

# CAMBRIDGE ELEMENTARY SCHOOL STUDENT HANDBOOK 2023-2024



Welcome to Cambridge Elementary School, home of the Cougars! Our Cambridge Community and staff are committed to providing all students with a positive educational experience with high academic standards. Our goal is for students to thrive academically, socially and emotionally.

**Our Pledge:** We are committed to creating an inclusive school environment that strives for academic excellence, and noble character development for each student. **No Excuses!**

**Our One Goal:** Every student, without exception and without excuse, will be proficient or advanced in language arts and math.

## **Positive Behavioral Intervention and Supports- School Expectations:**

To be

- Safe
- Respectful
- Responsible
- Academic

**House System:** Everyone at Cambridge belongs to one of the six houses. This system provides students with the opportunity to connect with students and teachers across classes and grade levels with whom they may not normally interact. Our primary purpose to create a sense of spirit and belonging across our school. Our house leaders have the opportunity to build their leadership skills. We are building character, relationships and school spirit.

## SCHOOL HOURS

TK 8:00 a.m. – 11:20 a.m. (Monday-Friday)  
Grades K-6 8:00 a.m. – 2:10 p.m. (M, T, Th, Fri)  
Grades K-6 8:00 a.m. – 1:10 p.m. (Wednesdays)

**Breakfast Served from 7:30 a.m. – 7:55 a.m.**

## MINIMUM DAYS

TK 8:00 a.m. – 11:20 a.m.  
Grades K-6 8:00 a.m. – 12:00 noon

## SCHOOL SPIRIT SCHEDULE

Mondays: college t-shirts

Thursdays: house shirts

Fridays: Cambridge house t-shirts

## ARRIVING TO SCHOOL

Students should arrive at school between 7:30 and 8:00 a.m. We don't have supervision before 7:30. Students are to report to the multipurpose room if they are eating breakfast. The rest of the students meet on the blacktop or the multi-purpose room, if it is raining. Students riding bicycles to school will need to walk their bikes to the bike racks, located behind the MPR. Each student needs to be responsible for securely locking his or her own bike. Students may not ride bicycles or scooters on school grounds. **Remember to wear a helmet when riding a skateboard, bike or scooter.** Students without helmets will be given one warning and informed of the helmet law. Upon the next violation, their equipment will be taken to the office and their parents will need to pick it up.

## SAFE SCHOOL CLIMATE – ANTI-BULLYING POLICY

At Cambridge we are proactive in maintaining a safe school. Bullying of any sort is taken very seriously and is not tolerated. The definition of bullying is *“Unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both students who are bullied and who bully others may have serious, lasting problems.”* Bullying is addressed immediately, and action is taken to stop it. Students who engage in unlawful discrimination, including discriminatory, harassment, intimidation, retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code [48900.4](#) Please report any bullying to Ms. Nader or Mrs. Fee by email ([snader@travisusd.org](mailto:snader@travisusd.org) [jfee@travisusd.org](mailto:jfee@travisusd.org)), or by calling at 707-446-9494 ext. 5104 or 5103. You can also call the office and leave a message at 707-446-9494 ext. 5100, 5102. Each classroom teacher utilizes the Second Step curriculum to teach students social skills and strategies to eliminate and prevent bullying.

## PARKING LOT GUIDELINES- SAFETY FIRST

Use caution when driving through the parking lot. The safety of everyone is our number one priority. Our front parking lot is designated for parent parking, while the back-parking lot is designated for staff. We appreciate everyone parking in the front lot, or on the side streets surrounding our school. We do not allow pick up and drop off from the back-parking lot. Students use the back walkway to get to school. It is dangerous to have cars driving up and down this driveway during arrival and dismissal. You may drive through and pull up to the curb to pick up your child in the front lot. Please pull all the way up and do not block the driveway. **Do not leave your car unattended.** The Vacaville PD enforces all parking laws and school rules. The buses use the white curbs to pick up and drop off students. Please do not double park to pick up your child. When walking through the parking lot, do so with caution and use the crosswalk.

Parking around the school or walking with your child to school, decreases the traffic in the parking lot. We appreciate your cooperation and caution while in the parking lot and in the general vicinity of Cambridge. **When exiting** the lot, you must **turn right** between the hours of 8:00-9:00 am & 1:00-3:00 pm.

**Students who cross Nut Tree and/or Cambridge Dr. must use the crosswalk.** Jaywalking is extremely dangerous as cars drive very fast down the street.

## OTHER GUIDELINES

In order to keep our school clean and to ensure that an appropriate learning environment is maintained, we ask your cooperation in the following areas:

- Students may not chew gum at school. Occasionally, gum may be provided to help students focus during tests.
- Roller blades, and skate shoes are not to be worn at school.

