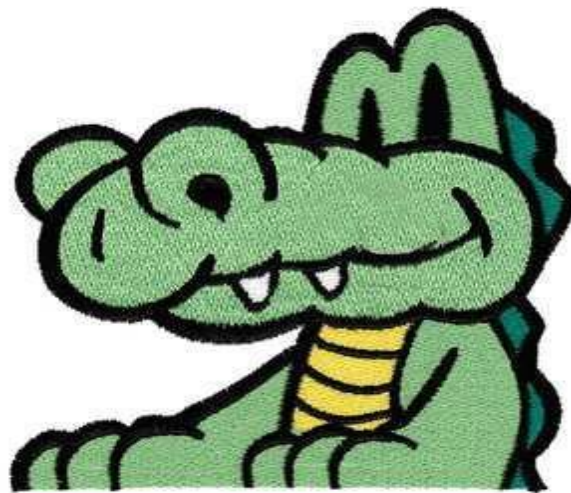


Capistrano Unified School District

CANYON VISTA ELEMENTARY SCHOOL

Home of "Nile the Crocodile"!



2022-2023 Handbook

27800 Oak View Drive
Aliso Viejo, CA 92656
Telephone: (949) 234-5941
Fax: (949) 360-6273
Sick Line: (949) 234-5939

www.capousd.org/cves

Capistrano Unified School District

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CANYON VISTA CROCODILES

www.capousd.org/cves

27800 Oak View Drive

Aliso Viejo, CA 92656

Telephone: (949) 234-5941 FAX: (949) 360-6273

24 Hour Attendance Line: (949) 234-5939

Please report absences by 9:00 a.m. each day your child is out

YMCA Child Care Program: (949) 495-9622

On site YMCA: (949) 831-1264

OFFICE HOURS

7:30 a.m. to 3:00 p.m.

OFFICE STAFF

Principal: Regi Vettraino rmvettraino@capousd.org

Assistant Principal: Debbie Iway dmiway@capousd.org

Office Manager: Verna Kanamori vgkanamori@capousd.org

Attendance Clerk: Amy Rieden acrieden@capousd.org

SCHOOL INSTRUCTIONAL HOURS

M-T-W-F

7:45- 2:05 GRADES 1-5

7:45 - 1:55 KINDERGARTEN

7:55-11:48 TK EARLY BIRDS

9:25-1:18 TK LATE BIRDS

TH

7:45-12:50 GRADES 1-5

7:45 - 12:40 KINDERGARTEN

7:55-11:48 TK EB& LB

START DATE/END DATE

First day of School for Students: Tuesday, August 16 , 2022

Last Day of School for Students: Thursday, June 1, 2023

COMMUNICATIONS

All school wide communications will be sent home via the Canyon Vista School Messenger.
You will receive online information weekly.

MISSION STATEMENT:

The staff at Canyon Vista Elementary School ensures that all students learn at grade level and are challenged to continuously improve achievement in academic and behavioral competencies.

VISION STATEMENT:

We envision Canyon Vista Elementary School as the model Elementary Professional Learning Community in Capistrano Unified School District.

COLLECTIVE COMMITMENTS:

In order to achieve the shared vision of our school, Canyon Vista staff and teachers commit to the Professional Learning Community Process

Canyon Vista teachers and staff:

Demonstrate Collective Responsibility

Share responsibility for ALL students demonstrating increased achievement

Engage in student centered collaboration a minimum of 1x a week

Implement Great First Instruction

Develop instructional plans based on prioritized standards

Teach/model expectations in all competencies utilizing current/best instructional strategies

Make Data Driven Instructional Decisions

Shift the focus from teaching to learning

Check for understanding, Common Formative Assessments and ongoing progress monitoring

Ongoing cycles of inquiry that result in shifts of instructional practices

Implement Multi-Tiered Systems of Support

Non-Discrimination Statement:

The Capistrano Unified School District prohibits discrimination, harassment, intimidation, and bullying based upon actual or perceived gender, gender identity, gender expression, race, ethnicity, color, religion, ancestry, nationality, national origin, ethnic group identification, sex, sexual orientation, marital or parental status, pregnancy, age, physical or mental disability or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Non-Discrimination Program, Activity, and Club Statement:

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any District school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

WHO TO CONTACT

All Canyon Vista staff members support collaboration and communication with families to meet the needs of every student. In order to create effective and efficient lines of communication, please direct your questions and concerns as follows:

Students	All questions/concerns regarding your child's school day should be directed to the classroom teacher. This would include any questions/concerns about academics, homework, test scores, grades, assignments, behavior, social interactions, health concerns and all other topics that are specific to your child.
504/SST	Questions and/or requests for a 504 or SST Plan should first be directed to your child's teacher. Additional concerns may be directed to our 504 Coordinator (Noreen Collins) or SST Coordinator (Pam Taylor).
IEP	Questions and/or requests for an IEP should first be directed to your child's teacher. Additional concerns may be directed to our school psychologist (Nichole Frieboth) or your child's case carrier/service provider (Leslie Smith, Megan Arkin, Kyra Cloutier, Lucy Moobed, Jessie Cornette).
GATE	Questions about Gifted and Talented Education, including qualification standards and opportunities available at Canyon Vista, should be directed to our GATE Coordinator (Kelley Bento).
English Learners	Questions about English Learners, including the annual English Language Proficiency testing and English Language Development instruction/accommodations, please contact our EL Coordinator (Joan Calkins)
Policy	All questions/concerns regarding school or district policies should be directed to the school administrator (Regi Vettraino, Debbie Iway).
Staff	All questions/concerns regarding school staff should be directed to the school administrator.
Grounds/Safety	All questions/concerns regarding the school grounds or student safety should be directed to the school administrator.
Enrollment/Records	All questions related to enrollment/records (attendance, SARB, Independent Study Plans, School of Choice, Parent Portal, Records Requests, Work Permits) should be directed to the front office staff (Verna Kanamori, Amy Rieden).
Food/Nutrition	Questions about food/nutrition, including how to add money to your account or limit your child's purchases, should be directed to the front office.
PTA	Questions about membership, volunteering, fundraisers, PTA programs/activities/events, the garden, spirit wear, Celebration Book Club, Scholastic Book Fair and the school play/talent show should be directed to the PTA or appropriate chair-person. A list of Committee Chairs is available in the front office.
Traffic	Questions and concerns about traffic laws and violations on the streets surrounding Canyon Vista should be directed to the Orange County Sheriff's Department. Questions and concerns about traffic in the school parking lot should be directed to the office staff or administrator.
Website/Listserv	Please check the school website and weekly School Messenger for information about upcoming events, important phone numbers, school schedules/holidays, PTA events, and other school news. Questions about the website or Listserv should be directed to the front office staff.

CANYON VISTA 2022-2023 CALENDAR

August

16th (Tue.) - First Day of School
24th (Wed.) - Picture Day

September

5th (Mon.) - NO SCHOOL - Labor Day Holiday
Back to School Night (September 15) min day per individual school sites

October

31st (Mon.) - MINIMUM DAYS - Parent Conferences

November

1st (Tues.) - NO SCHOOL - Parent Conferences
2nd-4th (Wed-Fri.) - -MINIMUM DAYS - Parent Conferences
11th (Fri.) - NO SCHOOL - Veteran's Day
21st-25th (Mon. - Fri.) - NO SCHOOL - Thanksgiving Break

December

23rd (Fri.) - NO SCHOOL - Winter Recess Begins
Dec 26th - Jan 6th (Mon. - Fri.) - NO SCHOOL for Winter Recess (office closed)

January

9th (Mon.) - School Resumes
16th (Mon.) - NO SCHOOL for Dr. Martin Luther King Day (office closed)

February

17th & 20th (Fri. & Mon.) - NO SCHOOL - President's Weekend
21st-24th (Tues. - Fri.) MINIMUM DAYS - Parent Conferences

March

TBD - Spring Photo Day
TBD - Curriculum Night

April

3rd - 7th (Mon.- Fri.) - NO SCHOOL - Spring Recess (office closed)

May

29th (Mon.) - NO SCHOOL for Memorial Day Holiday (office closed)

June

1st (Thur.) - Last day of school - MINIMUM DAY

OFFICE AND SCHOOL HOURS

The school is open from 7:30 a.m. to 3:00 p.m., Monday through Friday. Our school phone number is (949) 234-5941. **Students are not to arrive at school prior to 7:30 a.m.** when teachers are on duty.

ATTENDANCE/TARDIES

Our Call in Sick number is (949) 234-5939. Please leave a recorded message on the Call in Sick number when children are absent from school for any reason. Please include the following information: name of student, name of teacher, name of parent/guardian or parent representative placing the call, date or dates of absence and reason for absence. Pupils are excused if absent because of health reasons, family emergencies and justifiable personal reasons such as medical or dental appointments that cannot be scheduled after school hours (Board Policy 5112). If your child is absent and you have not called the *Call in Sick* number (234-5939), please send a written note with your child when he/she returns to school. All absences must be cleared through the school office within 72 hours of the absence. Children should be kept home when they are not feeling well. Ample time will be provided for them to make up any work that is missed. Funding for Independent Study is restricted to a period of five to ten consecutive school days. If you need an Independent Study Contract (ISC) form, please inform the office at least 10 days prior to the first day of the absence in order to allow sufficient preparation time for classwork and documents. In California, public schools are funded by the state based on daily student attendance. Schools are only paid if the student is present or on a valid Independent Study Contract (only used for five to ten school days). This process helps students to keep up with school work, but there is no substitute for teacher instruction and class interaction. Please schedule vacations appropriately. Attendance is more critical than ever. When a student has had 14 absences in the school year for illness, any further absence shall be verified by a physician.

If a child is tardy, he/she must check in through the front office before being admitted to class. Frequent tardies without a valid excuse is considered truancy under the law.

*Please see CUSD Policies and Procedures addendum (Attendance/Tardy) for additional information regarding attendance, tardies, illness and ISC.

SARB(School Attendance Review Board)

Students with continued tardies and/or absences will be referred to the School Attendance Review Board (SARB) for disciplinary action. When a student has accumulated 3 unexcused absences or tardies greater than 30 minutes, SARB letter #1 is automatically generated from the District Office. SARB letter #2 will be sent from the school office when a student has accumulated 8 unexcused absences or tardies greater than 30 minutes. SARB letter #3 will be sent from the school office when a student has accumulated 14 unexcused absences or tardies greater than 30 minutes. Copies of all letters will be placed in the Cum File. The school may consider extenuating circumstances, such as a serious illness or death in the family, before sending SARB letters #2 and #3. If a student continues to have attendance problems, a third letter will prompt a required meeting for parents to attend a SARB hearing with the District Attorney's office.

