



# **Solana Ranch Elementary School**

**"Inspiring Greatness in Tomorrow's Leaders!"**

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## **Solana Ranch Family Handbook**

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## Principal's Message

Solana Ranch Elementary School is committed to helping students reach their greatest potential. Working as partners, our dedicated staff, caring parents, and generous community build a bright future for all students.

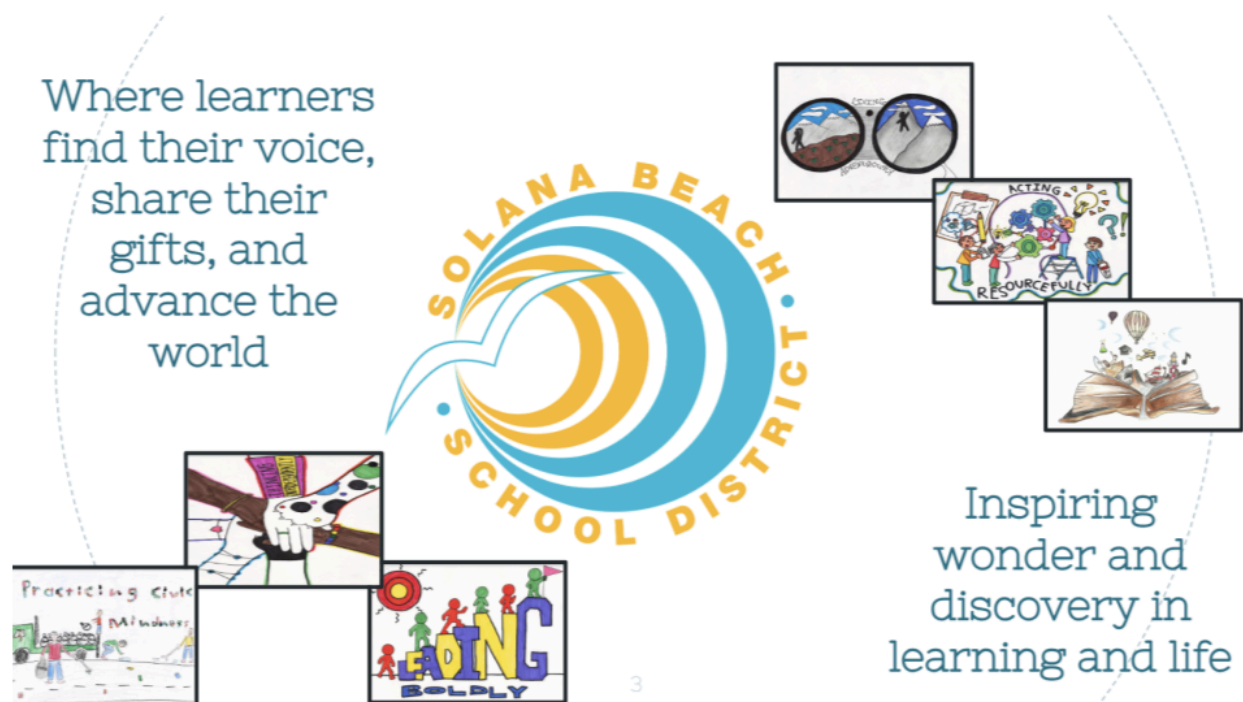
We continually strive to create a positive and engaging educational experience. This handbook contains information that will acquaint you with procedures, routines, and schedules. Please visit the Solana Ranch Elementary School website to access calendars and other important information. In addition, reading the weekly Sunday Short sent via ParentSquare will be sure to keep you in the loop about any upcoming school information.

Additionally, please feel free to call or come into the office if you have any questions.

Thank you for being an integral part of the Hawk community. We look forward to working with you.

Angela Tremble  
Principal

## SBSD Vision and Mission Statements



## BACK TO SCHOOL NIGHT

Parents/guardians are encouraged to attend this special event at the beginning of the year. The purpose of the meeting is to give teachers an opportunity to share with parents the curriculum, class expectancies and learning opportunities being made available for each child. This night is for parent/teacher communication, so parents will need to make childcare arrangements. Discussion is intended to be general. Conferences for individual concerns are scheduled for a later time.

Open House is an opportunity for students to share with their parents some of the learning/projects and other classroom activities they have worked on throughout the year.

Specific dates and times for these nights will be posted on the school calendar and the principal "Sunday Short" weekly communication sent each Sunday.

## FRONT OFFICE

## COMMUNICATION

If your child is going to be absent, please call into the school to report absences.

Student Messages: Parents are requested to call students only in emergencies. Items and messages brought to school for students during school hours are to be brought to the office.

Messages and materials will be left for the teacher to be picked up at recess or at the end of the school day.

## CHANGE OF STUDENT'S ROUTINE

If a child is going to be doing something different from his/her normal routine after school, the teacher or office should have a note from the parent. If the parent has not notified the school or teacher, the child will be expected to follow his/her normal after school routine. Students may not use the phone to make arrangements for social activities.

## KINDERGARTEN REGISTRATION

Each year, beginning in March, registration begins for all new kindergarten students entering the following school year. Only those children who will be five by September 1st may be enrolled. Registration is completed online through our website. You will upload all the supporting documents necessary for registration to the drop box provided while registering online. You can find the registration link for the appropriate year on the Solana Ranch website.

## SCHOOL HOURS

The school campus is open to students from 8:20 am to 3:15 pm. The first bell rings at 8:35 and the bell signaling the start of the instructional day rings at 8:40 am. Students should be inside the gates at 8:35 am in order to arrive on time. Remember, “in the door by 34.” School ends at 3:00pm every day, with the exception of 2:00 pm dismissal each Wednesday. Please be on time to pick up students. Students not picked up by 3:00 pm are brought to the office to call home. Please be sure that your child knows their plan for after-school activities such as CDC or outside tutoring companies like Grace All-Star Academy, Learning Tree or Golden Dragon. Parents will need to come into the office to pick up students.

The school office is open from 7:30 am to 4:00 pm on all days when students are in attendance.

