

Welcome

TO CUDDEBACK SCHOOL

"Where Kids Come First!!"

Welcome to the 2011/2012 school year at Cuddeback School. This handbook is an introduction to the many quality programs offered at Cuddeback School, as well as information to help you understand how things work at school. Please feel free to contact the school regarding any concerns you may have regarding your child's educational experience at Cuddeback. We are here for your child's success.

The staff at Cuddeback is second to none. Our goal is to create a nurturing and caring learning environment where ALL students are encouraged and given the opportunity to succeed, and ALL students are treated with respect and fairness. Your involvement in your child's education is vital, and is not only encouraged by staff, but is expected. It is truly a "team effort".

We are very proud of our Healthy Start Community Resource Center. This is a wonderful addition to our school and community, and improves the quality of life for everyone. Watch for flyers announcing the various activities and join in!

We are all looking forward to a GREAT year, moving forward and working together for our children. Our children are the most important thing in our lives. Please join us in this great adventure.

Ronan Collver
Superintendent/Principal

Cuddeback Union School District

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School Months	Mon	Tues	Wed	Thurs	Fri	Days Taught	Holidays
	22	23	24	(25)	(26)		Staff duty days
August 29 to	29 5	30 6	31 7	1 8	2 9		Students start August 29 Labor Day Sept. 5
September 23 FIRST MONTH	12 19	13 20	14 21	15 22	16 23	19	
September 26 to	26 3	27 4	28 5	29 6	30 7		
October 21 SECOND MONTH	10 17	11 18	12 19	13 20	14 21	20	
October 24 to	24 31	25 1	26 2	27 3	28 4		
November 18 THIRD MONTH	7 14	8 15	9 16	10 17	11 18 T	19	Veteran's Day Nov. 11
November 21 to	21 28	22 29	23 30	24 1	25 2		Thanksgiving Holiday Week
December 16 FOURTH MONTH	5 12	6 13	7 14	8 15	9 16	15	Winter Break Dec. 19-Dec. 31
January 2 to	2 9	3 10	4 11	5 12	6 13		Jan 2-New Year's Day Observed
January 27 FIFTH MONTH	16 23	17 24	18 25	19 26	20 27	18	Martin Luther King Day 1/16
January 30 to	30 6	31 7	1 8	2 9	3 10		
February 24 SIXTH MONTH	13 20	14 21	15 22	16 23	17 24	15	Presidents' Holiday Week
February 27 to	27 5	28 6	29 7	1 8	2 9		
March 23 SEVENTH MONTH	12 19	13 20	14 21	15 22	16 T 23	20	
March 26 to	26 2	27 3	28 4	29 5	30 6		
April 20 EIGHTH MONTH	9 16	10 17	11 18	12 19	13 20	15	Easter Sunday, 4/8 Spring Break
April 23 to	23 30	24 1	25 2	26 3	27 4		
May 18 NINTH MONTH	7 14	8 15	9 16	10 17	11 18	20	
May 21 to	21 28	22 29	23 30	24 31	25 1		Memorial Day May 28 Last day for students June 15
June 15 TENTH MONTH	4 11	5 12	6 13	7 14	8 15 T	19	

() Potential Staff Duty Days

☐ Holiday

■ Local Recess

T End of Trimester

1st Trimester - 58 Days

2nd Trimester - 63 Days

3rd Trimester - 59 Days

180 Days

5/2/11 Cuddeback/Calendar

Administration

Ronan Collver
Joyce Kelly

Superintendent/Principal
District Secretary

Teachers

Colleen Sagaser
Rico Guilbert
Lindi Reback
Berna Church
Cori Walters-Borges
Blaine Sigler
Geri Linari
Kathy Walters/Cassandra Moulton
Barbara Kemp
Debbie O’Hern
Moriah Miranda
Ed Brenneman
Laurie Bravo

Kindergarten
1st/2nd Grade Teacher
2nd/3rd Grade Teacher
4th/5th Grade Teacher
6th/7th Grade Teacher
7th/8th Grade Teacher
Resource Specialist
Music Teacher
Speech Teacher
Psychologist
Counselor
GATE Teacher
Title I Teacher