*Reference CUSD Policies and Procedures section Attendance/Tardy for additional information.

PICKING UP YOUR CHILD EARLY FROM SCHOOL:

Please send a note to your child's teacher with the specific time to have your child waiting in the office should you plan to pick him/her up during the school day. This will assist the office to make your departure expedient. Please note that leaving school early counts against attendance in a manner similar to arriving late.

MEDICATION/HEALTH AND SAFETY INFORMATION **Health and Safety Information and guidelines may be different at this time due to health and safety restrictions related to the COVID-19 Pandemic

[District 2022-2023 Safety Plan Link](#)

Medical treatment is the responsibility of the parent(s) and family physician. Both prescription and over the counter medications should be dispensed at home, rather than at school, whenever possible. The only exceptions involve special or serious problems where it is deemed absolutely necessary by the physician that the medication is given during school hours. In order for any medication (even Tylenol/cough drops, etc.) to be dispensed at school, an *Administration of Medicine* form signed by both the physician and parent must be on file in the school office. A new *Administration of Medicine* form is required each school year.

Canyon Vista staff is unable to diagnose any illness or injury. If your child has an injury more severe than a scratch, is complaining of headache, earache, or stomach ache, has a temperature of 100.4 or higher, or if we find head lice, a parent or guardian will be contacted to pick the child up from school. If you send your child to school with a cough or slight fever, with an injury from the night before, or with an undiagnosed rash and no doctor's note, please expect to be called to come pick up your child. Health policies require that children with a fever need to be fever-free for at least 24 hours before returning to school.

ILLNESS AND WHEN TO KEEP YOUR CHILD AT HOME (and when we will send them home) **When to Keep Your Child at Home guidelines may be different at this time due to health and safety restrictions related to the COVID-19 Pandemic

[District 2022-2023 Safety Plan Link](#)

1. Fever of 100.4 degrees or higher; children must be fever free for 24 hours before returning to school.
2. Vomiting, diarrhea, or severe abdominal pain.
3. A severe cold, sore throat or persistent cough.
4. Nasal congestion or runny nose not associated with allergies.
5. Any open sores or open wounds.
6. Any undiagnosed rash.
7. Red or swollen eyes. (ie pink eye, conjunctivitis)

HEAD LICE

If active head lice are found on any student, he/she will be excluded from the classroom and parents/guardians will be contacted to pick up the student immediately. Excluded students may return to school when they provide proof of treatment. Adequate proof may be a doctor's note, written assurance by the parent or an empty package of approved pediculicide. In order for a treated student to continue to attend school, a second treatment must be done seven to ten calendar days after the initial treatment. Proof of the second treatment shall be provided to the nurse or designee. If nits (lice eggs) are found on any student, parents will be contacted and encouraged to pick up the student immediately. However, if parents are unable to pick the

student up, Board Policy does not allow for the exclusion of students with nits.

Staff shall make every effort to maintain the privacy of students identified as having head lice and excluded for treatment. When an affected student is identified, staff shall examine any siblings or members of the same household. In the event that there are **two or more** students affected **in any one classroom**, all students in the class shall be examined and information about head lice shall be sent home to all parents/guardians of students in the class. It is important to realize that even if a class is checked, parents should follow through with checking their child's head daily. A mild case can easily be missed here at school.

Parents can help the school diminish lice outbreaks by attending to the following:

1. Refer to Department of Health Services (DHS) - A Parent's Guide to Head Lice
<http://www.cdph.ca.gov/HEALTHINFO/DISCOND/Pages/HeadLice.aspx>

2. Regularly examine family members for nits/lice. Nits are tiny grayish-white eggs attached to the hair, near the scalp, especially behind the ears and at the nape of the neck.

3. Remove nits (lice eggs) manually because no pediculicide product kills all the eggs, it is very important to remove all traces of the nits to prevent re-infestation. A special comb for this task is usually provided with the lice treatment product.

4. If you find lice, use an effective head lice treatment. Your pharmacists can recommend an effective pediculicide product. When used as directed, it will be very effective in killing head lice.

5. Wash all clothes, bed linens and towels in hot water and dry on hot cycle for at least 20 minutes. Items that cannot be safely washed, such as stuffed animals, should be dry cleaned or stored in a sealed plastic bag for a minimum of two weeks.

6. Clean combs and brushes in hot, soapy water. Water should be at least 130°F, and it is advisable to let combs and brushes soak in the hot water for 10 minutes.

7. Vacuum everywhere to make sure your home and cars are free of lice.

8. Be sure to recheck your child in 7 - 10 days and provide proof of treatment.

RELEASING CHILDREN TO ADULTS

Parents must sign their child out at the office when removing students from school early. Children will only be released to those individuals listed on the emergency card. If special pick up arrangements are made with persons not listed on the card, you must personally notify the front office. Any pertinent custody information should be brought to the attention of the teacher and principal immediately.

USE OF SCHOOL TELEPHONES

We will not disrupt instruction by placing or transferring calls to classrooms. Messages can be left with the office and will be placed in the teacher's box or forwarded during non-instructional time. Students must have a note from their teacher or permission from the administration to use the office telephone.

CELL PHONE/ELECTRONIC COMMUNICATION POLICY

Many parents have made the decision to give their elementary school children a cell phone/electronic communication device (including watches and gmail accounts). We support this decision with the understanding that electronic communication devices are only to be used at school in the case of a real emergency. As a general rule, students may not use personal electronic communication devices during school hours. Parents should avoid calling/texting/emailing students directly, and instead leave important messages with the school office. In a real emergency, it is always best to call the school so that we can help handle the situation.

The following guidelines for electronic communication will be enforced at school:

Teachers in grades K-2 request that students do not bring electronic communication devices to school. If students bring a device to school, the device must be off and in their backpacks the entire school day. They are not allowed to make or take calls/text messages/emails on their electronic devices during class or at breaks. Upon dismissal, students may use their electronic devices to check messages or make arrangements to get home once they have left the school campus. These rules will be enforced "gate to gate."

We recommend that parents check their child's call history to see if they are making calls during school hours and monitor their child's text message history to see how he/she is using that feature.

*Reference CUSD Policies and Procedures section Academic Integrity-Electronic Devices for additional information.

PARENT INVOLVEMENT **Rules governing Parent Involvement may be different at this time due to health and safety restrictions related to the COVID-19 Pandemic

Parents play a vital role in making Canyon Vista School a success. During Back to School Night, teachers will discuss the many ways parents can be involved in their child's education. We rely heavily on parents to assist us both inside the classroom and at home. While volunteering in any setting, parents are expected to enforce school rules and maintain acceptable student behavior. Parents interested in working directly with students must obtain a Tier 1 Volunteer clearance by completing Livescan fingerprinting. Unfortunately, due to liability, we are unable to accommodate younger siblings on campus, in classrooms, on the playground, in the library, in the pods, on field trips or in the lunch area. Ongoing opportunities are made available to help plan our many school events. All parents are invited and encouraged to join the PTA and to attend meetings.

VISITING CLASSROOMS & CAMPUS **Rules governing Visiting Campus/Classrooms may be different at this time due to health and safety restrictions related to the COVID-19 Pandemic

Teachers structure their day to maximize instructional time and minimize interruptions. Canyon Vista has a "no interruption" policy during daily instructional time. We will not call the classroom to deliver messages or allow parents to interrupt during this time. Please use the school office to make deliveries to students (lunches, homework, instruments, etc.). Messages will be put in the teacher's box to be picked up at their recess or lunch time. All visitors/volunteers must sign in and wear a visitor pass/district-issued volunteer badge. For the

protection of all students and staff, adults on campus without a pass/badge will be questioned and sent to the school office. Parents may not visit students in the lunch area or on the playground without being accompanied by a classroom teacher or school administrator. Parents may arrange with the front office to eat lunch with their child on the patio. Parents must make an appointment with the principal if they need/want an observation of their child anywhere on campus.

*Reference CUSD Policies and Procedures section Attendance/Tardy-Protecting Instructional Time for additional information.

DELIVERIES TO STUDENTS

In order to prevent disruptions to instruction, parents will not be permitted to make deliveries directly to the classroom. All items to be delivered to students (instruments, lunches, homework, etc.) must be left in the school office. Teachers will direct students to pick up items from the office during a time that will not impact instruction. Written messages and homework can also be placed in the teacher's box.

Deliveries of packages, flowers, balloons, cards, etc. may **not** be made to students during school hours. Birthday or party invitations may not be distributed at school unless the entire class is invited.

PULLING SIBLINGS TO WATCH PERFORMANCES

Canyon Vista staff values instructional time and does their best to minimize classroom disruptions. However, staff also recognizes the importance of family and understands that parents may choose to have siblings attend special performances during the school day.

If you choose to have a sibling attend a performance during the instructional day:

- Contact your child's teacher at least 2 days in advance informing her/him that you would like your child to be sent to the MPR for a performance.
- State the exact date and time of the performance.
- Send your child back to class as soon as the performance is over.

Teachers may tell parents what classroom activities will be missed during this time and how those assignments will be made up. **Under NO circumstance is a parent permitted to walk into a classroom and request to pull a student.**

BIRTHDAYS

In accordance with the CUSD Board Policy, two classroom parties are allowed each year. Typically, these parties are held for winter holidays and at the end of the school year. If you wish to recognize your child's birthday, please consider the purchase of a Celebration Book Club book for your child which will become part of our school library collection with your child's name plate inside the cover. Celebration Book Club books are \$20 purchased through the PTA.

Providing food (birthday cake, cookies, fast food, pizza, etc.) **for the class or groups of students is not allowed** for birthdays, **even during lunch**. Flower/balloon/gift deliveries will not be permitted. Please do not put teachers and office staff in the uncomfortable position of turning you away and disappointing your child.

FOOD

Due to numerous food allergies and our district's Healthy Kids Policy and the State laws SB956-Beverages & SB12-Snacks, no foods for the class or groups of students may be served with the exception of events planned and scheduled by the school/classroom teacher.

Recently our District developed a Wellness Policy which was a mandatory requirement of the federal government. This policy is to be displayed at all school sites for the public to view. It is Board Policy 5030 and can be found at http://www.capousd.org/article_5.html.