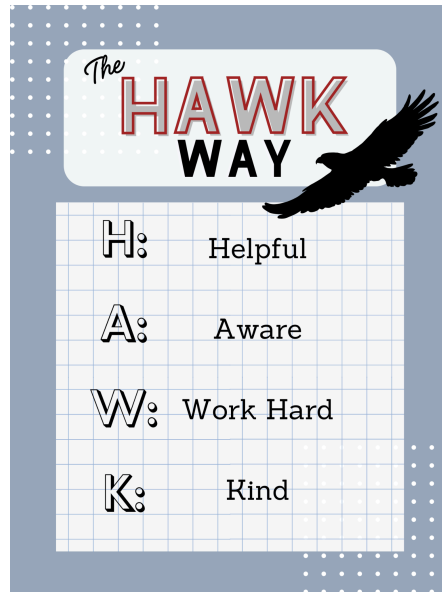
## LOST AND FOUND

We make every effort to return lost items if names are on them. The lost and found articles are cleaned out once every three months with all items given to a charitable organization. Please ensure that your child's name is on coats, water bottles, lunch boxes, sweatshirts, and other personal items that may be misplaced. The Lost and Found Cart is near the main front gate of the school.

# <sup>1</sup>EFFECTIVE SCHOOL-WIDE ENVIRONMENT PLAN (ESEP)

At Solana Ranch School, it is our priority to maintain a positive environment for all students, staff members, and families. All members of the school community are expected to demonstrate kindness, courtesy, and respect to themselves and others, to be responsible for their actions, words, and belongings, and to ensure safety at all times. These expectations are built on the following principles:

## THE HAWK WAY



**This new positive behavior support encompasses the 5 CASEL (Collaborative for Academic, Social, and Emotional Learning) competencies and also integrates our Student Promotion Profile Descriptors. In celebration of 10 years of learning together with input from students and staff this new structure was developed.**

## CASEL framework

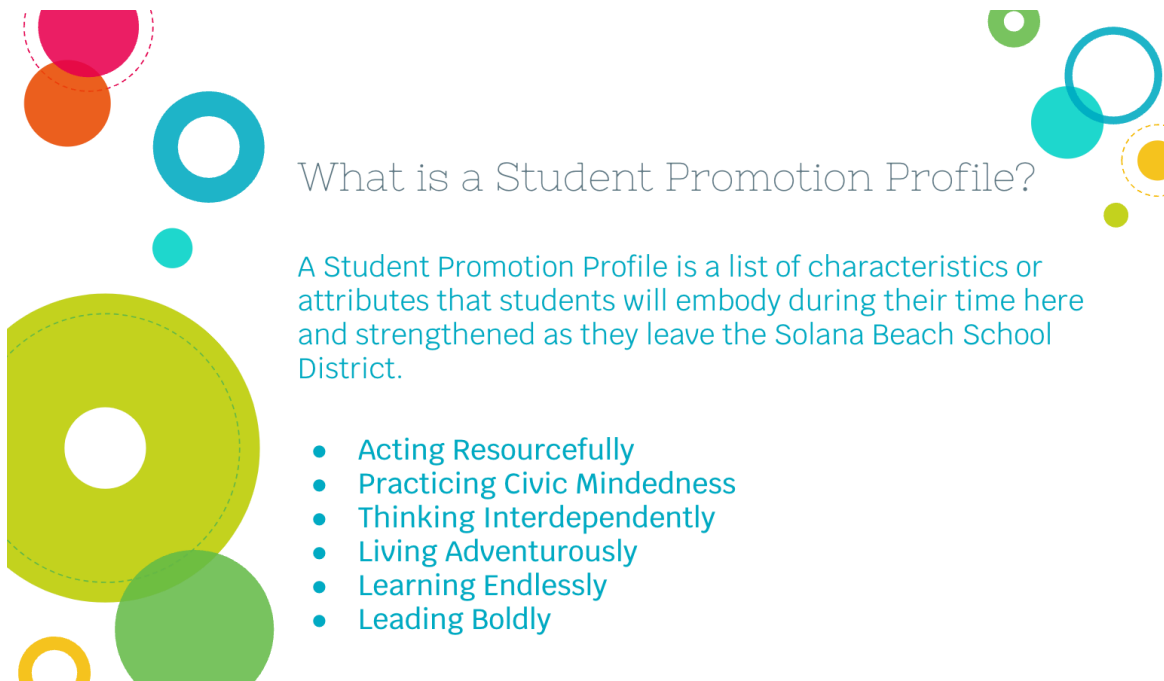
Our updated behavior expectations are aligned with the CASEL framework, which emphasizes the development of social and emotional skills in five key areas:

1. **Self-Awareness:** Understanding one's own emotions, values, and strengths.
2. **Self-Management:** Regulating emotions and behaviors to achieve goals.
3. **Social Awareness:** Showing empathy and understanding toward others.

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<sup>1</sup> Solana Beach School District, Solana Ranch Elementary  
Solana Beach School District, Solana Ranch Elementary

4. **Relationship Skills:** Establishing and maintaining healthy and rewarding relationships.
5. **Responsible Decision-Making:** Making ethical, constructive choices about personal and social behavior.



### What is a Student Promotion Profile?

A Student Promotion Profile is a list of characteristics or attributes that students will embody during their time here and strengthened as they leave the Solana Beach School District.

- Acting Resourcefully
- Practicing Civic Mindedness
- Thinking Interdependently
- Living Adventurously
- Learning Endlessly
- Leading Boldly

**Effective Schoolwide Environment Plan aka ESEP:** A school wide plan developed with staff input to provide clear behavior expectations, explicit instruction of skills, and an equitable process for responding to unexpected behaviors

As a general rule, more serious consequences are used only when other positive behavioral interventions have failed to bring about a change in behavior. More serious incidents or persistent problems may result in parents/guardians being invited to a conference at school, creation of a behavior plan for the student, or in very serious cases, in-school or off-campus suspension.