Classified

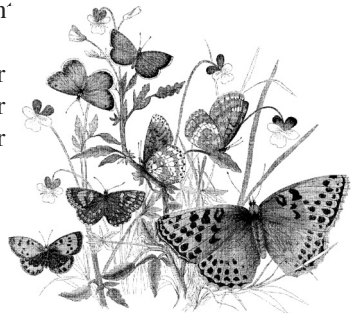
Penny Calvo
Melody MacMillan
Chris Marney
Lani Dibble
Terri Dillingham
Bob Schneider
Ashley Buchert
Karen Pulver
Ronda Jensen
Jackie Lipscomb
Rebekah Glass
Nadine Clark
Debbie Henrikson

Instructional Assistant
Instructional Assistant
Instructional Assistant
Healthy Start Director/Youth Services
Food Service Director
Transportation/Maintenance Director
Pre-school Director
Intervention Aide
Excel Director
Healthy Start/PIP
Instructional Assistant
Instructional Assistant
Custodian

Board Members

Harry Dibble
Jeana McClendon
Todd Calvo
Sarah Mostovoy
Randy MacMillan

President
Clerk
Member
Member
Member



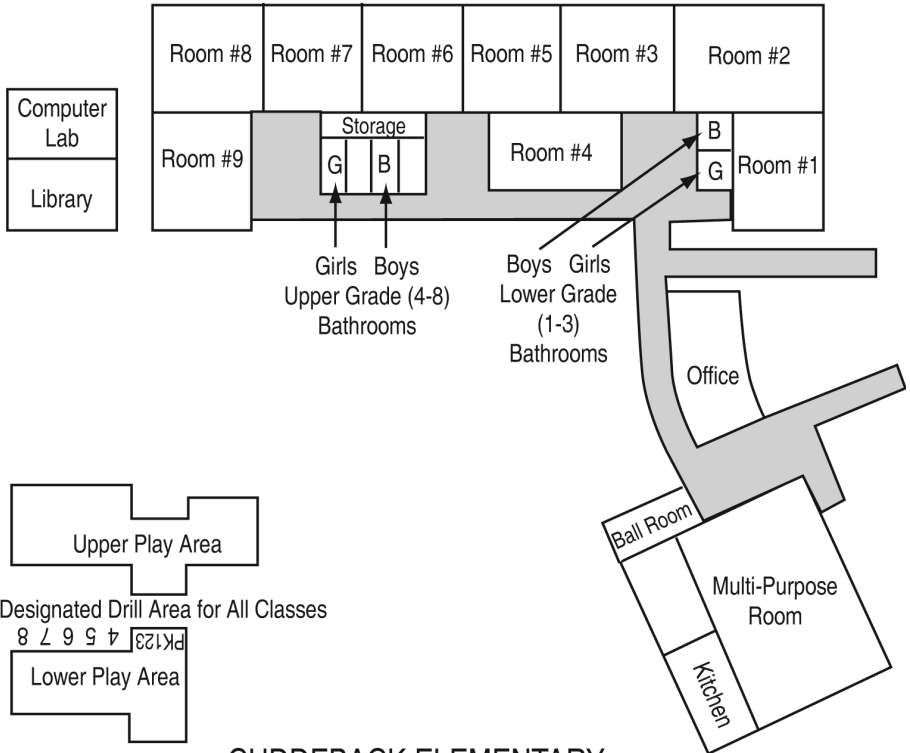
GENERAL INFORMATION

Cuddeback Union Elementary School
P.O. Box 7
300 Wilder Road
Carlotta, CA 95528

Office Hours 8:00 a.m.-4:00 p.m.
Telephone: 768-3372 Fax: 767-3211
Cuddeback Healthy Start: 768-3860
Excel Direct Line: 768-9407

School Hours

K-8th grades	8:20 STARTING TIME
Lunch - K-3	11:30-12:15
Lunch - 4-8	11:45-12:30
Dismiss (K)	12:30
Dismiss (1-2)	2:15
Dismiss (3-8)	3:15



CUDDEBACK ELEMENTARY
Building Schematic

Meetings and Organizations

School Board

The Board of Trustees meet the second Wednesday of each month at 6:30 p.m. on the school site. Everyone is welcome to attend.