- Cell phones must not be used during school hours. Students can call parents before and after school to communicate. Cell phones, electronic games, and iPods will be confiscated if students have them out during school hours or during recess. When taken the first time, students will be required to pick up their phone at the end of the day. If the phone is taken a second time, parents will be required to retrieve it from the office or teacher. **Students are never allowed to use cell phones for taking photographs or videos at school.** If your child must carry a cell phone, please talk to them about theft prevention and its correct use. **The school cannot be responsible for lost phones.**
- Cyber-bullying is against school rules. Students who utilize cell phones for this use, will be given strict consequences.
- Please mark your child's clothing, and lunch box with their name for easy identification.

### STUDENT DRESS STANDARDS

Cougars are expected to dress in attire that reflects their readiness to learn. Students are expected to attend school in clean, appropriate clothing. Shoes should be suitable and functional for school activities during recess and physical education. Footwear should not include sandals, high-heeled shoes, flip-flops, slip on or other open-toe style shoes. Jewelry may not be worn during PE.

- School attire, including backpacks, should be appropriate and in good taste. No offensive logos, i.e. alcohol, tobacco, weapons, profanity, or inflammatory statements are allowed.
- Shirts should have a modest neckline and sleeveless tops must have ID card width shoulder straps. Shirts and bottoms must meet to cover the body with no gaps. Therefore short-shorts, bare midriff tops, most tank tops, strapless outfits, skimpy tops (as in see-through), deep necklines, or large areas of exposed skin are not considered appropriate dress for school regardless of gender.
- All clothing on the legs must be no more than an ID card length above the knee. Pants (or any clothing on the legs) with holes/rips that do not fall below the ID card length knee requirement, must be worn with leggings or tights underneath. Pants must fit at the waist and not sag down to or past the hips.
- During the school day, rubber-soled shoes are recommended and required for PE participation. Sandals, flip-flops, slippers, socks, heels, or platform shoes are prohibited because they present a safety hazard on the playground and during physical education. Heelys are not allowed.
- Over-sized earrings and jewelry (such as chains and necklaces) are prohibited due to safety reasons. Students are not permitted to wear makeup with non-tinted lip balm as the exception.

#### Consequences:

- Call home for a change of clothing will occur if needed.
- Repeat violations of the dress code may result in consequences such as loss of recess, or confiscation of item
- This applies to ALL grades, including TK and kindergarten.

### BREAKFAST /SNACKS / LUNCH

Breakfast is served between 7:30 and 7:55 a.m. daily. Students are allowed to bring snacks from home. Students may buy lunch at school or bring one. Please consult the monthly lunch menu for prices and offerings. Parents may bring lunch money to the school office to be deposited on the child's lunch account or you can pay for your child's mealtime account online.

### HOMEWORK

Homework is an important part of the learning process. Students are able to practice what has been taught, as well as learn responsibility. Your child's teacher will explain their homework policy during our Back to School Orientation on August 16<sup>th</sup> and via emails or flyers. Please be sure to contact your child's teacher, if you have any questions regarding homework.

If your child is absent due to illness and you would like to request homework, please call the school office to leave a message for your child's teacher, or send your teacher an email.

### MEDICATION

Medication may be administered to students at school. Prior to medication being given to a student, we require a signed form from each student's physician and parent. The signed form must be on file in the office. This applies to all over-the-counter medications including Tylenol, cough syrup, cough drops, etc. Any medication must come to school in its original medication container and be clearly marked with the child's name and dosage information. We are fortunate to have Kimberly Koelzer, our health care specialist to assist us with medication.

### FIELD TRIPS

All students are required to have a signed permission slip before going on a field trip. Parents are welcome to attend field trips to assist with student supervision, once the online volunteer process (level 1) has been completed. The Worker's Compensation volunteer guideline form also needs to be completed and returned to the school site.

### TEXTBOOKS

Textbooks and supplies which belong to the school are checked out to students for use during the school year. Students are expected to keep textbooks in good condition. A reasonable amount of wear and tear is expected. However, any damage or loss due to carelessness or intentional misuse becomes the student and parent's responsibility. Payment for damage or loss will be made according to the following guidelines:

- Books and materials that are lost or damaged to the degree that they cannot be used again, will be paid for at the current replacement cost.
- Payment for lost or damaged items should be brought directly to the office so a receipt can be issued.

### PROGRESS REPORTS

Parent communication is an essential part of our program at Cambridge. Progress reports go home at mid-trimester or more often if deemed necessary. Communication on academic progress is valuable so adjustments and improvement can be made immediately, and progress can be celebrated!