*“To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program.” AR 5144*

1. Think Sheet sheet
2. Alternative activity at recess/lunch option
3. Meeting individually with administrator(s)
4. Phone call/conference with parents
5. Suspension (in-school or off campus) as outlined in B.P. 5144.1

*\*Per Student Wellness 5030 AR no student shall be subjected to retribution that uses physical activity as a disciplinary measure or withholding recess, physical education, or physical activity breaks.*

**Common Language:**

- **Behavior:** Form of communication and does not define a person. It is Included in a single or series of incidents. How do we ensure that a student's past behavior or current behavior does not define them?
- **Unexpected Behavior:** Unexpected Behavior is defined as a form of communication and does not define an individual. It is included in a single or series of incidents.
- **Prevention:** To prevent Unexpected Behaviors (Schoolwide HAWK PRIDE, Classroom Agreements, Routines and Procedures)
- **Corrective Action:** What we are going to do to "reteach and practice" the Expected Behavior
- **Consequence:** What privileges we get (when exhibiting positive/expected behaviors) and what privileges we lose (when exhibiting negative/unexpected behaviors) and the why behind this
- **Restorative Practices:** What we will do to repair relationships, hurt feelings, etc. when unexpected/negative behaviors have impacted others. Restorative Practices questions may be used to support students with positive interactions.
  - What happened?
  - What were you thinking about at the time?
  - What have you thought about since?
  - Who has been affected by what you have done? In what way?
  - What do you think you need to do to make things right?

Please [click here](#) to review our Solana Ranch Behavior Matrix

**Think Sheet:** A Think Sheet is given to a student if they do not follow our school-wide expectations. It is an opportunity for them to reflect on what they did that did not follow expectations, where it occurred, which part of THE HAWK WAY was not shown. The Think Sheet also provides space for reflecting how they were feeling at the time of the incident, how they're feeling now, what they should've done differently and how they will repair the harm done. Some examples of this restorative practice include: verbal apology, apology letter, clean it up, fix what I broke, replace what I broke or damaged, lose a privilege, etc. The Think Sheet is sent home to be discussed as a family, and we request parent/guardian signature and the sheet returned the next school day.



All staff members have a responsibility for assisting in explaining and implementing school expectations. Students may be redirected by any staff member on campus.

In short, when students choose to not follow Solana Ranch's behavioral expectations, corrective action, consequences and/or restorative practices will occur depending on the situation, severity and frequency of the behavior. We strive to help students to change unexpected behaviors and help them understand how to handle situations differently in the future. Positive behavioral interventions may be implemented and could include; taking a break, writing a reflection and/or letter of apology, campus community service, speaking with the school staff, loss of privileges, or a chat with the principal/assistant principal, including a call to the parent/guardian. These consequences will promote smooth student interactions, and enhance the harmonious environment that makes Solana Ranch such a special place in the Solana Beach community.

## SBSD Bullying Prevention Policy

Our school community (staff, students, and families) are committed to making our school a safe and caring environment for each and every student. In alignment with Board Policy 5131.2 - Bullying, Solana Beach School District works to ensure each and every individual experiences a sense of belonging, respect, dignity, and safety. The prevention of bullying is a top priority, and if it occurs we must respond to it.

Bullying is the repetitive (act that is not one time, but instead it keeps on repeating over frequent intervals), intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal, or psychological. It can happen face-to-face or online. When talking about bullying, it is very important for students, teachers, and parents to understand what bullying is not. Many times, a single act or behavior is hurtful, but it may not be considered bullying.

Bullying that occurs through the Internet or other forms of technology is known as cyberbullying. Cyberbullying is the use of electronic communication media (cell phones, text messages, gaming chats, Google Classroom, social media, etc.) to bully another student in the ways described above. Bullying and cyberbullying may interfere with a student's educational opportunities and may substantially disrupt the orderly operations of the school. Parents and guardians can be partners in cyberbullying prevention by supervising and monitoring the use of their student's digital devices and technologies.

### **Students in SBSD will do the following things to prevent bullying and feel safe at school:**

- Treat everyone with respect and kindness
- Be an upstander (someone who sees what happens and intervenes, interrupts, or speaks up to stop the bullying)
- Do not be a bystander (someone who sees bullying happening and does nothing to stop it)
- Try to include everyone in play, especially those who are often left out

- Immediately report repeated unsafe and/or repeated unkind behaviors to a school adult

Teachers, staff, and administration in SBSB will do the following things to prevent bullying and help children feel safe at school:

- Supervise students in all assigned areas of the school and playground
- Watch for signs of bullying behavior and intervene as appropriate when it happens
- Utilize classroom meetings to develop a culture of respect and dignity for each person
- Respond quickly and sensitively to reported allegations of bullying
- Examine all reported bullying allegations
- Assign corrective action, consequences, and facilitate restorative practices for instances of bullying based on the school's Effective Schoolwide Environment Plan, including retaliation against students who report bullying
- Provide timely communication (typically with 24-48 hours of the reported allegations) with parents/guardians and families of involved students

**Solana Beach School District Bullying Prevention  
Parent/Guardian and Student Pledge**

For Student:	For Parent/Guardian:
<p>I, _____, have reviewed this contract with my teacher and promise that I will do my best to keep our school a safe and caring place.</p> <p>This means that I will:</p> <ol style="list-style-type: none"> <li>1. Treat <i>everyone</i> with kindness and respect.</li> <li>2. Refuse to bully others.</li> <li>3. Refuse to let others be bullied.</li> <li>4. Not use electronic devices to bully others.</li> <li>5. Refuse to watch, laugh, or join in when someone is being bullied.</li> <li>6. See something, say something.</li> <li>7. Try to include everyone in activities</li> <li>8. Immediately report bullying to an adult.</li> </ol> <p><i>Student Signature</i></p> <p>_____</p> <p><i>Date</i></p> <p>_____</p>	<p>I, _____, have reviewed this contract and support my student in keeping our school a safe and caring place.</p> <p>This means that I will model and reinforce the following:</p> <ol style="list-style-type: none"> <li>1. Treat <i>everyone</i> with kindness and respect.</li> <li>2. Refuse to bully others.</li> <li>3. Refuse to let others be bullied.</li> <li>4. Not use electronic devices to bully others.</li> <li>5. Refuse to watch, laugh, or join in when someone is being bullied.</li> <li>6. See something, say something.</li> <li>7. Try to include everyone in activities.</li> <li>8. Immediately report bullying to an adult.</li> </ol> <p><i>Parent/Guardian Signature</i></p> <p>_____</p> <p><i>Date</i></p> <p>_____</p>

*Teacher Name:* \_\_\_\_\_

## SUSPENSION

California Education Code §48900.