Student Government

“AN INVOLVED STUDENT IS A SUCCESSFUL STUDENT”

Student Government consists of class officers and classroom representatives. Student Council meetings cover everything that affects students.

School Site Council

The School Site Council (SSC) is the school’s advisory group for programs such as the School Improvement Program, Title 1, Title 2, and EIA. These programs provide monies for curriculum materials, teachers’ aides, library books and technology. The SSC consists of parents, teachers and community members who meet monthly and help oversee these programs, as well as provide support for the school and the community. These meetings are open to all parents and community members who wish to attend, and provide a forum for suggestions and concerns.

Parent Teacher Organization (PTO)

There is a very active parent and teacher support group in place at Cuddeback School that serves many functions. They provide valuable services such as fundraising, parent education, support for educational laws, organization of carnivals and various programs for parent/student entertainment. Be sure and watch for announcements of meetings and the annual membership drive.

Parental Concerns

Your child’s teacher should be your first resource in answering individual questions or concerns. If you wish further assistance you should meet with the Superintendent/Principal. Please note that at the end of this handbook you will find Cuddeback School's Uniform Complaint Procedure. This is a Board policy. It outlines for you the step-by-step procedure for filing a formal complaint in the event that meeting with the teacher and the administration does not bring resolution to the problem.

Services/Program

Cuddeback Pre-School

Cuddeback operates our own pre-school. We offer a fall pre-school curriculum serving 3- and 4-year-olds. Those living within district boundaries will be enrolled first, with additional openings going to pre-schoolers from other districts.

Monday, Wednesday, and Friday, 8:30 a.m. - 12:00 p.m. for older pre-schoolers (4-year-olds and 5-year-olds not enrolled in Kindergarten). Students may bring a lunch or purchase one from the cafeteria.

Tuesday and Thursday, 8:30 a.m. - 11:30 p.m. for 3-year-olds and younger 4-year-olds. Lunch is not included.

Class Size Reduction

Cuddeback School continues to be excited and proud to participate in the Class Size Reduction Program. This allows the primary students to receive the very best possible phonics and reading instruction, in addition to Social Studies and math support. The 2011/2012 school year will see Cuddeback's continued full-time participation in this excellent program.

Excel

Cuddeback offers an after school program. Children have supervised care and programs from 2:15 p.m. until 6:00 p.m. Call the school at 768-3372 or Excel at 768-9407 for more information and fee information.

School Nurse

A school nurse is scheduled to be at our school upon request during the school year. The nurse deals with school records, state mandated health screenings, and meets with parents, students, or teachers to discuss health related concerns.

School Psychologist

We have been provided with the services of a school psychologist eight days this year. It is the psychologist's duty to assist the school in testing students who have academic or emotional problems.

School Counselor

A counselor will be provided by the school district two days per week. The counselor will develop "Discovery Groups" and do individual student and parent counseling.

E.I.A.

Economic Impact Aid is the State's version of Title 1 and is used in the same fashion.

R.S.P.

The Resource Specialist Program is a state funded program that was developed for students with exceptional needs. If you feel your child might have a learning disability, you may request testing. You should make the request to your child's teacher or to the school office.

Speech Therapy

A speech therapist is available two days per week to help children with speech related problems. Referrals can be made to your child's teacher.

Music

Cuddeback Elementary School offers both Choir and Instrument instruction to students in grades 4-8. Students may use a school owned instrument or provide their own. Students are responsible for loss of damage to all school equipment.

PIP (Primary Intervention Program)

The PIP Program assists the development of children by helping them learn to know and accept themselves. It helps them get ready to profit from the learning experience provided by teachers.

PIP Program Goals:

- To increase a child's self esteem
- To encourage children to feel safe and comfortable at school
- To help children feel accepted just as he/she is
- To allow children to discover his/her own self

G.A.T.E. (Gifted and Talented Education Program)

The G.A.T.E. Program is a state sponsored program that assists students who score above the 95th percentile on the Reading and/or Math sections of the Stanford achievement test given every Spring. Students may also be placed in the program based upon a Music, L/A, or Fine Arts referral.