HOMEWORK

Board Policy 6154(a):

Homework that is properly designed, carefully planned, and which is appropriate to the development of the individual student is an essential part of an effective, well-planned instructional program. Certificated staff shall design homework plans and assignments so that, through their homework, students can reinforce academic skills taught in school and learn how to conduct research effectively, develop ideas creatively, and become life-long learners.

Homework, if properly designed, significantly strengthens student learning and achievement. The Board believes homework is the responsibility of the student. It is the student's job to develop regular study habits and to do most assignments independently. The Board encourages all teachers to view the parent/guardian as a contributing resource and to structure homework assignments to involve the parent/guardian without diminishing the student's sense of responsibility. The Superintendent or designee shall ensure that each school site develops an effective homework plan in accordance with Board policy and administrative regulation.

Each grade level at Canyon Vista has carefully developed a homework plan that considers the students' level of independence and the need to practice previously taught skills at home to strengthen student learning and achievement and to develop regular study habits.

Kindergarten:

Kindergarten sends home a monthly reading log/homework packet that is due on the final day of each month. Homework is intended to reinforce skills that are being taught during the school day. Homework also gives parents an opportunity to gauge how their children are progressing towards the kindergarten standards. Parents are encouraged to support their children for a minimum of 10-20 minutes a night.

First Grade:

1st Grade sends home a weekly homework menu each Friday. The homework is expected to be completed by and is due the following Friday. Homework is intended to reinforce and practice skills that have been taught during the week. Students are also expected to read for 20 minutes daily; this reading is to be recorded on the reading log at the bottom of the menu. There are also OPTIONAL activities listed on the menu that the student may also choose to complete. There will be grade-level appropriate consequences for incomplete and missing homework.

Second Grade:

At the beginning of each week, a Weekly Homework Log will be sent home. Parents are asked to check homework for neatness and completion. Homework will be collected and checked off on Friday. There will be grade level appropriate consequences for incomplete and missing homework.

Third Grade:

Third graders have nightly homework in math, spelling, and reading. Math homework is assigned daily and checked the following day to reinforce concepts. Spelling homework and reading logs are assigned on Monday, and to be completed at any time during the week and turned in on Friday. Students read 20 minutes nightly and respond on a weekly reading log. Parents are

asked to check homework nightly for completion and neatness. Any student with incomplete or missing homework will be given an incomplete/missing homework slip. The assignments will be sent home to be completed and submitted the following school day.

Fourth Grade:

Most fourth grade students are ready to do their homework independently. This may be challenging at times, yet will be important to practice concepts taught in class and to prepare students for the demands of fifth.

Homework should take approximately 40 minutes daily plus additional reading. Students in Strings and Band may also have instrumental practice. Unfinished classwork or late work may also impact homework.

Teacher Responsibility: Teacher will model all homework and check it daily.

Student Responsibility: Students will be responsible for writing their assignments in their planner Monday through Thursday and will be expected to complete assignments daily both neatly and completely.

Expected homework includes:

- ELA, Math, Science, HSS unfinished classwork, long-term writing assignments and follow-up activities
- Independent reading
- Vocabulary practice
- Study time (for quizzes/tests in Vocab., ELA., Soc. Stud., Sci., and Math)

Parent Responsibility: Parent will check planners and homework for completion

Late Homework: If a student does not complete homework, parents will be notified with a Friday Progress Report.

Fifth Grade:

Most fifth grade students are ready to do their homework independently. This can be challenging at times, yet will be important to practice concepts taught in class and to prepare students for the demands of middle school.

Homework should take approximately 50 minutes daily plus additional reading. Students in Strings and Band may also have instrumental practice. Unfinished classwork or late work can also impact homework.

Teacher Responsibility: Teacher will visually model all daily homework and check it daily.

Student Responsibility: Students will be responsible to write down their assignments in their planner Monday through Thursday. Homework is expected to be turned in neat and complete daily.

Expected homework includes:

- Independent reading
- Vocabulary practice
- Reading
- Math page(s)
- Study time for quizzes and upcoming tests in content areas.

Parent Responsibility: Parent will check homework and initial planner daily.

Late Homework: Student will be fined. Friday progress reports will indicate the number of

missing homework.

LOST AND FOUND

Labeling jackets, sweaters, and lunch pails will help us return misplaced items to their proper owner. The Lost and Found is located in the lunch area. Any unclaimed items at the winter holiday and at the end of the school year will be donated to a charitable organization.

LUNCH PROGRAM

During the 2022-23 school year, school lunches will be provided at no cost to all students. Students WILL be using pin pads this school year and need to know their 7 digit ID numbers. Families are encouraged to practice their numbers at home.

If you have any questions regarding the CUSD lunch program, please contact Food Services at (949) 234-9501.

TO/FROM SCHOOL: WALKING, DROPPING OFF & PICKING UP YOUR CHILD

Students are not to arrive at school prior to 7:30 AM when teachers are on duty. There is no supervision prior to that time, and children may not be on campus unsupervised. Once on campus, students must sit/stand in designated classroom lines until the bell rings. Students may not play or use the playground equipment before school.

For driving parents:

ARRIVING TO SCHOOL:

- All vehicles will turn from Wood Canyon onto Westridge, and then turn left onto Oak View.
- Only the right lane of cars may legally and safely turn right into the school lot or pull forward to the upper drop/off and pick up area.

NO LEFT TURN INTO SCHOOL:

- Left turns into the school driveway are against the law during opening and closing hours as well as left turns out of the driveway. See signage.

NO U-TURNS:

- U-turns are **not** allowed on Oak View between Gatewood and Wood Canyon near the school. Please be courteous to our neighbors, and do not make u-turns at neighborhood openings.

UPPER CURB DROP OFF AND PICK UP AREA:

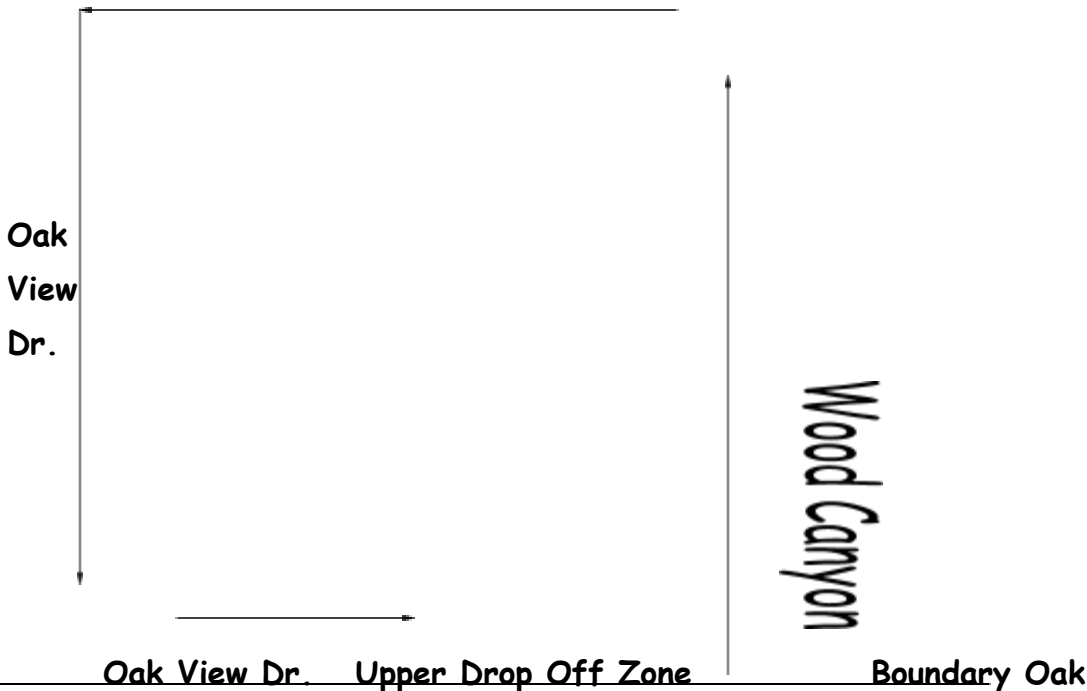
- Students may be dropped off or picked up at the upper level curb in front of the school on Oak View.
- It is illegal to park on the street in the upper pick up area at any time of the day or evening.

DROP OFF OR PICK UP IN THE LOT:

- Stay in your car at all times.
- Display your child's full name on your dashboard for faster pick-up
- Keep pulling forward in the right hand lane to the grass area until traffic stops.

- Children should keep their backpacks on their lap and be ready to exit the car.
- The left hand lane is a passing lane or for parents who plan to park in the unmarked parking spaces in the lot. It is not to be used for drop off purposes.
- All staff parking spaces are assigned to staff members. **Parents may not park in staff spaces at any time.**

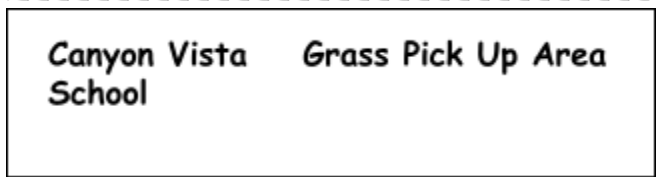
Westridge Dr.



Canyon Vista Parking Lot

Left Lane Passing Lane Only: no drop offs

Drop Off/Pick Ups Right Lane-Pull Forward
Parents need to stay in their cars and keep pulling forward



WALKING TO SCHOOL

Please consider walking to school whenever possible to decrease traffic in our neighborhood and in our parking lot. To keep all our students safe, we highly recommend parental supervision when children are walking to school. There is a crossing guard provided by the City of Aliso Viejo to ensure the safe crossing of students across Wood Canyon. The guard is at his/her station for 15 minutes before and after school only.

PETS ON CAMPUS

According to CUSD policy, pets are not allowed on campus even on a leash. We ask parents who walk to school with their dogs to refrain from entering campus.

BICYCLES/SKATEBOARDS/ROLLERBLADES/RAZORS/ROLLERSHOES/MOTORIZED BICYCLES & VEHICLES

Bikes may be ridden to and from school by 3rd, 4th and 5th grade students only. Please contact the principal if you have an extenuating circumstance for a younger child. Helmets and bike locks are required. The school is not responsible for stolen bicycles. Bicycles may be locked in the bike rack near the stairs leading to the upper pick-up area. Bike riding is not permitted on school grounds. For safety reasons, skateboards, Razors, scooters, rollerblades, roller shoes, and motorized bikes/scooters may not be ridden to/from school or on school property. Skateboards, Razors, scooters, hoverboards, motorized bicycles and other motorized vehicles are strictly prohibited on any CUSD campus, even after hours.