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold or furnished firearm, knife, explosive, or other dangerous object.
- Possessed, used, sold, furnished or been under the influence of drugs, alcohol, a controlled substance or intoxicant.
- Offered, arranged, or negotiated to sell look-alike controlled substances, alcohol, or intoxicants.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school or private property.
- Stole or attempted to steal school or private property.
- Possessed or used tobacco or product containing tobacco or nicotine.
- Committed obscene act or engaged in habitual profanity or vulgarity.
- Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted school activities, willfully defied valid school personnel in the performance of their duties.
- Knowingly received stolen school property or private property.
- Engaged in an act of bullying, including, but not limited to, bullying committed by a means of an electronic act, directed specifically toward a pupil or school personnel.
- Committed sexual harassment (Ed. Code §48900.2)
- Participated in an act of hate violence (Ed. Code §48900.3)
- Harassed, threatened, or intimidated another student. (Ed. Code §48900.4)

Further Information:

Education Code Section 48900 - 48927

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Education Code Section 48900 - 48927

## DRESS CODE

The Governing Board of the Solana Beach School District believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for school activities in which they participate.

Per BP 5132 Dress & Grooming, students' clothing must not present a health or safety hazard or cause a substantial disruption to the educational program.

Per AR 5132, the following guidelines shall apply to all regular school activities:

1. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude,

vulgar, profane or sexually suggestive or which promotes the use of drugs, alcohol or tobacco or other illegal activity.

2. Appropriate shoes must be worn at all times. Sport or tennis shoes are most appropriate for running and playing during recess and PE. All shoes must have closed toes and back strap.

3. Clothes shall be sufficient to conceal undergarments. See-through clothing and bare abdomens are prohibited.

Students may wear hats, caps, and other coverings at school. Students should be reminded that wearing these items is a privilege which may be lost if they become a distraction or a problem. Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observances.

Thank you for your support and cooperation with our district dress code policy. The positive message that school is a place to work and learn is reinforced when our students come to school dressed appropriately.

## EDUCATIONAL ACTIVITIES AND PROGRAMS

It is one of our goals at Solana Ranch to provide students with a variety of experiences that enhance student learning. Following are some of the activities students may participate in:

**Assemblies:** During the year, assemblies are scheduled which expose students to various cultural and educational experiences beyond those available in the classroom. In addition, local organizations provide community and environmental awareness programs.

**Technology Use:** Students and parents must sign an Responsible Use Policy Agreement before a student may use District-issued technology. Students attend the tech lab on a weekly basis and also use iPads in the classroom.

**Study Trips:** Classes take study trips to various educational and motivational places that supplement the classroom curriculum. At times there are entrance fees charged along with bus transportation costs. Parents/guardians may be asked to make a donation to help pay these costs. No student will be denied the opportunity to participate because of nonpayment of fees, if any, or lack of sufficient funds.

**Library/Media Center:** We are fortunate to have a library with an excellent collection of books that meet a wide range of interests and investigations. Students in each classroom visit the library once a week and are allowed to check out books, provided they return previously checked out material. The Media Center teacher, a credentialed teacher, will expose students to different types of genres.

**Music Program:** Music is offered to students on a weekly basis. The music teacher is a credentialed teacher who works closely with teachers to integrate daily curriculum and music.

# ASSESSMENTS

Student assessment is a vital part of the educational process. Teachers and specialists use a variety of methods to regularly assess student progress on an ongoing basis. In addition, the following testing procedures are used district wide.

The California Assessment System includes the following components administered in Solana Beach School District:

- **California Assessment of Student Performance and Progress (CAASPP)**, including:
  - Smarter Balanced Assessment (SBA) in English Language Arts (ELA) and Mathematics - all students in Grades 3-6
  - California Science Test (CAST) - students in Grade 5
  - California Alternate Assessment (CAA) - students in Grades 3-6 whose active Individualized Education Plan (IEP) designates the use of an alternate assessment
  - California Alternate Assessment for Science (CAA Science) - students in Grade 5 whose active Individualized Education Plan (IEP) designates the use of an alternate assessment
- **English Language Proficiency Assessment for California (ELPAC)** - English learners, Grades K-6
- **Physical Fitness Testing** - only students in Grade 5

If your child has completed California State Standardized Assessments, you can find more information about accessing Electronic Student Score Reports here:

<https://www.sbsd.k12.ca.us/scores>.

Opt-Out Information - Education Code 60615: In accordance with California Education Code 60615, a parent request to opt-out of Smarter Balanced Testing, submitted to the school in writing prior to the start of testing, shall be granted.

## **i-READY Diagnostic Assessments and Personalized Instruction**

To support continuous learning and instructional decision making, the Solana Beach School District will utilize the *i-Ready Mathematics and English Language Arts (ELA) diagnostic assessments* as *one of many measures* to monitor student progress and support instructional decision-making. This year we will not be administering the MAP (Measure of Academic Progress) test. i-Ready Assessments will be administered to all students districtwide 2-3 times a year, and additional classroom and district assessments will be ongoing as needed to monitor and support student progress. The California Department of Education (CDE) has identified i-Ready as an approved diagnostic assessment tool. The computer-based assessments include diagnostic and standards mastery assessments, dyslexia screening, and oral reading fluency assessments that

can be used coherently to monitor and support student progress. The i-Ready Diagnostic is an adaptive assessment that adjusts its questions to suit your student's needs. Each item that a student sees is individualized based on their answer to the previous question.

*i-Ready Personalized Instruction* provides students with lessons based on their individual skill level and needs so your student can learn at a pace that is just right for them. Please note this is only one of many resources to support targeted skill development for your child. This does not replace the instruction of the classroom teacher.

## PROGRESS REPORTING

Progress reports are issued once each trimester to inform parents of their child's performance. Progress reports represent only one facet of the communication process and may be used as a starting point for discussion during conferences. Near the end of the first two trimesters, your child's teacher will send home a notice to make arrangements for a conference (Fall and Spring). Each trimester, progress reports are distributed via ParentSquare.