Summer School

Cuddeback's summer school program changes to meet current needs. The focus, whether academic, enrichment, remedial, or a combination, is determined by the needs and interests of the students. The decision concerning summer school will be made during the school year.

Promotion/Retention

The Governing Board expects students to progress through each grade level within one school year. To accomplish this, instruction should accommodate the variety of ways that students learn and include strategies for addressing academic deficiencies when needed. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. When a student is identified as being at risk of retention, the Superintendent/Principal or designee shall so notify the student's parent/guardian as early in the school year as practicable. The student's parent/guardian shall be provided an opportunity to consult with the teacher(s) responsible for the decision to promote or retain the student. (Education Code 48070.5) The Superintendent/Principal or designee shall also provide a copy of the district's promotion/retention policy and administrative regulation to those parents/guardians who have been notified that their child is at risk of retention. The teacher's decision to promote or retain a student may be appealed consistent with Governing Board policy, administrative regulation and law. The burden shall be on the appealing party to show why the teacher's decision should be overruled. (Education Code 4870.5)

Transportation

Bus service service is provided to students living beyond walking distance from the school. Riding a school bus is a privilege, not a right, and may be revoked for misbehavior. Students who ride the bus are expected to follow these common sense rules:

1. Choose a seat upon entering and do not switch
2. Talk quietly
3. Keep all objects inside windows
4. Never throw things
5. Never bring glass objects
6. Remain seated until the bus stops completely
7. Keep your hands and feet to yourself

Kindergarten students meet parent at bus stop unless written note is given.



Interscholastic Sports

Cuddeback School participates in softball, track and cross country, volleyball, and basketball. We play schools of similar size including Hydesville, Scotia, Bridgeville, Loleta and Rio Dell. This year the basketball season will be split into a girls' season and a boys' season. As an athlete, each student has a position of honor and respect both in school and the community. They will receive certain privileges such as taking local trips, participating in games with students from other schools, and wearing the uniform of Cuddeback Elementary School. To uphold this position, he/she must maintain the standards of an athlete and adhere to specific rules. Participation on a team is dependent upon behavior and maintaining a "C" average in class work. The second time grades fall below a "C" average, the student is off the team for the remainder of the season.

A parent meeting will be held prior to the beginning of each individual sport. Coaches, parents and athletes are expected to attend these meetings. At this time the expectations of coaches, athletes and parents will be outlined, the Sports' Handbook will be distributed and appropriate forms will be signed.

Upper Grade Class Trip / Graduation

The 7th and 8th graders take a class trip to the Bay Area approximately every other year. This is an exciting experience for them. It also involves a big commitment on the part of each student and their parents/guardians to actively participate in the fund-raising events. The trip costs between \$250 and \$300 per student. The next trip will occur in Spring, 2013.

The graduation reception is the responsibility of the 7th grade class and their parents/guardians. The 7th graders and their parents decorate, serve and cleanup. The reception is held immediately after the graduation ceremony.

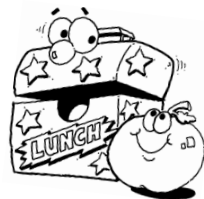
Lunch Program

Cuddeback School has a closed campus policy. The school provides a hot and nutritious meal every day, as well as milk for those who bring their lunch. Free and reduced meals are available for those who complete the appropriate paperwork, return it to the school office, and receive approval under state and federal guidelines. A new application must be completed each school year. (the application will be sent home at the beginning of each year, and is available in the school office if changes in status occur during the year).

Lunch Prices

Milk 35¢
Pre-K-2 \$2.00
3-8 \$2.00
Reduced lunch 40¢
Reduced breakfast 30¢
Adult \$3.50 Call the school before 9:00 a.m.

Lunch!



Regular and punctual attendance is required for school success, and we are vitally interested in your child's attendance at school each and every day. Children need to be in school to learn! Missing instruction and the introduction of new and important information in the classroom can be an overwhelming and frustrating experience for many children.