*Reference CUSD Policies and Procedures section Attendance/Tardy-Arrival To/Departures From School for additional information.

SCHOOL WIDE BEHAVIOR EXPECTATIONS

Canyon Vista has developed a set of school-wide expectations which focus on the following principles: RESPECT, READINESS and RESPONSIBILITY. The Canyon Vista School-Wide Matrix articulates specific behaviors expected in all areas of our school.

Expectations:	Classroom	Playground	Walkways & MPR	Lunch Area	Library and Computer Lab	Before and After School
Respectful	Follow teacher instructions Listen attentively Allow students to learn	Listen to supervisor instructions Be kind and fair to all students	Remain silent in learning areas Keep hands to yourself	Follow supervisor instructions Use appropriate table manners	Listen to directions and use quiet voice Push in chairs and leave your area clean and ready	Listen to supervisor directions Respect our school campus and student property
Ready	Bring all tools needed to class Participate and show maximum effort	Freeze and stop playing when bell rings Walk directly to line Be prepared to walk back to class and learn	Listen to instructions Use hallways for transitions only	Wait patiently in cafeteria line Wait silently to be dismissed	Follow the check in and out procedure Take care of the books and computers	Walk directly to your line before school Walk directly to your pick up area after school and wait respectfully for your ride
Responsible	Stay focused and on-task Complete all classwork and homework	Follow game rules Use restrooms during recess and follow bathroom rules Return equipment	Walk directly to your assigned area	Recycle and throw trash away Walk to the playground after dismissal	Use space-saver sticks when looking through bookshelves Return books on a timely basis Use safe websites	Remain outside school building before and after school Use crosswalks and keep behind yellow lines

POSITIVE REINFORCEMENT

School-wide appropriate behavior is reinforced using Caught a Croc/Croc Cash. Students may earn a Croc Cash for demonstrating any Ready, Respectful, and/or Responsible behavior in any school setting. Various denominations of Caught a Crocs can be exchanged for privileges/rewards that will be established, communicated, and posted at each grade level.

RULES IN THE LUNCH AREA

The lunch area is adjacent to classrooms at several different grade levels. It is necessary for students to follow all lunch area rules so that instruction in adjacent classrooms is not interrupted. This includes maintaining quiet voices at all times.

1. **Walk** quietly to and from the lunch area.
2. Be quiet and orderly while in the lunch line/area.
3. Raise your hand to get permission to use the restroom.
4. Do not share food.
5. Sit properly with legs and feet under the table.
6. Never throw food or other objects.
7. Pick up all trash at your seat and around your assigned table.
8. Put all trash in lunch area trash cans.
9. When you finish eating, wait to be dismissed (one table at a time) by the student

supervisors.

10. Once excused, do not reenter the lunch area.
11. Always respectfully follow the instructions of the student supervisors.

RULES IN THE RESTROOMS

1. Use the restrooms for intended purposes.
2. Wash your hands after using the restroom.
3. The following activities are not permitted:
 - a. playing in or near the restrooms
 - b. looking under stall doors or climbing on toilets/stalls
 - c. clogging the toilets/urinals with paper towels, sand, etc.
 - d. writing on the walls or stalls
 - e. throwing paper on the walls or ceilings
 - f. putting anything on the mirrors
 - g. eating in the restrooms
 - h. loitering or "hanging out"

RULES ON THE PLAYGROUND

1. Students must **walk** from the classroom/lunch area to the playground
Running is generally not permitted on the blacktop. Exceptions include while playing organized games such as Basketball, Handball Baseball or Four Corners.
2. Play safely, without roughhousing.
Students are not permitted to fight, pretend to fight or practice martial arts. Students must always keep their hands, feet and body to themselves.
3. Only use equipment provided by the school or your teacher.
Toys and sports equipment from home are not allowed at school.
4. All equipment should be used for its intended purpose.
Students are not permitted to sit on or kick the red balls.
5. Students must have permission from a Student Supervisor to leave the playground or go to the office for any reason.
6. Play only in designated areas.
Students may not cross the yellow lines without permission from a Student Supervisor.
Students may not play behind the YMCA portables.
Students may not play or be in the backpack storage areas.
Students may not loiter in or near the bathrooms.
Students may not climb trees, fences or backstops.
7. Students may not use rocks, chalk, pencils, crayons or any other device to write/draw on the blacktop.
8. Playground equipment may not be used before school.
9. Food is not allowed on the playground.
10. Rocks, sticks, pinecones, etc. may not be picked up, kicked or thrown at any time.
11. Students will freeze and sit/crouch down when the bell rings and wait for the playground supervisor to blow the whistle before **walking** to their line.
Students must get off the big toy/swings and out of the woodchip area.
Balls must not be bounced, kicked, hit, or thrown after the bell.
12. Students are required to quietly sit in line, facing forward, keeping hands/feet/body to self until their teacher comes for them.
Students are required to stay in line, keeping hands/feet/body to self and voices off while walking from the playground into the building/classroom.

13. Observe Canyon Vista's specific playground rules for each game and play area:

Rules for all Activities in the Big Toy Area:

- Always **walk** on the Big Toy.
- Never play chase or tag on the Big Toy or in the woodchip area
- Never jump off the Big Toy
 - Always use steps, ladders, slide, and poles appropriately to get off the Big Toy
- Do not pick up, throw, kick, or dig in the woodchips

Slide:

- Go down the slide feet first, facing forward and in a seated position.
 - Students may not slide head first or on their stomachs.
- Only one student may go down the slide at a time.
- Never climb up the slide.

Horizontal Ladder (Monkey Bars):

- One student may use the monkey bars at a time.
- Always start at the end closest to the Big Toy Structure and go across the bars moving **away** from the structure.
- Always use every rung. Do not try to skip ladder rungs.
- Do not pull on students using the monkey bars (always keep hands to self)

Swings:

- Always sit in the swing facing away from the school building.
 - Do not kneel, lay, straddle, twist, or stand on the swings.
- Come to a complete stop before getting off the swings.
 - Students may not jump off the swings while still swinging.
- Students may not push other students on the swings.
- A "turn" is 30 swings.
- When waiting for a turn on the swing, always line up outside the wood chips.
 - The first person in line should count 30 swings.
 - A swing is counted each time the swinger swings forward (toward the counter).
- A student can swing more than 30 swings if no one is in line for the swing.
- A student should not count the turn of someone swinging if there is an open swing.
- When a student has completed his/her turn and all the swings are occupied, that student may choose **any** line to wait for another turn.

Rules for all Activities on the Field:

- Running is permitted on the field.
- Students may play imaginative games that do not involve play/real fighting of any kind.
 - Students must keep their hands/feet/body to themselves.
- Each field game has a designated play area.
 - Students should not play in or walk/run through a designated field game area unless they are participating in that particular game.
- Students may not shake, lean on or climb any fences, soccer nets or backstops.
- Students may not play behind the YMCA portables
- Students may not climb on, pick from, or harm in any way any trees/plants/bushes.

Two Finger Tag:

- Tag is permitted on the field only
- Tag must be played outside the designated Soccer, Kickball, and Football areas.
- The student who is "it" will tag another student using only one hand and using only **two fingers**.
 - Students playing tag must refrain from pushing, knocking down, or slapping/hitting another student when "tagging" - The "two finger" rule will help avoid these situations.

Gymnastics:

- Two hand Cartwheels and on the ground Somersaults are the only permissible gymnastics.
- Gymnastics (cartwheels and somersaults) are only permitted on the field.
- Students may not help others with gymnastics moves
 - Students must keep their hands/feet/body to themselves

Kickball:

- The game is played at the backstop closest to the YMCA portables
- Players must use a rubber kickball (not a red ball or soccer ball)
- The game is played by two teams (in a similar fashion to baseball).
 - Students can get support from an adult to choose teams if needed.
- The kicking team stands behind the backstop in kicking order.
 - The kicking order continues each inning where it left off the previous inning.
- The kicker stands behind home-plate and tries to kick the ball that is rolled to him/her by the pitcher who is standing at the pitching line.
- If the kicker fails to kick a ball which rolls inside the kicking circle (the strike zone) - a strike is recorded against him/her.
- If 4 balls are pitched that do not enter the strike zone, the ball is given to the kicker for a free kick. The kicker is permitted to place the ball anywhere within the kicking circle.
- After kicking the ball, the kicker runs to first base (and may continue to other bases).
- The kicker is out when he/she:
 - Has three strikes
 - Is thrown out at first base.
 - Is tagged with the ball before reaching the base
 - NOTE: A fielder may not throw the ball at a runner in an attempt to get the runner out.
 - Kicks a fly ball that is caught before it touches the ground.
 - Kicks a foul ball on a free kick
- The runner is out when he/she:
 - Leaves the base when a ball is being pitched.
 - Is forced to run to the next base and does not arrive there before a fielder with the ball touches the base.
 - Is tagged with the ball by a fielder.
 - Fails to touch a base while running and the fielder tags the runner or the base before the runner returns.
 - Passes another runner.
 - Touches a base which is occupied by another runner.
- The kicking team receives a point for each kicker/runner that successfully crosses home-plate.
- After 3 outs, the teams switch sides.

Soccer:

- Soccer is played on the field between the two goal nets. Only soccer balls may be used to play soccer.
- The game is played by two teams.
 - Students can get support from an adult to choose teams if needed.
- The object of the game is to get the ball in the opposing team's goal. The team with the most goals is the winner.
- To start the game, the ball is placed at mid-field and teams are lined up on their respective sides of the field. Only the kicker may be in the center for the opening kick, and all other players must remain outside the center until contact is made with the ball.
- As long as the ball stays on the field, the game is in play.
- NO HANDS or ARMS! Except when throwing the ball in from out-of-bounds, no players are allowed to touch the ball with their hands except the goalie.
- NO HEADS! Other than their hands and arms, players can use any part of their body below the neck to contact the ball. They may use their shoulders, chest, feet, legs or thighs to stop, control, or pass the ball.
- NO PUNTING/DROP KICKING! No players, including the goalie, are allowed to drop-kick.
- If the ball goes out of bounds over the side line, the team who did not kick the ball out of bounds, gets to throw the ball back in.
 - Students must use two hands to throw the ball back in.
- If the Offensive team kicks the ball out of bounds over the end line, the offensive team makes a goal kick to get the ball back in play.
 - A goal kick is a kick towards the goal with the defending team prepared to block.
- If the defending team kicks the ball out of bounds over the end line, the offensive team makes a corner kick to get the ball back in play.
 - A corner kick is made from the corner of the field closest to the end line that the ball crossed.
- A goal is scored when the ball crosses the goal line between the goal posts.
 - A goal is worth 1 point.
- After a goal is scored, the ball is reset in the center circle for a kick-off by the team that was scored on.