## HOMEWORK POLICY

The purpose of assigning homework at Solana Ranch is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote parent awareness.

Definition: Homework may be an independent activity, or may require parental help, to be accomplished outside of the school day and without benefit of teacher assistance, to reinforce previously learned ideas.

Unfinished class work or work missed due to absences, although accomplished outside of the school day, is not included in the school's definition of homework.

Homework will generally fall into one or more of these different categories and may include, but is not limited to, the following examples:

- Practice - This includes activities to reinforce skills such as studying spelling words and practicing math facts.
- Preparation - These are assignments designed to provide background information and focus on future class activities. Studying for tests and reading supplementary materials are examples of such homework assignments.
- Extension/Creative - Activities such as book reports, science projects, and research for social studies reports are examples of such homework.
- Amount of Homework: The amount of homework assigned shall be related to the maturity and ability level of the students in a given class.

The following chart suggests these guides as homework schedules for students. These schedules can be used as guidelines for parents and teachers in monitoring student time devoted to homework.

- Kinder - 2nd grade: 10 - 30 minutes, up to 4 days per week.
- 3rd-5th grade: 30 - 60 minutes, up to 4 days per week.
- 6th grade: Up to 60 minutes a day

Be advised that students may spend more than one hour daily completing school work, as time at home may be spent doing assigned homework and completing unfinished classroom assignments.

**Student's Responsibility:** It is the responsibility of the student to note and understand the homework assignment, complete it, and return it to school on the required day.

**Parent/Guardian's Responsibility:** It is the responsibility of the parent to set a specific time and place for doing homework and to monitor the student's homework. If at any time a parent has a concern about the school's homework policy, they are to contact their child's teacher.

**Teacher's Responsibility:** Teachers will be responsible for assigning homework to students and for providing the necessary explanation and direction required to assure that the students can accomplish the work with reasonable success. The teacher will also monitor, assess, and acknowledge homework results for parents and students.

Specific classroom homework practice will be established by each teacher as well as this school policy and may differ from room to room depending upon the needs and abilities of the students. Teachers will share their homework policy with parents at Back-to-School Night.

Please keep in mind that not all grade levels will assign daily homework so we can honor our students' extracurricular commitments and family time.

## PHYSICAL EDUCATION

California Education Code 51210(g) requires that students in grades 1 through 6 receive not less than 200 minutes of physical education every 10 school days, excluding lunch and recess.

## WEEKLY COMMUNICATION

The Principal/Assistant Principal will send out weekly communication, plus information and reminders through ParentSquare. This weekly communication is called THE SUNDAY SHORT. An easy way to access ParentSquare is through the app.

Thank you for helping us to use technology to enhance communication.

## EMERGENCY INFORMATION

### EMERGENCY CONTACT INFORMATION

Parent(s)/guardian(s) are required to update the Aeries parent portal each year before the first day of school. It is critical this information be kept current for each child's safety and health should an unforeseen medical or other emergency require your notification.

### HEALTH/MEDICATIONS

If your child becomes ill or injured during the school day, parent(s)/guardian(s) will first be notified. If we are unable to reach the parent/guardian, we will call the individuals listed on the emergency contact list in the Aeries parent portal.

School personnel may not administer medication without a prescription from the doctor. This prescription must be issued to the student. The medication must be in the proper bottle displaying the prescription information. This includes aspirin, decongestants, cough drops, or any over-the-counter medication. Please call the Health Clerk for more information.

### SAFETY DRILLS/PRACTICE

Students participate in various mock emergency practice drills such as fire, earthquake, shelter in place and secure campus. These are conducted periodically throughout the year to ensure students and staff are familiar with emergency procedures and can respond safely in an emergency situation.

Fire drills are held regularly to ensure an orderly exit from the buildings. Earthquake drills provide students with knowledge of safe behavior and procedures. Research shows that regular practice helps maintain a calm school environment during an actual emergency.

### EMERGENCY PROCEDURES

A top priority for Solana Ranch Elementary School and its parent community is to review and update its Comprehensive School Safety Plan (CSSP). Through the efforts of a site Safety Committee a plan has been reviewed, revised, and approved by the SSC..

Emergency procedures are in place to ensure the safety of the students during various emergency situations: earthquake, evacuation, bomb threats or intruder on campus.

During an emergency, children will be dismissed by the Superintendent to go home only if there is time to return students safely to their homes, and parents/guardians can be notified. If a student's parents cannot be contacted and/or the parent is unable to pick up their child, the school will maintain responsibility for the student until the parent or authorized individual can pick up



the student. At no time will a student be excused except to the care of a parent or other adult designated on the emergency card.

If evacuation of the school is necessary, students will be transported to a predetermined location. Parents will be advised of the evacuation site by school announcements and/or information posted. Evacuation of the school will not be attempted unless there is no alternative.

In the event of an emergency, school personnel need to be involved in caring for the students, and telephone lines need to be kept open for communications with proper authorities.

## SCHOOL PROCEDURES

### ASSEMBLIES

Each month (weather permitting), all classes attend a short All-School Assembly held at the Compass Rose at 8:45 AM. School staff makes announcements, gives awards, recognizes students for leadership, etc. Classes recite the Pledge of Allegiance, focus on THE HAWK WAY and sing songs together. Parent/Guardians are welcome to attend our All-School Assemblies. We request that you RSVP through the link on the Sunday Short.

### CLASS PLACEMENT

The placement of students each year is a task that our staff takes very seriously. Because of the many variables and delicate balance of each class, teachers cannot guarantee a particular placement for any child. Parents/guardians will be provided an opportunity to give input around learning style preferences each spring. Class placements are a team effort and a very time consuming task. Our District Board policy 6152 supports the class placement process. It is District practice to implement a two-week waiting period before any parent requests for class placement changes will be considered. Our goal is to create an optimum learning environment for all of the students at Solana Ranch. It is a lengthy, complicated process, but we believe that it is essential to create classes that create the most effective learning environment for all students.