### SCHOOL LIBRARY

Our school library is run by our librarian, Mrs. Veronica Saldana. Each class attends the library for 30 minutes per week. Students must return books each week in order to check out new ones. They are responsible for all of the books they have checked out. Students and parents will be billed for replacement costs of lost books.

## Character Counts Six Pillars

### Trustworthiness

Be honest • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

### Respectful

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements • Say please and thank you.

### Responsible

Do what you are supposed to do, even when no one is watching • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices & actions

### Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

### Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need • Give compliments

### Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment





# Cambridge No Excuses University Three-Way Pledge



The Teacher Pledge	The Student Pledge	The Parent Pledge
<p>I understand the importance of fostering a positive school experience for every child. I am committed to creating a school that knows no limits to the academic success of each student. I agree to carry out the responsibilities found in the No Excuses University <i>Staff</i> Endorsement. I will adhere to:</p> <ul style="list-style-type: none"> <li>• Cambridge’s Mission Statement and our School Goals</li> <li>• Staff Code of Conduct</li> <li>• Cambridge Assessment Plan</li> <li>• Cambridge’s Collaboration Commitment</li> </ul> <p>Each of these responsibilities speaks to my commitment to teach to state standards, communicate regularly with parents, and strive to meet the individual needs of each student.</p> <hr/> <p>Teacher Signature/Date</p>	<p>I understand that my education is very important to my future. It will help me develop the tools I need to become a successful and productive person. I know that my education now will prepare me for college in the future. Because of this I am committed to following the requirements found in my No Excuses University <i>Student</i> Handbook. In addition, I commit to:</p> <p>___ Arriving to school every day  on time, unless I am ill.</p> <p>___ Following the rules &amp; the 6 Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship.</p> <p>___ Competing and turning in homework on time every day.</p> <p>___ Returning letters, corrected work, and other school materials to my parents. Each of these 6 pillars speak to my commitment to learn and become the best student I can.</p> <hr/> <p>Student Signature/Date</p>	<p>I understand that my child's elementary education is essential for their success in life. This education will support my child to become a successful and productive person, preparing them for college if they so choose to attend.</p> <p>I am committed to following the requirements found in my No Excuses University <i>Parent</i> Handbook which has been provided to me.</p> <p>These responsibilities are found in the:</p> <ul style="list-style-type: none"> <li>• Mission, Vision, Shared Commitment, and Goal of Cambridge</li> <li>• Parent Code of Conduct</li> <li>• “Take Five” Commitment</li> <li>• Parent Goals Commitment</li> <li>• Commitment to ensuring my child attends school on time every day unless they are ill</li> </ul> <p>Each of these responsibilities speak to my commitment to support Cambridge in order to ensure a bright future for my child and our society.</p> <hr/> <p>Parent/Guardian Signature/Date</p>



# Cambridge Bell Schedule 2023-2024

## Regular Schedule

<u>GRADE:</u>	<u>START</u>	<u>RECESS</u>	<u>LUNCH</u>	<u>RECESS</u>	<u>RELEASE</u>
Grade AM TK	8:00				11:20 AM
Grade K	8:00	9:40-9:55	11:00-11:30	1:00-1:15	2:10 PM
Grades 1-2	8:00	10:00-10:15	11:00-11:30	1:00-1:15	2:10 PM
Grade 3	8:00	10:00-10:15	11:40-12:10	1:00-1:15	2:10 PM
Grade 4	8:00	10:30-10:45	11:40-12:10	-----	2:10 PM
Grades 5-6	8:00	10:30-10:45	12:20-12:50	-----	2:10 PM

## Common Planning Schedule-Every Wednesday

<u>GRADE:</u>	<u>START</u>	<u>RECESS</u>	<u>LUNCH</u>	<u>RELEASE</u>
Grade AM TK	8:00			11:20 AM
Grade K	8:00	9:40- 9:55	11:00-11:30	1:10 PM
Grades 1-2	8:00	10:00-10:15	11:00-11:30	1:10 PM
Grades 3	8:00	10:00-10:15	11:40-12:10	1:10 PM
Grade 4	8:00	10:30-10:45	11:40-12:10	1:10 PM
Grades 5-6	8:00	10:30-10:45	12:20-12:40	1:10 PM

## Minimum Day Schedule

<u>GRADE:</u>	<u>START</u>	<u>LUNCH</u>	<u>RELEASE</u>
Grade AM TK	8:00	-----	11:20 AM
Grades K-2	8:00	10:00-10:30	12:00 PM
Grades 3-4	8:00	10:40-11:10	12:00 PM
Grades 5-6	8:00	11:20-11:50	12:00 PM