Ultimate Football:

- Ultimate football is a combination of football and ultimate Frisbee. It is a **non-contact** sport that requires teamwork. The object of the game is to score by catching a pass in the opponent's end zone.
 - The passer (person with the football) must find a teammate to pass the ball to within 10 seconds. The passer may not walk or run with the ball, but may pivot or turn.
 - Offensive players need to move to an open space in order to receive a pass.
 - Defensive players must guard their opponents - keeping opponents from catching or making a pass.
- Ultimate football may be played on the far right side of the field in the space behind the soccer goal post.
 - Students may use cones to establish the end zones. The two end zones should be approximately 40 yards away from each other.
- The game is played by two teams.
 - Students can get support from an adult to choose teams if needed.

- Play rock, paper, scissors to determine which team will start with the football.
- The game starts with all the players of the offensive team behind their goal line.
 - Defensive team begins on the field at least 5 yards back.
 - Once the offensive players enter the field, the passer has 10 seconds to pass the ball.
 - After the first pass, the ball is in play.
- A team moves the ball down the field by passing and catching.
- A player must stop running while in possession of the football, but may pivot and pass to any of his/her teammates on the field.
- Offense/Defense turnovers occur when a pass is dropped, intercepted, thrown out of bounds, when a player holds the football longer than 10 seconds, or when a player takes a step while holding the football.
 - The ball is back in play as soon as the new offensive player takes/picks up the ball.
- There is **no physical contact** in Ultimate Football.
 - Holding, reaching over the back, pushing, or knocking the ball from a player's hands is considered a foul.
 - The penalty for a foul is a free throw awarded to the fouled player. During a free throw the fouled player gets to throw the ball without being defended by his/her opponent.
 - The ball may be thrown overhand or underhand - forward, backward, or sideward.
- A goal occurs when a player catches a ball in his/her end zone.
 - Each goal is worth one point.

Rules for all Activities on the Blacktop:

- Students must walk on the blacktop
- Students may play in designated game areas
 - Students may not cross the yellow lines without permission
 - Students may not loiter/play in the backpack storage area or bathrooms
 - Students may not bounce balls against the building, windows, doors, etc.
 - Students may not play in or around the raised planters
 - Students may only enter Savannah's Garden with an adult.
- Students may not pick vegetables, fruit, flowers, or any plants from the gardens.
- Students may not pick up, play with, or relocate the caterpillars or lizards.
- Each blacktop game has a designated play area.
 - Students should not play in or walk through a designated blacktop game area unless they are participating in that particular game.

Four Square:

- The game is played by four players in a square.
- The ball is dropped by player #4 and is served underhand to square #1.
- The ball must hit in the square and then be bounced to another square after the first bounce.
- When a player misses a pass or violates the rules, the player leaves and gets in line, remaining players shift clockwise on the square, and a new player enters from the line.
- The ball must be hit/passed with **two open hands** (palms). Fists may not be used.
- Students may not hold the ball.
- The ball must be bounced once, and only once, in each player's square before he/she can attempt a return.
- There is no limit as to how high or how low a hit may be.
- Serves may not be rejected unless hit incorrectly.

Four Corners/Switch:

- The game is played by five players. Four players each stand on the corner of a square. The fifth player stands in the middle of the square.
- When the player in the center yells "switch" - the other four players must move to a different corner of the square.
- The player in the center tries to beat another student to a corner of the square.
 - Students must be cautious to not push, knock down, slap/hit others when competing for a corner.
 - A student whose foot is on the corner of the square first has won the position.
- If the student who started in the middle does not win a corner, he/she has a total of 3 attempts before he/she is out and returns to the end of the line. The next player in line enters the middle of the square.
- If a student originates on and loses a corner, that student returns to the end of the line. The next player in line enters the middle of the square.

Tetherball:

- Game is played by two players
- The server starts the game by tossing the ball into the air and striking it with his/her hand or fist in the direction chosen.
 - The ball may only be hit with hands or forearms.
- The opponent may not strike the ball until it passes the opponent on its second swing around the pole.
- As the ball travels, each player tries to hit it (in opposite directions) in an effort to wind the rope completely around the pole.
- Stopping, holding, or catching the ball or rope is not allowed
- Each player must stay on his/her side of the court
- The player who first winds the rope completely around the pole in the direction of their play wins the game.

Hop Scotch:

- Each player needs a beanbag.
- The first player stands behind the starting line to toss his/her beanbag in square one.
- The player hops (on one foot) to the last square where he/she turns around and hops back.
 - A player must always hop over any square where a beanbag has been placed.
- As the player returns, he/she stops to pick up his/her beanbag before hopping into that square and out.
- The player then tosses the beanbag into the next square and repeats the process.
- All hopping is done on one foot unless the hopscotch design is such that two squares are side by side. Then two feet can be placed down with one in each square.
- A player is out, and it is the next player's turn, if:
 - The beanbag fails to land in the proper square
 - The hopper steps on a line
 - The hopper loses balance and puts a hand or foot down
 - He/she goes in a square where a beanbag is
 - He/she puts two feet down in a single box

Handball Baseball:

- The game is played at the large square closest to the recycling container
 - Home-base is the corner closest to the recycling container
- The game is played by two teams (in a similar fashion to baseball).
 - Students can get support from an adult to choose teams if needed.
- The "batting" team stands against the recycling container in socking order.
 - The batting order continues each inning where it left off the previous inning.
- The batter stands behind home-plate and tries to sock the ball that is bounced to him/her by the pitcher who is standing at the pitching line.
- If the batter fails to sock a ball which bounces inside the strike zone - a strike is recorded against him/her.
 - If 4 balls are pitched that do not enter the strike zone, the ball is given to the batter for a free sock. The batter holds the ball with one arm extended out holding the ball and the other hand socks the ball forward.
- After hitting the ball, the batter runs to first base (and may continue to other bases).
- The batter is out when he/she:
 - Has three strikes
 - Is thrown out at first base.
 - Is tagged with the ball before reaching the base
 - NOTE: A fielder may not throw the ball at a runner in an attempt to get the runner out.
 - Hits a fly ball that is caught before it touches the ground.
 - Hits a foul ball on a free sock.
- The runner is out when he/she:
 - Leaves the base when a ball is being pitched.
 - Is forced to run to the next base and does not arrive there before a fielder with the ball touches the base.
 - Is tagged with the ball by a fielder.
 - Fails to touch a base while running and the fielder tags the runner or the base before the runner returns.
 - Passes another runner.
 - Touches a base which is occupied by another runner.
- The batting team receives a point for each batter/runner that successfully crosses home-plate.
- After 3 outs, the teams switch sides.

Dodgeball:

- Dodgeball may only be played during PE or under the direct supervision of an adult.
- Supervising adult will establish the rules of play before the game begins

Handball:

- Handball is played on the handball courts with a red ball
 - Handball may not be played against the school building or any other wall/fence.
- Two players play at a time.
 - Additional players wait in line on the side of the handball court
- Players alternate to hit the ball against the handball wall.
 - The ball must be hit with hands or fists.
 - Hands/palms may be flat, but players may not hold the ball.
- The ball must hit the ground, then hit the wall and fall back within the boundary lines

onto the ground for play to continue.

- o The ball must bounce once (and only once) before it hits the wall.
- o If the ball is hit outside the white boundary line, the person hitting the ball is out.
- The server has two chances to serve the ball to start the game.
- A player is out when the ball fails to hit the wall, land within the boundary lines, or is missed.
- Students may not hold or block the ball at any time during the game.
- **NO SPECIAL RULES OR VARIATIONS WILL BE ALLOWED AT SCHOOL**

Basketball:

- Basketball is played by two teams on the basketball court.
 - o Students can get support from an adult to choose teams if needed.
- Each team is assigned a basket to defend.
 - o The other basket is their scoring basket.
- The ball is moved down the court toward the basket by passing and dribbling.
- The game begins with a "tip off"
 - o One player from each team stands at center court. Another player or referee will toss the ball up between the two. The player that gets his/her hand on the ball will "tip" it to a teammate.
- Players can get the ball from the other team by:
 - o Stealing - taking the ball while it is being bounced or passed
 - o Fouls - illegal physical contact results in a player losing the ball for his/her team.
 - Illegal physical contact includes hitting, pushing, slapping, holding, tripping
 - o Violations - breaking the rules of the game results in a player losing the ball for his/her team.
 - Violations include walking or traveling with the ball, carrying or holding the ball, and dribbling the ball with both hands on the ball at the same time.
- When a team scores a basket, they get two points and the ball goes to the other team.
- When a team scores a basket outside of the three point arc, they get three points and the ball goes to the other team.
- To re-start play when the other team gets the ball (except for in a steal), a player stands outside the court and passes the ball to another player on his/her team.

Basketball Related Games:

Lightning

- A minimum of two players is required. Two basketballs are required to play.
- The objective of the game is to make free throws in order to survive, while at the same time, eliminating the other players.
- The game begins with all players lined up in a straight line starting at the free throw line and extending towards half court. The first two players start with a basketball.
- Player one shoots a free throw and tries to make it. If the player misses, he/she must grab the rebound and score as fast as possible. Player one's subsequent shots do not need to be from the free throw line. He/she can shoot a jump shot, lay-up or whatever is needed in order to score fastest.
- Player two cannot shoot until after player one has shot their first free throw. The goal for player two is to score a basket before player one does. If player two misses their free throw he/she must also rebound their miss and make a shot as quickly as possible.
- The first player to make a basket passes the ball to the next player in line and then goes to the back of the line. The player who fails to make a basket is eliminated.

- o All eliminated players stand off to the side until the game is finished.
- The game continues like this until only one player is left standing.