### CLASS PARTIES

The teachers and the room parents may assist in planning celebrations in classrooms. The room parent(s) will organize class parties and will provide opportunities for other parent volunteers to sign up and contribute. Please note that we have a [wellness policy](#). Birthdays may be celebrated in class with non-food treats. There are many creative ways to celebrate a child's birthday that do not involve sugary snacks, like sharing a birthday book, etc. To avoid hurt feelings, invitations to home parties will not be distributed through school communication.

## CDC - Before/After School Program

CDC (Child Development Center) is the before and after school program providing safe and supervised childcare to Solana Beach School District families. For more information go to the CDC page on the district website or call 858.794.4477.

## CLOSED CAMPUS in the AM

Solana Ranch is a "closed campus" during drop off time in the AM in the interest of student safety and supervision.

Before school begins our campus is supervised from 8:20 AM - 8:35 AM, at which time teachers will be picking up students to begin school at 8:40, which is the start of the instructional day. Students who arrive at school before 8:20 AM may not be left at school before this time without parent supervision.

Once students arrive on the school grounds, they must remain on campus until the end of the school day. Students who need to leave school before the end of the day need to be checked out in the school office.

For the safety of the students at Solana Ranch, ALL parents sign in at the office using our Raptor system when on campus for volunteering and visiting purposes. Volunteering needs to be set up through the teacher or PTO coordinators prior to volunteering.

## CONTACTING TEACHERS

During school hours all non-emergency calls for teachers are transferred to voicemail. All SBSB teachers have ParentSquare and District email, which is accessed by using [firstname.lastname@sbsd.net](mailto:firstname.lastname@sbsd.net). Please remember that teachers, admin and staff in SBSB follow a 24-48 hour response time window in order to have time to thoughtfully respond to parent/guardian emails.

## DOGS

To support student safety, Solana Ranch will be enforcing a No Dogs on Campus policy unless they are leashed therapy dogs. Please do not walk dogs to and from school or bring dogs onto campus for the safety of all students and staff.

## MOBILE COMMUNICATION DEVICES

[SBSB Board Policy 5131](#)

Mobile communication devices shall be turned off during instructional time. Smartwatches may be worn and shall be turned off or placed in “school mode” such as “Airplane” or “Do Not Disturb” during the instructional day.

A student shall not be prohibited from possessing or using a mobile communication device or smartwatch under any of the following circumstances: (Education Code 48901.5, 48901.7)

- In the case of an emergency, or in response to a perceived threat of danger
- When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
- When a licensed physician or surgeon determines that the possession or use is necessary for the student’s health and well-being
- When the possession or use is required by the student’s individualized education program or Section 504 plan

Smartphones, smartwatches, and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

When used in an unauthorized manner, the device may be confiscated and/or searched according to law and policy, and the student may be subject to discipline. A student may also be subject to discipline for use of a mobile communication device off school grounds if it poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

The District is not responsible for the loss, theft, or damage of a student’s mobile communication device which is brought onto school grounds or to a school activity.

If students need to call a parent during school hours, they may ask to use a school phone. The school phone should not be used to schedule after-school play dates as these types of arrangements should be scheduled outside of the school day.

## PICK UP AND DROP OFF

Your child’s safety is vitally important to us. We encourage students and families to walk and ride bikes to school. We have such an amazing facility that was built with a green focus, and what better way to teach sustainability and environmental awareness, than walking or riding a bike, scooter or skateboard to school? Plus, it’s a great way to spend time with your child.

We understand this is a great deal of information. Thank you for reading this thoroughly in order to keep our school community safe. Remember that the instructional day begins at 8:40am and ends at 3:00pm for all grades.

## BIKES, SCOOTERS AND SKATEBOARD RIDING POLICY

We strongly encourage parents to determine whether their children are competent riders before they are permitted to ride to school unaccompanied, regardless of age.

Wear a helmet if you bike, skateboard, or scooter to school. Park and lock your equipment in the bicycle racks located by the car drop-off and pick-up area.

- Bikes must be walked on school grounds and in crosswalks. Students not following this expectation will be reminded and then a phone call will be made home to let parents know.
- If students are not following expected behaviors they may lose the privilege to ride wheels to school for a short or extended amount of time.
- Bikes, Scooters, and Skateboards must be parked in the bike racks and should have a lock.
- All cyclists under 18 are required by California law to wear protective helmets.
- Skateboarders and Scooter riders must walk on school grounds and in crosswalks.

## DROP OFF PICK UP Information

### **Biking to/from School Detailed Procedures**

If your child is biking to school, please talk to them about the following, and remind them throughout the school year:

- All students riding a bike, scooter or skateboard must walk their bike, etc. across crosswalks and walk their bike, etc. once they reach school grounds. Students are not permitted to ride in the parking lots or on school property in order to keep all students safe and avoid collisions.
  - If arriving/departing from the main entrance near Pacific Highlands Ranch Parkway, students must get off of their bikes, etc and walk in while in the first parking lot.
  - If arriving/departing from the back entrance near Sunflower Crest, students must get off of their bikes, etc and walk in when they reach the schools' gates. Students are not permitted to ride their bike on the sidewalk inside the gates (between the playgrounds and the field).
- All students riding a bike, scooter or skateboard must wear a helmet.

For those who drive to and from school, please be aware of students who are walking, biking to ensure all student and family safety as they arrive and leave school:

- Do not park or block the bike lanes on Pacific Highlands Ranch Parkway, as this poses potential safety concerns.

- You are able to park on the side streets in the neighborhood and walk to pick up your child, which would help avoid backups at the traffic light at Pacific Highlands Ranch Parkway.

### **Walking to/from School Procedures**

- For those walking to school, please talk to your child about walking on sidewalks and crossing the street at crosswalks only. For those entering school at the front entrance, we encourage students and families to walk to the traffic light at Blazing Star Lane and Pacific Highlands Ranch Parkway so they can cross at the crosswalk. The section of Pacific Highlands Ranch Parkway and Blue Dawn Trail where PHR Parkway merges into one lane is a very busy intersection. We encourage you and your child to use the Blazing Star traffic light crosswalk to safely cross the street. Solana Ranch staff is stationed at this intersection to monitor crossing and encourage crosswalk use. Safety is our priority.
- Please use marked crosswalks ONLY to ensure safety.