California state law requires all children attend every day until the age of 18, or they graduate from high school. The average child misses only eight days of school per year. Please compare this average with your own child's attendance.

Beginning in the Fall of 1998, state laws governing attendance changed drastically. Absences for any reason will be considered UNEXCUSED!! Please continue to call the office if your child is ill, or send a note when they return to school. If your child is going to be absent for more than one day for any reason (illness, trip, etc.) please contact the office and request an Independent Study contract. Your child must report to the office before being admitted to class after an absence. Your child will then receive an ADMIT SLIP to class. Attendance will be closely monitored and three absences may result in your child being declared truant and disciplinary action may result. This action may be a referral to the School Attendance Review Board (SARB). **It is still very important that parents call the school when students are out for any reason.** In most cases there are no valid excuses for **tardiness**. Tardy students also miss important instructional time that may hinder their success in school. Students who are tardy must check into the office for an ADMIT SLIP. Tardiness can also result in disciplinary action such as a SARB referral.

Leaving School During the Day

If a student needs to leave school early due to an appointment or illness, they must be checked out of the office by the parent/guardian, or by the adult picking them up. The person picking them up will need to officially sign the student out.

Field trips

During the course of the year every class takes field trips. Most field trips can include parents as chaperons, however, pre-school children are not covered by the school's liability insurance, and are not able to attend these field trips.

Independent Study Agreements

Students who will be missing school for 5 days or more for any reason (illness included) must contact the office to set up an independent study agreement. It would be appreciated if the office and school staff are notified 3 days in advance in order to prepare the necessary work assignments. Without an independent study agreement on file, absences are unexcused.

School Accountability Report Card (SARC)

Available in office or on-line at school Web site.

Tobacco Free/Drug Free Campus

Cuddeback School is a Tobacco, Alcohol and Drug Free Campus. Tobacco, alcohol and drugs are not allowed on campus at any time or under any circumstances, as dictated by Board Policies #1281.400 and 1281.450. Students will face detention, suspension, possible expulsion, and law enforcement involvement. Adult violators may face law enforcement involvement. Those individuals desiring cessation program information may contact the Superintendent, the school nurse, the school counselor, or the County Health Department at 445-6200.

Bicycles, Skateboards and Skates

Any pupil bringing a bicycle to school is responsible for placing it in the bicycle parking area and locking the bicycle. The school cannot assume responsibility for any bicycle, helmet or safety gear.

Bicycle riders must wait until the bus has left the school grounds and are at least half way down Wilder Road before they may leave the campus. And, riders must also walk their bicycles to and from the entrance.

Due to safety factors bicycles, skateboards, skates and scooters are not allowed at any time in the hallways or near any of the buildings!

Medication

By law schools are not allowed to dispense medications to students. However, if a child is under a doctor's care and needs to receive a dose of medication during the day, the parent must send a note from the doctor directing the school to issue the medication. A form is available in the office. The form must be signed by both the doctor and the parent. This is from California Education Code 49423. Send the medication to the office in its original container with the child's name and prescription dosage on the container. PLEASE DO NOT SEND MEDICATION IN PLASTIC BAGS. Students are not to have medication in their possession, with the exception of asthma inhalers. (a note must be on file in the office if a student is to carry an asthma inhaler on their person)

Suggestion: If your child's prescription indicates three doses per day, we suggest you give the medication before school, after school and before bedtime if approved by the doctor, thus eliminating the need to send the medication to school.

Ongoing medications require a specific form to be filled out by the parent and physician. This form can be picked up at the office.

Emergencies

It is extremely important that all students remain quiet, calm, and follow the directions of the teachers during any emergency drill.

In the event of a disaster please arrange to pick up your child as soon as possible. Try to avoid calling the school, as it may be urgent that we have telephones available. Arrange with your neighbors/relatives for an alternate home to which your child may go if you are not home. This should be done each new school year. Children are released only to their parents or to an adult designated on the child's emergency form!

Homework

Homework is the responsibility of the student. It has a two fold effect, allowing the student to become more responsible and self-reliant and it also gives the student additional exposure to the subject matter being taught.