HORSE

- H-O-R-S-E is a game played by two people on a basketball court.
- Player one shoots a basket from any location.
- If player one makes it, player 2 must duplicate the shot (from the same location).
- If player 2 does not duplicate the shot, he/she gets the letter "H"
- If player 1 does not make the shot, player 2 may take a shot from any location.
- If his/her shot is made, the opponent is obligated to duplicate it.
- Each time a shooter misses a shot that he/she attempted to duplicate, a letter in "HORSE" is earned.
- The game continues until one person accumulates all 5

PROGRESSIVE DISCIPLINE

Canyon Vista utilizes a progressive discipline model that creates a safe and positive learning environment through teaching problem solving and recognizing positive behavior. We believe that when positive behavior and excellent teaching come together, our students' potential will be maximized. In addition to recognizing and reinforcing positive behavior, Canyon Vista staff will respond to inappropriate behaviors in the following manner:

VIOLATION OF A SCHOOLWIDE STANDARD (Minor Behavior)

1ST Step/Offense	Redirect and restate expectations/rules
2nd Step/Offense	Teacher intervention(s)*
3rd Step/Offense	Teacher intervention(s)*
4th Step/Offense	Different intervention(s) and parent notification
5th Step/Offense	Referral to administrator

*Teacher Interventions

Teachers will intervene using strategies meant to change behavior. Interventions may include prompting, seat change, restitution, change task, break and/or teacher-student conference. Interventions may also include loss of school privileges/activities. School of Choice students may be sent back to their home school based upon behavior, citizenship and attendance.

**SEVERE/MAJOR Behaviors

The following infractions are of a serious nature and require the immediate attention of an administrator. These offenses may result in law enforcement notification, immediate suspension and/or recommendation for expulsion.

1. Dangerous Behaviors
 - a. Bodily harm to another person/fighting
 - b. Threats of harm to another student or staff member
 - c. Sexual harassment
 - d. Possession of a weapon
2. Damage to school and/or personal property
3. Selling or possession of a controlled substance

4. Stealing
5. Bullying (as defined in handbook)
6. False alarm

*Reference CUSD Policies and Procedures section Student Conduct and School-Wide Intervention Plan for additional information.

BULLYING

Bullying of any kind will not be tolerated. Bullying, as defined by California law and Board Policy, involves pervasive verbal, written or physical misconduct that interferes with a student's educational opportunities and/or places a student/staff member in reasonable fear of physical, emotional or mental harm. While being aware of children's teasing and acknowledging injured feelings is always important, school staff will consider **bullying** to specifically be hurtful or aggressive behavior toward an individual or group that appears to be unprovoked, intentional, repeated over time, and involves an imbalance of power.

When reports of bullying are made, parents will be notified, an investigation will be conducted, appropriate consequences will be issued according to progressive discipline guidelines and incidents will be documented in accordance with Board Policy.

Students at Canyon Vista are taught the definitions of Rude vs. Mean vs. Bullying and encouraged to only use the term "bullying" in the appropriate context.

Rude = *inadvertently* saying or doing something that hurts someone else.

Mean = purposefully saying or doing something to hurt someone once or twice.

Bullying = intentionally hurtful/aggressive behavior that is unprovoked, repeated over time, that involves an imbalance of power.

*Reference CUSD Policies and Procedures section Student Conduct/Bullying Board Policy 5131.2a) for additional information: <https://safety-capousd-ca.schoolloop.com/policies>

UPSTANDER

As part of our anti-bullying campaign, Canyon Vista discourages students from being a *Bystander* by encouraging them to be an *Upstander*. An Upstander is an ordinary student who engages in extraordinary acts of:

- Kindness** - Genuinely care for other people, and think about the needs of others.
- Courage** - Do the things that may be difficult or unpopular in order to help others.
- Honesty** - Students are expected to be honest in their work, leisure, and relationships with others.
- Respect** - Self-respect allows us to take pride in our behaviors and our work. Respecting others means valuing different ideas and points of view.
- Fairness** - Students play by the rules, take turns and share.
- Responsibility** - Students are accountable for their actions, take responsibility for their learning and social wellbeing,

and recognize their duty to positively represent Canyon Vista

All staff members recognize these Upstander characteristics through daily affirmations and awards that are presented to students at the flag assembly. Reinforcing lessons are presented throughout the year and Upstander vocabulary is used during daily instruction.

DRESS CODE

The CUSD Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school District is responsible for ensuring that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization, shaming, or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, or religion.

Students must wear a shirt (with a minimum of a 1 inch wide strap and fabric in the front, back, sides immediately under the armpits), and pants/jeans or the equivalent (for example, sweatpants, opaque leggings, or shorts), or a dress or skirt, and shoes (as appropriate for the environment and activity).

Hats/Beanies may be worn on the playground to protect from the weather but may not be worn in the building/classrooms except when special permission is granted by the administration or teacher for dress up days and/or other specified school events.

Students may not wear any clothing/apparel or accessories displaying profanity, considered unsafe, dangerous or a health hazard, bare midriffs, strapless tops and halter tops, backless shirts, swimsuits, any item that obscures the face (except as a religious observance or medical/safety necessity), or any clothing which allows undergarments to be exposed.

Dress Code violations that present a **safety hazard** will be addressed immediately. The most common safety related violation is inappropriate shoes. Unsafe shoes include heels, open toed, flip-flops, shoes without a back-strap, shoes missing laces and/or shoes with torn/damaged soles. If a student wears unsafe shoes to school, parents will be contacted to deliver appropriate/safe shoes. Students with unsafe shoes will not be permitted to participate in PE or recess play activities. Other unsafe Dress Code violations may include large/dangling earrings and clothes that are too large.

If possible, Dress Code violations will be addressed through the removal or cover-up of the item that violates dress code. In addition, a reminder notice will be sent home with the student.

*Reference CUSD Policies and Procedures section Student Dress and Grooming Standards-Dress Code Enforcement for additional information.

LIBRARY

Checking out a book from Canyon Vista's library is a privilege that comes with responsibilities. All books checked out by a student should be returned by the due date. Students who fail to return a library book will not be permitted to check out a new book. Students are not to write or draw in library books, tear pages or remove labels/barcodes. Students are responsible for any damage to or loss of a library book. Parents/guardians are responsible for paying for repair/replacement costs of damaged or lost library books. If a student checks out a book that has been previously damaged in any way, the student is responsible for reporting the damage to his/her teacher immediately in order to avoid being held responsible.

CLASS ASSIGNMENTS/CHANGES

Our staff makes all class assignments. Specific teacher requests will not be accepted. No changes will be made to class assignments during the first 10 days of school. Requests for changes should be made in writing to the principal and must include the specific reason for the request. After enrollment changes during the first 10 days of school, personnel will consider all requests, make placement decisions, and families will be informed of the decision.

CHILD CARE

The YMCA operates an on-campus daycare program. For information regarding services and fees, please contact the YMCA at their main office in Laguna Niguel at 495-9622. The Canyon Vista YMCA number is 831-1264.

STAYING INFORMED

Newsletters and school flyers will be emailed home. To sign up for our automatic email and phone message system (School Messenger), please go to the Canyon Vista website at www.capousd.org/cves/. In case of an emergency, this mode of communication would be the most effective to quickly reach as many parents as possible. Your email will be on a district Listserv and you will not receive any SPAM as a result of being on our list.

COMPLAINTS AGAINST SCHOOL PERSONNEL

Capistrano Unified School District exists to provide the best educational and learning environment possible for all students entrusted in its care. To that end, the District welcomes constructive criticism of policies, programs or operational decisions in order to improve its efforts and be responsive to its clients.

Students, parents/guardians, and community members within the District having a complaint or disagreement about a District issue, situation or employee decision or action and seeking a specific redress are asked to follow the procedures outlined in Board Policy 1312.1 in order to have the complaint, grievance or difference of opinion addressed in an orderly manner. Board Policies are available for review at your child's school or at the District office.

In the interest of protecting the rights of anyone seeking redress of a perceived grievance, no harassment or retaliation of any kind against a student, parent/guardian, or community member shall occur because a complaint was filed.

In an effort to seek immediate resolution of the concern, the complainant shall first interact with the individual who is the subject of the complaint or is in the best position to address the complaint if it is a non-personnel matter. If the complaint is not resolved at the direct contact

level, the complainant shall confer with the immediate supervisor of the employee who is the subject of the complaint or who is in the best position to take action on a non-personnel related complaint. The supervisor shall communicate with the employee who is the subject of or closest to the complaint, and any other involved parties, in an attempt to assist in informally resolving the issue.

If the complainant is not satisfied with the outcome and chooses to pursue resolution to his/her personal satisfaction, the complaint may proceed to the formal level. The complainant shall obtain (from the school office or district office), complete, and submit a Complaint Form to the principal or appropriate department head. The principal or department head shall review the completed Complaint Form and provide a copy to the employee who is the subject of the complaint (or in a position to resolve the complaint) and other involved parties, as he/she deems appropriate. If you have any questions, please contact the school principal.

*Reference CUSD Policies and Procedures for additional information.

APPENDIX - CUSD Elementary School Policies and Procedures



CAPISTRANO UNIFIED SCHOOL DISTRICT

**ELEMENTARY SCHOOL DISCIPLINARY
POLICIES AND PROCEDURES**

2022-2023

KIRSTEN VITAL, SUPERINTENDENT

**33122 VALLE ROAD
SAN JUAN CAPISTRANO, CA 92675
949-234-9200**

CAPISTRANO UNIFIED SCHOOLS DISTRICT
Elementary School Policies and Procedures

The Capistrano Unified School District (CUSD) is committed to providing a safe and orderly setting in which students enjoy a positive academic and social environment. Students who comply with basic discipline guidelines and work diligently on academics will reap a variety of rewards.

With your student, please review the CUSD School Policies regarding:

- Academic Integrity
- Attendance/Tardy
- Student Conduct
- Student Dress and Grooming Standards
- School-Wide Student Intervention Plan

ACADEMIC INTEGRITY

CUSD students, teachers, administrators and parents are encouraged to base relationships on a fundamental notion of trust. With trust comes the ability to establish productive staff-student-parent relationships. Therefore, academic dishonesty (hereinafter “cheating”), in any form (including students working together in pairs or groups unless specifically directed to do so by the teacher), will not be tolerated. Cheating undermines the academic process, destroys students’ integrity, and shatters the trust necessary for productive relationships. This Academic Integrity Policy applies to both Distance Learning and In-Person learning programs.