## Minimum Days

November 3, 2023 (Teachers work on report cards)  
 November 13, 14, 16, 17, 2023 (Conferences)  
 March 1, 2023 (Teachers work on report cards)  
 March 12, 14, 15, 2024 (Conferences)  
 May 31, 2023 (Teachers work on report cards)  
 June 7, 2023 (Last Day)

## Holidays and Important Dates

<b>First day of School</b>	August 17	<b>February Break</b>	February 9-19
<b>Labor Day</b>	September 4	<b>President's Day</b>	February 19
<b>Veteran's Day</b>	November 10	<b>Spring Break</b>	March 29-April 5
<b>Thanksgiving</b>	November 20-24	<b>Memorial Day</b>	May 27
<b>Winter Break</b>	December 25-January 5	<b>Last Day of School</b>	June 7
<b>M.L. King Birthday</b>	January 15		



**Local & National Crisis Resources**

Local Crisis Resources		
<b>Solano Behavioral Health Line</b>	24/7 Screenings & resources for Mental Health	<b>(800) 547-0495</b>
<b>David Grant Medical Center</b>	24/7 Emergency Room for Tricare military dependents	<b>(707) 423-3000</b>
<b>Solano Crisis Stabilization Unit</b>	24/7 Acute care unit for individuals with no insurance	<b>(707) 428-1131</b>
<b>Kaiser Permanente Insurance</b>	24/7 Emergency Room for Kaiser subscribers	<b>(707) 624-4000</b>
<b>Kaiser Financial Services Office</b>	May be able to help reduce the costs of ER co-pay	<b>(707) 624-1154</b>
<b>Safequest Solano</b>	24/7 Confidential crisis line for sexual assault, human trafficking, domestic violence, and teen dating violence	<b>(866) 487-SAFE</b>
<b>NAMI Solano (non-crisis)</b>	Provides support groups for families with mental illness	<b>(707) 422-7792</b>
<b>Solano Pride Center</b>	Provides LGBTQ individual, child, & group counseling	<b>(707) 389-4520</b>
National Crisis Resources		
<b>Boys Town National Hotline</b> 24/7 Crisis hotline for teen boys AND girls		<b>(800) 448-3000</b>
<b>California Youth Crisis Line (ages 12-24)</b> 24/7 Crisis intervention counseling and resources		<b>(800) 843-5200</b>
<b>Crisis Text Line</b> 24/7 Suicide prevention text line		<b>Text "Home" to 741-741</b>
<b>Lifeline for Deaf &amp; Hard of Hearing</b> 24/7 Suicide prevention for people with hearing loss		<b>(800) 799-4889</b>
<b>Military Crisis Line</b> 24/7 Support for military dependents		<b>(800) 273-8255 (Press 1) or Text "Help" to 838-255</b>
<b>Trans Lifeline</b> 24/7 Emotional support for trans people in crisis		<b>(877) 565-8860</b>
<b>Trevor Lifeline LGBTQ Support</b> 24/7 Crisis intervention and suicide prevention		<b>(866) 488-7386</b>
<b>Trevor Text Line</b> 24/7 Crisis intervention and suicide prevention		<b>Text "Start" to 678-678</b>
<b>National Suicide Prevention Lifeline</b> 24/7 Suicide prevention hotline		<b>988</b>
<b>National Runaway Safeline</b> 24/7 Support and help for runaway teens		<b>(800) RUN-AWAY</b>
<b>Blackline Crisis (check website for hours)</b> Peer support and counseling for BIPOC		<b>(800) 604-5841</b> <a href="http://www.callblackline.com">www.callblackline.com</a>
<b>NAMI Helpline (10am-10pm PST)</b> Support for families with mental health conditions		<b>(800) 950-NAMI</b>



<b>National Parent Helpline (Mon-Fri 10am-7pm PST)</b> Emotional support for parents from trained advocates	<b>(855) 4A-PARENT</b>
<b>NON-Crisis Teen Text Line (6pm-10pm PST)</b> Trained teenagers helping teens	<b>(800) 852-TEEN</b> Text "Teen" to 839-863



Suicide Prevention Resources: Use this link to the website for suicide prevention resources.

<https://www.cde.ca.gov/ls/mh/suicideprevres.asp>



Travis Unified School District is committed to the health, safety, and well-being of our students, staff, and families. We are proud to announce our partnership with CareSolace to support our ongoing commitment. If you or a family member are looking for help with mental health or substance use, Care Solace will quickly connect you to community providers matched to your needs. Call 888-515-0595 at any time or visit their website at [caresolace.com/travisusd](https://caresolace.com/travisusd)

More information is available on the district website:

<https://www.travisusd.org/Domain/2122>