Homework may be requested for a student due to illness by calling the school office. Requests need to be made first thing in the morning. We will make every attempt to have work ready by the end of the day, but there is no guarantee.

Textbooks

Textbooks are a very important part of your child's education. We want each student to have the textbooks they need. As textbooks are very expensive, \$25 to \$45, lost / damaged books must be paid for.

Student Discipline

Students who break the school rules are expected to take responsibility for the consequences. For the most part, when a rule is broken, student privileges are removed. Suspended privileges may range from losing eligibility for interscholastic games, to staying after school, etc. Students who disrupt the classroom are a distraction to the teacher and other students, so they must be prepared to be inconvenienced for their actions. Students may be kept after school to make up work. They may also be kept for disciplinary reasons.

Dress Code

Students attending Cuddeback are very important people. We want our students to develop a sense of personal worth and dignity. Grooming and attire are an important part of a child's self- image. It is the intent of the dress code to permit students to dress according to fashion while at the same time restricting extremes and indecency in grooming which distract from the main purpose of our educational program. Mid-riffs must be covered.

When assisting your child in getting ready for school please keep in mind that "fashionable" shoes should be comfortable and practical. Children are meant to play, so their shoes should be safe to play and exercise in. We strongly discourage dress shoes, such as high heels, flimsy sandals, and plastic shoes!

If shorts are going to be worn on warm days they must be mid-thigh to knee length, no short-shorts. Half shirts, short shirts, tank tops and spaghetti strap tops are also not to be worn to school. Bicycling shorts and spandex/lycra work-out attire are not to be worn in place of other clothing. No gang-related clothing is allowed.

Clothing/accessories may not be worn to school with inappropriate messages appearing on them! (no references to drugs, tobacco, alcohol or sex)

Articles From Home

Students are asked not to bring toys, tape players, etc., from home unless approved by a teacher for a project or sharing. The school cannot be responsible for these items if they are lost or damaged.

Telephone

Students are allowed to use the telephone only if there is an emergency or the classroom teacher considers it absolutely necessary.

Immunization

It is the parents' responsibility to keep their child's immunization up to date. Students whose immunizations are not current may be excluded from school.

Immunizations are required by law; however, if immunizations are contrary to parents' beliefs, a waiver may be signed in the school office. Parents requesting a waiver must make an appointment to see the Superintendent.

Head Lice

Head lice are not dangerous, but they are pesky, and can become a health problem as well as lead to unexcused absences. Cuddeback School has a "no nit" policy, which means that all nits must be removed before a child can return to school. After being treated, and having all nits removed, parents must bring their child to the office for a quick check-up prior to being admitted back to school. This matter is always handled confidentially.

Visitors and Volunteers

Parents, visitors, and guardians are always welcome at school, but it is important that the classroom teacher be notified well in advance of your visit. Please remember to sign in at the office.

Asbestos

Each year, the Asbestos Hazard Emergency Response Act (AHERA), requires that we notify you that there is a plan available for review that covers types of asbestos found in the school. Our management plan contains information regarding inspections, and response actions.

Confidentiality

Cuddeback School carefully maintains the confidentiality of each and every student. At the beginning of every year parents receive a copy of their rights and responsibilities as set forth in California Education Code 48980. We ask that you sign and return to school, indicating that you have been informed of the rights and responsibilities. On the card you have the opportunity to further express your desire not to have any information released on your child by checking one or both boxes. You do not have to check either box if there is no need.

Sexual Harassment/Anti-Bullying

Cuddeback School has a Sexual Harassment/AnTi-Bullying Policy in effect. You may request a copy of this policy at any time in the school office. All employees receive a copy of the policy, and this policy will be explained and discussed with students at the beginning and periodically during the course of the school year.

Cell Phone

Students are not to have cell phones on during the school day. Students are not allowed to use cell phones during any classroom or recess time. In the past, cell phone use has created far too many student discipline issues. If a student's cell phone is taken away, the phone will only be released to the parent/guardian. Continued cell phone use during school hours will result in the student being disciplined.