

Cedarcreek

Parent & Student Handbook 2024 - 2025



Dear Parent or Guardian:

Governing boards of school districts are required to notify parents or guardians of certain rights and responsibilities as specified in the Education Code and other state and federal regulations. This booklet contains the Education Code sections that are concerned with these rights and responsibilities, along with other important information.

Your signature on your child's emergency card or online registration acknowledges that you have received this notice. (Please return the emergency card immediately if you did not register online.)

SAUGUS

UNION SCHOOL DISTRICT

Excellence in Elementary Education

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Site-Specific Information

This Parent and Student Handbook contains an information section specific to your school, district-wide information, as well as information which the state requires districts provide to parents and guardians annually. Please take the time to familiarize yourself with the contents of this handbook. If you require additional information, the school office will assist you.

Dear Cedarcreek Families,

It is a privilege to serve as the principal of Cedarcreek Elementary. I have been in education for the past 30 years. I have a passion for teaching, learning, and empowering others. It is truly an honor to work alongside the community at Cedarcreek. It is our mission to ensure all of our students learn at high levels, and receive the academic and social emotional learning support they need to be successful citizens in our community. As a staff, we pride ourselves in providing our students with a collaborative and creative environment that fosters 21st Century skills. We keep student achievement in the forefront of every decision we make, and welcome new ideas from all educational partners. We teach our students the importance of having grit and a growth mindset, so that they are prepared to face learning opportunities with confidence and perseverance. I am looking forward to an amazing school year! Go Cougars!

Sincerely,

Merly Soni
Principal

CEDARCREEK'S VISION

We will become the premiere school of the district by creating a legacy of excellence while inspiring pride in learning.

CEDARCREEK'S MISSION STATEMENT

We are committed to high levels of learning for ALL students.

PRINCIPAL CONTACT

Mrs. Soni can be contacted any time during office hours (7:40 a.m. to 4:00 p.m.) by a note, telephone call, e-mail or drop-in. The office manager will schedule a conference upon your request. Mrs. Soni makes every effort to respond to emails and return telephone calls as soon as possible. The best way to contact Mrs. Soni is via email at: msoni@saugusd.org.

TEACHER CONTACT

Teachers are available for conferences both before and after school hours by appointment. These can be arranged by contacting the teacher personally via the telephone, a note or by email prior to your requested time. Drop-in conferences are discouraged, as scheduled meetings, planning, and other conferences are impacted. Teachers are not available for conferences during the regular school instructional hours as this time is designated for classroom teaching and cannot be disturbed.

NOTIFICATIONS FROM SCHOOL

A weekly newsletter via Parent Square regarding school activities, events, important dates, and parent engagement will be sent home weekly on Sundays. Also, phone messages are delivered to remind parents of upcoming events. You may also visit:

Website: <http://cedarcreek.saugusd.org/>

ABSENCES

When a child is absent from school, it adversely impacts the learning process. Attendance is extremely important to your child's academic success.

If your child must be absent from school, please call our school office at (661)294-5310. Please provide the following information:

1. Your name.
2. Your child's name.
3. Your child's teacher's name.
4. Date(s) of the absence.
5. Reason for absence (specific illness).

If possible, please call prior to 9:00 a.m. on the date of absence. Occasionally, we have had students absent from school without their parent's knowledge. We have this policy in place to ensure your child's safety. Perfect attendance awards are given to students with zero absences and zero tardies.

Independent Study Contracts (ISC's) are available for extended absences of three or more days. The ISC allows students to be given attendance credit. Students using an ISC during the school year will not be eligible for a Perfect Attendance Award.

OFFICE PROCEDURES and COMMUNICATION

In case of an emergency, parents wishing to leave messages for their children may do so by contacting the school office. Homework, books, or any items that are forgotten are to be delivered to the front office. At Cedarcreek, we try very hard to avoid unnecessary interruptions to our instructional program. The following are several ways that parents can be of assistance:

1. Check with your child prior to leaving for school to see that he/she has a lunch or lunch money and all necessary materials for class.
2. Make sure your child is aware of any change in the regular routine before leaving for school. Please send a note to the teacher if he/she needs to be aware of changes.
3. Avoid calling the school to leave a message for your child during the last 45 minutes of the school day. Many classes are at P.E. at this time of the day and cannot be reached easily. Children are requested not to use the school phone for personal use unless it is an emergency.

VOLUNTEERS AND VISITORS

Because parents serve as the backbone to our instructional program, parents are always welcome to visit classes and volunteer at Cedarcreek. Visits should be prearranged with the classroom teacher to avoid unnecessary interruptions to the instructional program. All volunteers and visitors are required to sign in at the school office and wear a volunteer or visitor badge while on campus. We must be aware of all non-employees on our school campus to ensure the safety of our students. All volunteers are required to have a valid TB test.