The gate door between the parking lot and Solana Ranch Park during drop-off and pick-up only. We are implementing this change in order to keep pedestrians safe. As always, we encourage families to use designated crosswalks. Families entering and exiting the main entrance to Solana Ranch should walk along Pacific Highlands Ranch Pkwy to the traffic light, utilizing the sidewalks and crosswalks. This will ensure the safety of our students and families, and we appreciate your support. Please note that the gate will be unlocked for community park and parking lot access during the school day and weekends.

### **Car Drop-off and Pick-up Procedures**

For those who drive, the supervised drop-off area will be in the parking lot (with the solar panels) entered from the Blazing Star entrance. All drivers **MUST** follow the **Drop-Off/Pick-Up Procedures** described below. The success and efficiency of this procedure depends on the cooperation of all drivers. We appreciate your cooperation, patience, and vigilance.

#### **Morning Arrival: Car Drop-off Procedure**

If you are using the main car drop-off zone, we ask that you:

- Enter the parking lot from the Blazing Star Lane/Pacific Highlands Ranch intersection. Do not use the smaller school parking lot (directly in front of the main entrance to the school) for morning arrival or dismissal. This will be utilized by staff, 15-minute visitors, before and after-school program vehicles, buses, etc.
- Children will exit the vehicle in the unloading area only. **Please pull all the way forward before exiting.** Our morning greeter will help the children departing the vehicle. Children should exit the vehicle on the passenger side. Please have your child ready to go with their back-pack in the car and not in the trunk. **Parents should not have to get out of the car during this process.** Once the car door is closed, **please leave promptly.**
- We encourage parents to use the main drop-off rather than Sunflower Crest. If drivers are using the Sunflower Crest entrance, please note that the side closest to the school is a 3 minute loading and unloading zone only. Drivers must not leave their vehicle. Students

1st-6th grade will have to walk to their lines on their own from the Sunflower Crest gate. Kindergarten students need to be walked by a parent or older sibling (4th grade or up) directly to the Kindergarten gate, not via Sunflower Crest Gate.

- **Please be vigilant and aware of children and families who will be walking to school in order to keep all of our students safe.**

### **Afternoon Dismissal: Car Pick-Up Procedure (Drive-In, Pick-up, Depart)**

At the end of the school day, staff will supervise the front parking lot. Students will meet in the lunch shelter in our drop-off zone. We will have one staff member calling out names and one staff member checking with cars to identify children being picked up. Students will get in the cars from the front of the line.

- **Drive-in at Blazing Star Lane/Pacific Highlands Ranch intersection only:** Pull as far forward as you are able.
- **Pick-up:** Your child will be waiting for you in the covered lunch area and will be called upon your arrival. An adult greeter will help your child enter the car on the curb side (passenger side) only.
- **Departure:** Once the car door is closed, please leave promptly. Thank you for remembering to drive slowly and carefully when exiting the school parking lot.
- **When exiting, you can choose to:**
  - Exit from the parking lot to turn right only onto Pacific Highlands Ranch Parkway (please note this driveway is an EXIT ONLY).
  - Circle around the parking lot to go to the traffic light and go straight onto Blazing Star Lane OR turn left on Pacific Highlands Ranch Parkway.
- **Please be vigilant and aware of children and families who will be walking home in order to keep all of our students safe.**

We understand the amount of traffic that is generated at both pick-up and drop-off times, as well as having additional schools in our surrounding area, impacts traffic and our surrounding roadways. Please note that during our pick up and drop off times, there are students and families that are riding bikes along Pacific Highlands Ranch Parkway. They have the right of way in the designated bike lanes. It is essential that cars do not block access to the designated lanes and consider the intent for the bike lanes and overall safety for bicyclists.



**Before the first day of school, please be sure your child knows:**

- if they are being picked up via car and at which exit you intend to meet: The main pickup in the parking lot or at the back gate at Sunflower Crest.
- If they are going to be walking or biking home. Please ensure they know a safe path home. We encourage students and families to walk/bike home together.
- If they are attending after school care such as CDC.

We appreciate your support as we hold our students' safety as our highest priority.

**Rady Children's** recommends all students 10 years and younger hold an adult's hand when crossing a street. Safety of students is our number one priority! [Please click here to review the tips from Safe routes to School, a movement supported by Rady Children's Hospital.](#)

**General Drop-Off/Pick-Up Reminders**

1. U-turns are not allowed around the school zone and will be ticketed by the local police.
2. Crosswalk: We ask all persons to use the crosswalks. We do have staff stationed in several locations to monitor crossings and encourage crosswalk use, but they are not allowed to conduct or control the traffic. Safety of everyone is always a priority.
3. Drop-off/pick-up plan: Please develop and discuss a daily drop-off and pick-up plan with your child(ren) and ways to be safe, such as crosswalk use and being aware of their surroundings.



4. Late Pick-up: Gates are locked once all students are picked up and at 3:15 at the latest any remaining students will be escorted to the office to be picked up.
5. Safety and respect: Our number one priority is to be safe. We have nearly 516 students to get to and from school safely, it is necessary that each parent/guardian accept their responsibility. ALWAYS SHOW RESPECT FOR STAFF. WE'RE ALL DOING OUR BEST. Thank you for your cooperation to ensure the safety of our students. If we all take our time, be proactive, and follow the law, our Solana Ranch students will have a safe drop-off and pick-up routine.

## TECHNOLOGY USE

Students have access to mobile devices in their classroom, the media center, and the computer lab. Before students use any electronic device, students and parents/guardians must sign the [Responsible Use Policy](#). This is reviewed by each teacher and is a good policy to also review at home throughout the school year.

## VOLUNTEER INFORMATION

Solana Ranch values its Parent/Guardian Volunteers immensely. Volunteer assistance enriches the educational program, increases supervision of students, and contributes to school safety while strengthening the schools' relationships with the community. Parents/guardians and other members of the community are encouraged to share their time, knowledge, and abilities with students.

Partnering with our families is an integral part of the success of our students. SBSD utilizes a volunteer/visitor management system. As a friendly reminder, volunteers are required to apply annually. To begin the process for submitting your interest in volunteerism at our school site, [please select this link](#).

