights): Must be worn with all shoes

BELTS: Solid, plain, black; navy

Belts are preferred and must be worn with pants, shorts that do not fit exactly at the waist

SWEATERS/SWEATSHIRTS/JACKETS: Solid color, plain, uniform colors encouraged (No logos i.e. sports teams, cartoon characters); size appropriate. Hoods worn only with teacher permission, weather permitting



ALOHA FRIDAY: Each Friday students are permitted to wear any aloha/Hawaiian of their choice. Must be tasteful and school appropriate.

FREE DRESS: Last Friday of each month is a free dress day. Picture day is a free dress day. All free dress days must be in accordance with the District's Dress Code Policy

HAIR: Hair designs which cause undue attention, distraction from the educational environment as determined by the administration, are not allowed. This includes hair color that is unnatural. Bandanas are not allowed but hair bands are allowed and must be plain color.

HATS : Hats are not allowed except on specifically designated hat days (i.e. Spirit Days) or extremely hot weather for protection from the sun. **Hats must be plain or with a C for Cambridge. In cold weather, plain stocking type warm hats may be worn.**

JEWELRY AND ACCESSORIES: Jewelry that is considered a safety risk may not be worn. No hoop or dangling earrings or large dangling bracelets. No chain belts, studded belts or wallet chains. No make-up, perfume/cologne (allergies) or fake nails. No tattoos or suspenders. Anything that is distracting to the class learning environment may be excluded at the teacher's discretion. **Sunglass only allowed on very sunny days (prescription glasses allowed at any time.)**

Uniforms/uniform policy

Free Dress Days

Cambridge Elementary

Dress Code Policy

Students are prohibited from wearing any clothing which is disruptive to the instructional process and/or considered unsafe, dangerous, divisive or a health hazard. Also prohibited are clothes which contain offensive or obscene symbols (depicting alcohol, tobacco, drugs, weapons, vulgar language, violence, vandalism, or sexual activity) signs, slogans or words degrading any gender, cultural religious or ethnic values. Clothing or accessories considered to have group or gang identification symbols as determined by the Orange County Sheriff's Department and the Orange and Anaheim Police Departments are also not allowed.

HAIR Hair designs which cause undue attention, distracting from the educational environment as determined by the administration, are not allowed

HATS Hats are not allowed except on specifically designated hat days (i.e. Spirit Days) or extremely hot weather for protection from the sun. **Hats must be plain or a C for Cambridge. In cold weather, plain stocking type warm hats may be worn.**

SHIRTS/TOPS

No oversized shirts; all shirts must be size appropriate. Shirts or tops which are too tight, revealing, or which allow underclothing to show are not allowed. Open mesh shirts, tank tops, or spaghetti straps are not to be worn. Strapless, sleeveless dresses, low cut necklines, bare shoulders or midriffs, backless or tube blouses, and see-through clothing are prohibited

BELTS

Belt buckles must be plain with no initials on them. Belts will be of appropriate length for student waist size and the belt must be kept in the belt loops

PANTS/SKIRTS

No loose fitting or baggy shorts, trousers, or overalls. Pants and shorts must be of an appropriate size and length (within one size of student's actual waist and inseam measurement). Pants and shorts must be worn at the waistline. Pants whose style has enlarged legs are not allowed. Pants and shorts must be hemmed (not frayed or slit at the seams) and may not have any holes or tears. Pants or skirts which are too tight, revealing or which allow underclothing to show are not allowed. All skirts, shorts and dresses must be at least mid-thigh length.

SHOES

Students will wear athletic shoes or low cut leather shoes with heels and toes. Socks are required. **Boots are not allowed unless it is raining. No sandals or platform-type shoes or sandals are allowed.**

JEWELRY AND ACCESSORIES

Jewelry that is considered dangerous may not be worn (hoop or dangling earrings, necklaces, **large dangling** bracelets, etc). No chain belts, studded belts or wallet chains. Make-up is not allowed.

OUTERWEAR

Cold weather jackets, sweaters and sweatshirts may be worn

Please label clothes with your child's first and last name