Due to privacy issues and requirement of the Free and Reduced Lunch program, volunteers are not allowed to eat with students, share snacks, or be in the cafeteria without a teacher.

TITLE I PROGRAM PARENTAL INVOLVEMENT POLICY

The Title I Parent Involvement policy is developed and/or revised annually by parents at the Title I Parent Information Meeting. The Parental Involvement Policy is provided to all families each school year.

BREAKFAST / LUNCH

Breakfast is served from 7:40 a.m. to 8:05 a.m. daily and Second Chance Breakfast is served during morning recesses. Lunch is served during the student lunch period according to their grade level. Menus are sent home the first day of every month through email. Milk is available. Meals can be prepaid or purchased at lunchtime.

The Santa Clarita Food Services Agency has been awarded a grant to provide lunches to all students at no cost.

Students are encouraged to bring a healthy snack and a nutritious lunch when not purchasing hot lunches. *Canned soft drinks are not allowed.*

DISASTER PREPAREDNESS

In the event of a district-wide or greater disaster, it is the policy of the school district to hold children at school until clearance is given by the authorities. Children will only be released to their parents or to a responsible adult LISTED ON THE CHILD'S DISASTER PREPAREDNESS FORM. More information about this important topic will be sent home within the first school month.

INJURED STUDENTS

Students requiring the use of crutches, casts, or any other medical apparatus will need a note from the attending physician authorizing their use at school. A "Re-Admission Form" can be obtained in the school office and needs to be completed and signed by the attending physician. All children with casts, crutches, or slings must sit in the school office during recesses until this form is completed by the doctor.

Minor first aid and illnesses will be handled by the office personnel. If necessary, parents will be called for additional assistance. It is our policy to inform you of a head injury reported to the office.

LOST AND FOUND

In order to ensure that lost articles are returned to their proper owner, it is suggested that your child's name be printed on clothing articles such as sweaters, coats, lunch pails, etc. Articles that are found will be turned in to the school office or placed in the multi-purpose room and may be claimed at recess or after school. Lost and found items are donated to a local charity group at the end of each reporting period.

PARKING LOT USE

The parking lot is NOT for dropping off or picking up students. Students are to be dropped off and picked up at the curb alongside the street. Please insist that your child use the crosswalk in the parking lot to ensure their safety. The parking lot is reserved for employee parking, parents picking up sick or injured children, dropping off or picking up disabled students, and parents who have appointments with school personnel.

SAFETY

Walking to and from school: For safety reasons, it is recommended that students walk to and from school in pairs or groups. Appropriate school behavior is expected at all times. Students must use school crosswalks and be cautious when crossing streets. As supervision is not provided after school, it is expected that all students go directly home at the end of the school day.

Arrival and Departure: Playgrounds are supervised 30 minutes prior to the start of the school day. ***Parents may not wait on the playground with their child due to supervision and safety reasons. There is NO supervision after school, please pick up your child on time or make arrangements for pick up prior to dismissal.***

Bicycles: Students in grades 3 - 6 may ride their bicycles to and from school. Bicycle permits may be obtained at the school office. Bicycles must be registered. Bicycles must be walked to the bicycle cage once the student reaches school grounds. Bicycles must be kept locked during the school day. Students who ride bicycles to school are required to follow the rules of the road and to adhere to school behavior expectations. Bike riding students *must* wear helmets. No other transportation equipment is allowed at school (i.e. skateboards, scooters, shoes with wheels, etc.) unless previously approved by the school office and storage is available.

STUDENT CELL PHONE POLICY

Students may possess cellular phones, but may not use them during the school day unless deemed medically necessary by a physician through a Health Care Plan. Cell phones will be stored in a personal backpack or, if deemed necessary, a school employee may determine that cell phones will be stored in an alternate location within the classroom.

If a disruption occurs or a student uses any mobile communications device for improper activities, school employee shall direct the student to turn off the device and/or confiscate it. If confiscated, the device will be returned at the end of the school day. Subsequent offenses may require a parent/guardian to pick up the device.

SCHOOL WIDE EXPECTATIONS

Saugus Union School District is a PBIS district. Positive Behavior Interventions and Supports is a framework for preventing problem behaviors and supporting a person's social, emotional, and behavioral needs. PBIS is about teaching expected behaviors and preventing problem behaviors. Cedar Creek has four school - wide behavioral expectations:

ROAR

1. **R**espect yourself, others, and property.
2. **O**wn your actions.
3. **A**ct Safely.
4. **R**esponsibility.

The expectations for six school locations are explicitly taught: Classroom, Playground, Lunch Area, Restrooms, Office and Arrival and Dismissal.

ROAR tickets are given to students who are following the ROAR expectations and can randomly win weekly, , and monthly rewards. Students with the most ROAR tickets at the end of each month are recognized at Friday Flag assemblies.