Cheating may include, but is not limited to, the following:

- Copying another student’s homework
- Copying another student’s answers on a test
- Using an unauthorized prompt sheet
- Using unauthorized technology (including a calculator) during a test or quiz
- Making homework available to another student so he/she may copy the answers •
- Plagiarizing another author’s work
- Cutting and pasting passages from the Internet into an assignment without notation for the author •
- Forged notes (student signing his or her parents’ name)

Electronic Devices:

Electronic devices include, but are not limited to cell phones, calculators, wearable technology, tablets, computer, e-reader, pagers, and cameras. While students may bring electronic devices on campus, these devices must be turned off during class time unless approved by the teacher (including tutorial). Misuse of electronic devices may cause devices to be confiscated. The school is not responsible for damage or loss of electronic devices.

Having visible access to a cellular phone or any other electronic device during a quiz or test will be considered a violation of the school academic integrity policy.

Technology:

All students will follow all rules, regulations, and guidelines in the Student Acceptable Use of Technology Administrative Regulation 6.7, which can be found on the district webpage.

ATTENDANCE/TARDY

Attendance

As parents, you have the responsibility to make school a #1 priority for your child. **An average absence rate of more than one day per month is considered excessive.** By making sure your child is in school every day, you ensure his or her opportunity to learn. Research indicates that when parents actively participate in their child's education, the quality of learning improves. Such participation also improves student test scores and creates an atmosphere that enhances student success.

Regular attendance at school is critical to the success of *all* students. Please call or email the schools absence line to report your child's absence each day and provide the following information:

- **The date(s) of the absence**
- **The person calling**
- **Your child's full name**
- **The reason for the absence**

If you do not call in or email regarding your child's absence, your child must have a note with your signature indicating the above information for the day(s) he/she was absent from school. If you do not contact the office by 10:00 a.m. on the day of the absence, an automated calling and/or e-mail system will contact you regarding your child's absence. All absences must be cleared within 72 hours.

Excused Absences may include: illness, medical or dental appointments, death or serious illness in immediate family, religious holidays, quarantine, or immunization exclusion. If your child will be out of school for five school days or more, you can request an Independent Study Contract.

When a student has had 14 absences in the school year for illness, any further absence for illness shall be verified by a physician.

Truants/Unexcused Absences: **If a student is more than 30 minutes late, the student is truant.** Also, those students who stay home without permission from a parent/guardian, or have an absence that remains unexcused after 72 hours, will be recorded as truant.

Unexcused absences include all absences or truancies which may include but are not limited to: traffic, vacations, shopping, staying home to visit with friends or family, transportation breakdown, working, missing the bus, negligence, truancy, too tired, etc.

A total of three days of unexcused absences or truancies can trigger the **School Attendance Review Board (SARB)** process. Parents will be sent a letter notifying them that their child is habitually absent/ truant. Subsequent absences can trigger a second and (possibly) third SARB letter. The third letter will prompt a mandatory meeting with the District Attorney's office and potential prosecution.

Tardy-Late to School: A student is tardy when he/she is not in a seat in class or in line when the second bell rings to begin class. Once roll is taken, any student who arrives late to school must check in to the attendance office to get a pass to enter class. Students who arrive to class late create a disruption, regardless of the reason, and will be marked tardy. After 15 minutes tardy, parents must escort their child into the office to sign them in. California State law excuses tardies for illness and medical appointments; unfortunately, we are unable to excuse tardies for traffic, rain, car difficulties, or any other circumstance not listed under "Excused." *A tardy is recorded as truancy if a student is more than 30 minutes late to class.

Early Out, Dismissal for Medical, Dental, or Personal Appointments: A parent or guardian must come in to the office to sign the student out before he/she may leave campus. You will be asked for photo ID. Your child may not leave campus in the custody of anyone other than a parent, guardian or person authorized on the emergency card. This is for your child's protection. When a student is signed out early from school, it is recorded as an early out tardy. Unexcused early outs are recorded as tardies and may result in disciplinary action.

Arrival to / Departure from School: Students may use bicycles, scooters or skateboards to come to or leave school, under the following conditions:

1. Bicycles, scooters, and skateboards may be ridden to and from school by 3rd through 5th grade students only.
2. Walk your bicycles, scooters or skateboards at all times on campus sidewalks and blacktops.
3. Keep your bicycle, scooters, or skateboards locked in the designated lock up area.
4. Helmets are mandatory when riding your bicycles, scooters, or skateboards. If student arrives at school without a helmet, the parent/guardian will be contacted for further action.
5. The school is not responsible for any damage, theft, or personal injury.

Use of hover boards, motorized bicycles, and any other motorized vehicle are prohibited on campus by students.

Protecting Precious Instructional Time Policy: The more time students are focused, engaged and on-topic means more time learning and growing. To ensure that all students receive quality, uninterrupted instructional time, school staff will not interrupt class time.

During school hours visitors are required to check-in at the main office upon arrival to campus according to Board Policy 1250, *Visitors/Outsiders*. If parents deliver items such as lunch money, homework, or instruments, the items should be left at the front counter. Students may stop by the office to pick up the item at recess or lunch.

Elementary school is designed to nurture students, yet give them logical consequences that improve academic behaviors and teach responsibility. The good work and study habits that your child develops now will prove to be invaluable in future academic endeavors and beyond. In an effort to minimize disruptions in the classroom, we ask that students arrive on time and that early checkouts be reserved for emergency situations only. Please plan to make all doctor appointments, etc. after school hours. It is imperative that other students' instruction is not interrupted by tardies and early checkouts. Early pick-ups are very disruptive, are a chronic problem, and are recorded in the student's permanent record.

Illness at School: If your child becomes ill at school, he/she is to request permission from his or her teacher to report to the office. If the child is too ill to continue his/her day at school, the health office will call the parent or guardian to pick up the child. **UNDER NO CIRCUMSTANCES** is a child to call his/her parents/guardians to pick him/her up and leave the premises without the school personnel being notified. A student must be fever free without medication, no rash, no vomiting/diarrhea for 24 hours in order to return to school.

Independent Study Contract (ISC): Students who will be away from school for five or more days, other than illness, may be able to receive class work and remain up-to-date. To request an ISC, please notify the

office ***AT LEAST TEN SCHOOL DAYS PRIOR TO THE FIRST DAY OF ABSENCE*** so that the request can be reviewed, and if approved, class assignments may be organized. This process helps students to keep up with school work, but there is no substitute for teacher instruction and class interaction. Please schedule vacations appropriately. Board Policy 6158(a).

***NOTES:**

ISC is granted on a case by case basis and may be denied within 5 days of the grading period, during CAASP testing, during finals as well due to low grades and/or poor attendance.

For students who have an IEP or a Section 504 plan, an ISC may result in a change of FAPE offer, please discuss any change of FAPE offers within the confines of an IEP team meeting or a Section 504 team meeting.

STUDENT CONDUCT

General Student Conduct Infractions

As consistent with the CUSD PBIS model, during the first week of school, all students review the expected behaviors acceptable in a school environment. Additionally, all students attend a discipline assembly. All students will be held accountable for infractions include, but not limited to:

Academic Dishonesty/Plagiarism	Imitation Tobacco, Drugs, Alcohol, Or Imitating Tobacco, Drug Or Alcohol Use
Assembly Misconduct	Littering/Throwing Food/Spitting
Inappropriate Bus Behavior	Obstruction Of Investigation
Unauthorized Cell Phone Use	Out Of Bounds
Classroom Disruption	Out Of Class Without A Pass/Hall Pass Abuse
Disrespect Of Teacher	Play Fighting/Horse Playing
Defiance Of Authority	Profanity/Vulgarity/Obscene Acts
Detention/Intervention Defiance	Profanity Toward Staff
Dress Code Violation	Public Displays Of Affection
Drug Or Alcohol Use/Possession	Racism In Any Form Including “Jokes” And Symbols
Drug Selling/Furnishing	School Disruption, Laser Pointers
Unauthorized Use Of Electronic Devices	Sexual Harassment: Including ‘Pantsing’, Derogatory Comments, Pictures, Photos, Gestures, And Any Other Inappropriate Actions Of A Sexual Nature
Extortion	Riding Skateboards/Scooters/Similar Devices On Campus

False Fire Alarm	Selling Or Soliciting On Campus
Fighting/Assault	Tardies
Encouraging A Fight	Technology Violation
Fighting In A Group	Terrorist Threats
Fireworks/Incendiary Devices/Matches/Cigarette Lighters Etc.	Theft (Including The Possession Of Stolen Property)
Food Out Of Bounds	Threat/Assault Against Staff/Students
Fraudulent Written Material	Vaping/Tobacco/E-Cigarettes/Any Materials Related To
Gang Related Activity	Truancy
General Misconduct	Vandalizing Tools

Gum	Weapons - Including Toys, Imitations Or Anything That Could Be Used Or Was Used In The Fashion Of A Weapon With Or Without Intent Of Injuring Self Or Others
Harassment/Bullying/Intimidation/Provoking	

Unauthorized items such as sports equipment, toys, etc. will be confiscated and returned at the end of the school day to a parent. The school is not responsible for lost, damaged or stolen items that a student has brought from home.

Discrimination: Every student and employee in the Capistrano Unified School District is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying. The District prohibits discrimination, harassment, intimidation, and bullying in all district activities, programs, and employment against any person based on actual or perceived gender, gender identity, gender expression, or genetic information, sex, sexual orientation, race, ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, immigration status, or association with any person or group with an actual or perceived protected characteristic, any other protected characteristics.

Distance Learning: All District rules and policies apply during distance learning.

Expected School Bus Behavior: For the safety of all students and staff, students will obey the bus driver for all school-related transportation.

Profanity/Vulgarity/Obscene Acts: Commit an obscene act or engaging in profanity or vulgarity. This includes words, deeds, actions, possession of photos, pictures, drawings, videos, recordings, and/or any other materials deemed by CUSD Administration to be vulgar, profane or obscene.

Electronic Device: Students will use electronic devices in accordance with the acceptable use policy.

Note:

If a student uses an electronic device to cheat on any test/assignment, the students will be disciplined per “academic integrity.”

If a student uses an electronic device to take, video, view, distribute, and/or any other like behavior with regard to inappropriate material, the student will be disciplined per “obscene behavior/sexual harassment.”