## STUDENT SERVICES

### ATTENDANCE PROCEDURES

School attendance is required by law ([CA Ed Code 48200](#)). Parents/guardians of children between the ages of six and eighteen years-of-age are responsible for sending their children to school every day and on time. When students attend class regularly, opportunities for successful learning increase; consequently, the importance of regular on-time attendance cannot be overemphasized. You can help your children build this habit so that they learn right away that going to school on time, every day is important by implementing the following routines at home:

- Set a regular bedtime and morning routine.



- Plan ahead the night before: such as identifying and pre-prepping breakfast, have your child choose their clothes and shoes the night before, and pack their backpacks with completed homework and snacks/water.
- Don't let your child stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child does not want to go to school, find out why and work with your school and child to address concerns. Let your child know they must attend school.
- Develop back-up plans for getting to school if something comes up, including calling on a family member, a neighbor, or another parent.
- Try to schedule medical appointments before or after school hours.
- Plan family vacations during non-school days.

PARENTS: You are responsible for your child's school attendance. You must let the school know if your child is out of school and give a legitimate reason for the absence. You must be sure your child attends school regularly and on time every day.

STUDENTS: If you miss school, you miss out on opportunities to learn how to become a good citizen, build lasting friendships and develop the skills and attitudes needed to become a valued employee.

Solana Beach School District is committed to ensuring that our students get to school daily and on time. Students who attend school today will succeed tomorrow!

### **Excused Absences**

Justification for absence is very limited. Absences will be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administrative regulation 5113.

***Parents/guardians are strongly encouraged to schedule medical appointments during non-school hours.***

### **Unexcused Absences**

Absences from school for any reason not outlined in Education Code 48205 will be considered unexcused and the student will be considered truant.

The principal or designee reserves the right to determine whether an absence is excused and/or if there is a pattern of non-attendance. Every teacher and staff member on campus will adhere to this policy. Absences will be logged as they accumulate during the school year.

### **Excessive excused absences**

- 5 excused absences: 1st Letter to parent/guardian notifying of excessive absences
- 10 excused absences: 2nd Letter to parent/guardian; SART Conference/Contract
- 15 excused absences: 3rd Letter to parent/guardian; SART Conference at District Office

### **Unexcused absences**

- 3 unexcused absences: 1st truancy Letter to parent/guardian
- 6 unexcused absences: 2nd truancy Letter to parent/guardian; SART Conference/Contract
- 9 unexcused absences: Letter to parent/guardian from Student Services; SARB Conference

*CA Ed Code 60901: Chronic Absenteeism is any student missing ten percent or more of the academic year for any reason, including excused and unexcused absences and suspensions.*

## **STUDENT SUCCESS TEAM**

Students experiencing challenges (academic and/or non-academic) may be referred to a Student Study Team (SST) by their teacher. The SST reviews the student's strengths and needs and recommends interventions to assist in supporting and promoting the student's success. The team may include the student's teacher, support personnel, and the assistant principal or principal. Parents/guardians are invited and encouraged to attend. Parents/guardians may also initiate a request that their child be discussed at an SST meeting based on their own particular concerns. Such requests should be put in writing and directed to the principal.

Section 504: The Federal Rehabilitation Act of 1973 provides for the evaluation and determination of a plan to meet the assessed needs of students with disabilities. These students are assigned to general education classes and receive accommodations as outlined in their 504 Plan. As examples, a 504 Plan may specify a student's need for preferential seating, extra time on assignments, alternative settings for test-taking, and health-related protocols. Referrals for 504 eligibility testing can be made by an SST, or directly by parents/guardians. All parent/guardian requests for assessment should be made in writing and directed to the principal. Parents/guardians must provide their written consent for assessment and implementation of a 504 Plan.

Special Education: The Individuals with Disabilities Education Improvement Act of 2004 (referred to as IDEA) ensures the provision of special education services and supports for all students who meet federal eligibility criteria. These services may include specialized academic instruction, speech and language therapy, occupational therapy, physical therapy, counseling, and

other specialized services as required. Referrals for special education testing can be made by an SST, or directly by parents/guardians. All parent/guardian requests for assessment should be made in writing and directed to the principal. Parents/guardians must provide their written consent for assessment and implementation of an IEP.

ELD (English Language Development): Students who have been identified as English Language Learners will receive support through a specially designed language acquisition program. California's ELs need instructional support in developing proficiency in English language and literacy as they engage in learning academic content based on the ELD rigorous standards. The language survey, included in students' registration packet, is used to identify those students who may qualify.

## HEAD LICE

Please look out for symptoms of excessive itching and white nit eggs on hair follicles. Students with head lice will be sent home for treatment.

Please teach your children to avoid sharing hats, combs and barrettes.

## LUNCH PROGRAM

In the Solana Beach School District we offer free morning snack and free lunch for all students at no cost.

### School Lunch Menus

Weekly menus are posted on the CNS website, accessible through the SBSD website as well the Quick Links/Lunch Menu tabs on the CC website. The watermelon icon has been removed.

*Please note: menus will be posted weekly, not a month at a time, as supply chain issues continue to affect menu planning.* [Please click here to view.](#)

## TOBACCO FREE SCHOOL SITE

Solana Ranch School and the Solana Beach School District is a tobacco-free site. Use of all tobacco products shall be prohibited within any district building, facility, or vehicle. In addition, the use of all tobacco products is prohibited on school grounds or premises. This prohibition shall also apply to all individuals attending or representing the school district at school-sponsored activities held off district property.

## WELLNESS POLICY

When it is time to celebrate a birthday or a special occasion, many of us love to make special treats for our children. Birthdays may be celebrated in class with non-food treats. There are

many creative ways to celebrate a child's birthday that do not involve sugary snacks, like sharing a birthday book, etc. To avoid hurt feelings, invitations to home parties will not be distributed through school communication. Please be mindful and respectful of our district's [wellness policy](#) which includes offering students the healthiest foods while at school.

Research documents that a student's health affects their attendance and ability to learn. Healthy children:

- Do better in school
- Miss fewer days of school
- Pay attention in class
- Have improved classroom behavior
- Are more likely to graduate from high school and go to college