Students will be retaught the behavior expectations throughout the school year, and when the need arises. When reteaching has not had the desired effects, consequences are given out on a case by case basis at the discretion of the principal, teacher and/or yard supervisors. Discipline is a private matter that is only shared with student's primary caregivers.

PRIMARY DISCIPLINE PHILOSOPHY

1. You are in control of yourself and responsible for your behavior.
2. Your choices must follow the expectations and rules of our school.
3. You are responsible for what happens to you because of your choices.

PLAYGROUND

During School: The playground is supervised at all times during the school day when children are on it. The school has rules and regulations designed to safeguard each child. Abuse of the rules will result in specific consequences which may lead to being excluded from the privilege of using the playground at times other than P.E.

1. Children play only on the grass or blacktop.
2. Running is prohibited on blacktop.
3. Students are never to leave the playground area without permission and knowledge of the yard-duty supervisor.

4. School rules shall be followed in all games and on all pieces of equipment.
5. Do not bounce balls in the walkways or against the walls or play between the buildings.
6. Students must be on the playground area, not between or behind buildings.

After School: There is no formal supervision of students on the playground after school hours. Parents should instruct their children to follow these basic safety guidelines:

1. Leave school immediately and do not linger on the grounds.
2. This is your neighborhood school and care should be taken to protect it from careless damage.

Conflict Resolution

1. Tell the person to stop doing what annoys you.
2. Ignore the person or walk away.
3. Ask an adult to help

School Location	Cedarcreek School-Wide Behavioral Expectations			
	Respect Self & Others	Own Actions	Act Safely	Show Responsibility
Classroom	Use kind words <input type="checkbox"/> Be an active listener <input type="checkbox"/> Participate in class	<input type="checkbox"/> Use walking feet when entering and exiting <input type="checkbox"/> Effort Everyday	<input type="checkbox"/> Keep hands and feet to self <input type="checkbox"/> Use materials appropriately	<input type="checkbox"/> Have Academic Optimism <input type="checkbox"/> Complete work accurately
Playground	<input type="checkbox"/> Use kind/respectful words <input type="checkbox"/> Include others <input type="checkbox"/> Play fairly <input type="checkbox"/> Be a good sport (warning flag at 10 min. mark)	<input type="checkbox"/> Keep hands and feet to self <input type="checkbox"/> Line up in a timely manner when recess ends <input type="checkbox"/> Take care of personal needs during three-minute warning	<input type="checkbox"/> Walk <input type="checkbox"/> Follow rules of games <input type="checkbox"/> Use equipment appropriately	<input type="checkbox"/> Put play equipment away neatly (sign out system) <input type="checkbox"/> Follow adult directions
Lunch Areas (Patio, MPR)	<input type="checkbox"/> Use kind/respectful words <input type="checkbox"/> Keep voices low	<input type="checkbox"/> Model correct behavior <input type="checkbox"/> Listen to yard/custodian supervisors	<input type="checkbox"/> Pick up any trash on floor. <input type="checkbox"/> Keep hands and feet to self	<input type="checkbox"/> Leave area better than you found it
Restrooms	<input type="checkbox"/> Use kind words <input type="checkbox"/> One person per stall <input type="checkbox"/> Use quiet voices	<input type="checkbox"/> Keep it clean <input type="checkbox"/> Leave when finished <input type="checkbox"/> Keep hands and feet to self	<input type="checkbox"/> Walk directly to/from <input type="checkbox"/> Keep water/soap in sink <input type="checkbox"/> Wash hands after	<input type="checkbox"/> Use one pump of soap <input type="checkbox"/> Flush when finished
Arrival	<input type="checkbox"/> Use kind words <input type="checkbox"/> Line up quickly and quietly, with hands, feet and personal belongings	<input type="checkbox"/> Get breakfast as soon as you arrive. <input type="checkbox"/> Be on-time (tardy must be acknowledge by office)	<input type="checkbox"/> Keep hands and feet to self <input type="checkbox"/> Place backpacks carefully in front of number	<input type="checkbox"/> Line up at first whistle and be ready to learn <input type="checkbox"/> Use restroom before the bell
Dismissal	<input type="checkbox"/> Use kind words (do not go through MPR) (tell teacher who is picking up)	<input type="checkbox"/> Leave campus immediately <input type="checkbox"/> Go to after school classes right away	<input type="checkbox"/> Keep hands and feet to self <input type="checkbox"/> Use crosswalks <input type="checkbox"/> Walk with a group	<input type="checkbox"/> Have homework and all materials in backpack before leaving
Office	<input type="checkbox"/> Use kind/ respectful words <input type="checkbox"/> Wait until spoken to	<input type="checkbox"/> Keep hands and feet to self <input type="checkbox"/> Use inside voices	<input type="checkbox"/> Walk at all times <input type="checkbox"/> Enter only from the health office	<input type="checkbox"/> Know your phone number