If a student uses an electronic device to bully/harass/intimidate/or any like behavior, the student will be disciplined per bullying and other applicable policy.

The District maintains jurisdiction over any infraction on or off campus that impacts students or the school environment.

Bully-Free Environment

CUSD schools proactively construct and maintain a social atmosphere which addresses all forms of student conflict and bullying through:

- Creating a school wide PBIS system.
- Creating a positive school culture.
- School-wide assemblies which outlines behavioral expectations including bullying prevention.
- Second step program and instruction that addresses the social and emotional needs of students.
- Ongoing, school-wide student and staff educational opportunities.

CUSD maintains an educational environment in which bullying and cyberbullying in any form are not tolerated. All forms of bullying and cyberbullying by CUSD students are hereby prohibited. Anyone who engages in bullying and cyberbullying in violation of this Board Policy will be subject to appropriate discipline. Students who have been bullied or cyberbullied will promptly report incidents to any staff member. Complaints of bullying and cyber bullying will be investigated promptly and corrective action will be taken when a complaint is verified. Board Policy 5141 prohibits reprisals and retaliation following the submission of a complaint.

Definition of Bullying– Board Policy 5131.2 (a): *Bullying* as defined by California law and Board Policy involves severe or pervasive abusive actions. Cyberbullying includes the electronic creation or transmission of harassing communications or direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage their reputation.

What students should do if bullied:

- Talk to parents or trusted adults. They can help stop the bullying
- Talk to teacher, school counselor, or an administrator. Telling is not tattling
- Don't fight back. Don't try to bully those who bully you

- Try not to show anger or fear. Students who bully like to see that they can upset you. Calmly tell the student to stop...or say nothing and then walk away
- Limit the interaction
- Limit your message to five (5) words or less. Example: “Leave me alone.”

How to Report Bullying?

Students can report any incidents of bullying or harassment which may include:

- Incident Report Form in the office
- “Bully Box”
- Speak to or email a staff member
- Referral from staff member or bystander who witnessed event

The Site Administrator will investigate the incident.

- Ensure all parties are familiar with Board Policy 5131.2 (a) as it relates to bullying
- Follow up with the concerned party and share the findings of the investigation
- Family Educational Rights Privacy Act (FERPA) prevents staff from discussing any disciplinary consequences of another student

Interventions for Bullying may include, but are not limited to:

- Parent Notification
- Situation logged in discipline file and the student’s permanent school record
- Bullying complaint report completed by an administrator
- Counseling
- Conflict Mediation
- Detention, Suspension, Involuntary Transfer, Expulsion
- Behavior Contract
- Notify School Resource Officer

Racism: The District prohibits racism against any person on the actual or perceived basis of race, color, ethnicity, national origin, nationality, immigration status, and ancestry. Every student and employee in the Capistrano Unified School District is entitled to a safe school environment free from racism, discrimination, harassment, intimidation, and bullying.

Examples of racism include but are not limited to:

- Racial slurs and derogatory language
- Name calling
- Verbal/nonverbal or written hate language
- Displaying racist symbols
- Cyber postings
- Racially insensitive/inflammatory material
- Physical violence on the basis of race or other listed category hate violence

Sexual Harassment: Students and staff have a right to feel safe and free from any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, digital, or physical conduct of a sexual nature.

Prohibited sexual harassment includes, but is not limited to, unwelcome advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting.

Students will not have possession of pornographic photos/pictures, including photos/pictures on cell phones or electronic devices. (CUSD Board Policy 5183). Reference AR and BP 5183 for definitions of sexual harassment.

Physical Altercations: Students are expected to exhaust every resource to achieve a peaceful resolution to a conflict including but not limited to walking away, conflict resolution, or seek help from a staff member.

Promoting/Encouraging/Planning/Video-Posting: Students will not partake in the planning, encouraging, “cheering on”, arriving at a predetermined place, videoing, posting on social media and/or any other means of acting in the manner of an irresponsible bystander.

Engaging in a Physical Altercation: Any attempt, threat, arriving at a place predetermined to be the place where a fight may occur, and/or direct or indirect involvement of an act of physical aggression is not tolerated.

Even if not the aggressor, students who engage in physical contact may be considered “mutual combatants” and may receive disciplinary consequences. Any participation considered to be significantly aggressive or egregious or involving a weapon or threat of a weapon could be considered for recommendation for expulsion per Ed Code 48915.

Fighting as a Group: Students must not participate, promote, plan, or engage in any type of fighting. Students may not use the factor of a group as an act of intimidation. When more than two people are involved, it will be considered a group fight. Students are especially expected to stay out of fights that are in progress.

Theft: The intentional taking of property that does not belong to the student. The student does not have the intent to return the property.

Vandalism: Students are expected to participate in keeping the campus clean and free from any type of graffiti. Any student involved in the defacing, destroying or damaging of school or personal property, directly or indirectly, is considered to be vandalizing. Any damage incurred will be considered vandalism and subject to restitution.

Vandalism Tools: Students must not bring or have in possession any item that would aid in the vandalism of school property. These items include, but are not limited to, permanent felt tip markers, paint, etching tools, burglary tools, etc. Some tools may be used for academic use under adult supervision.

STUDENT DRESS AND GROOMING STANDARDS

Dress Code Philosophy

Appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which students participate. Sites may choose to adopt a voluntary or mandatory requirement for school uniforms per Board Policy 5141, *Dress and Grooming*. Student dress choices should respect the District’s intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student’s attire resides with the student and the student’s parent(s) or guardian(s). The District is responsible for ensuring that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and

that dress code enforcement does not reinforce or increase marginalization, shaming, or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, immigration status, disability, or religion.

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and stomach are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above: • **A Shirt** (with a minimum of a 1 inch wide strap and fabric in the front, back, and on the sides immediately under the armpits), **AND**
• **Pants/jeans or the equivalent** (for example, sweatpants, opaque leggings, or shorts), **OR** • **A dress or skirt, AND**
• **Shoes** (as appropriate for the environment and activity).

**Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific attire requirements are permitted for extracurricular activities and Physical Education.*

3. Students May Wear, as long as these items do not violate Section 1 above:

- Sun-protective clothing, such as hats and hoods, or wear body or hair protection as necessary as long as face is not obstructed; these items are allowed to be worn outdoors during the school day. The student’s face must be visible to staff, and headwear must not interfere with the line of sight of any student or staff.
- Athletic attire, as necessary for athletic activities.

4. Students Cannot Wear:

- Clothing or accessories displaying profanity (including a foreign or slang word or term or a phonetic spelling or mirror image of a word or term regardless of the source), pornography, and violent language or images.
- Clothing or accessories considered unsafe, dangerous, or a health hazard. Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, images, or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that significantly and intentionally reveals visible undergarments. • Swimsuits (except as required in class or athletic practice).
- Any item that obscures the face (except as a religious observance or medical/safety necessity). • Strapless tops or halter-tops.

The California legislature has determined that gang apparel is hazardous to the health and safety of the school environment and therefore, the wearing of such apparel may be restricted.

5. Dress Code Enforcement

The Board desires to provide an orderly and caring learning environment in which students work diligently on their studies, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. District staff, per Board Policy 5140 *Positive School Climate*, shall encourage positive student conduct. Staff and students shall encourage attitudes and behaviors that promote mutual respect and harmonious relations. To ensure effective and equitable

enforcement of this dress code, school staff shall be properly trained to enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement. Sites will follow progressive discipline as outlined in the discipline handbook.

- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- Inconsistent and/or inequitable discipline should be minimized whenever possible. • Students will be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three options to dress more appropriately during the school day:
- Students will be asked to turn their garment inside out (if feasible) or put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day. • Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be singled out for dress code enforcement because of racial identity, gender identity or expression, sexual orientation, ethnicity, body size/type, cultural or religious identity.
- Students should not be required to display their body in front of others (students, parents, or staff) in school including but not limited to the below actions:
 - Kneeling or bending over to check attire fit;
 - Measuring straps or skirt length;
 - Asking students to account for their attire in the classroom or in hallways in front of others;
 - Calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others or,
 - Accusing students of “distracting” others—students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any athletic events, performances, and graduation ceremonies.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact a site administrator.

In order to protect the general student body and maintain the integrity of the educational environment, the school/administration reserves the right to amend/modify Dress and Grooming Standards, without notice, and as necessary to maintain a safe and positive school atmosphere. In the event of an infringement of the dress code, parents will be contacted to bring appropriate clothing.

SCHOOL-WIDE STUDENT INTERVENTION PLAN

Our goal is to help each student become a positive and responsible citizen. We know that the majority of students will work toward this goal by respecting the rights of others, respecting personal and school property, and by practicing acceptable behavior. The following rules and regulations are in effect on or near school grounds, off campus during school hours, at school- sponsored functions, bus stops, and while on the way to or from school or school-related activities. Unless otherwise noted, the discipline consequences apply for the entire current school year.

Interventions are intended to review the major infractions and usual consequences; however, CUSD recognizes that some actions not listed below may cause a disruption to the instructional process and/or environment. In those cases, the school administration reserves the right to take disciplinary action at their discretion.

All administrative decisions regarding student behavior and resulting consequence(s) are administered within strict adherence to California State Education Code and CUSD Board Policy.

CUSD is not responsible for damaged, lost, or stolen items that a student has brought from home. Administration and staff will investigate incidents involving these items at their discretion. Parents may be asked to personally retrieve confiscated items.

INTERVENTIONS AND CONSEQUENCES

Progressive Discipline Interventions: CUSD follows a system that includes positive interventions and progressive discipline where the severity of the consequence depends on the severity of the behavior and/or the pattern of behaviors a student exhibits. All interventions are at the discretion of the school administration and take into account individual student needs and the circumstances of each incident.

Interventions:

Warning: Give a verbal warning and restate expectations/roles

Positive Reinforcements: Incentives both verbal and tangible, will be used to support students in achieving and exceeding school-wide expectations.

Classroom Interventions: Teachers will assign the consequence in accordance with their classroom discipline plan. This may include seat change, loss of privilege, behavior reflection and other appropriate means of correction.

Counseling: The student may meet with the school-site counselor, receive a referral for community resources, participate conflict mediation, restorative circles, etc.

Parent Conference: Meeting with parents, teachers, students and other appropriate personnel will occur; wherein the team discusses student challenges and possible interventions.

Family Partnership Plan A meeting with parents, teachers, students and other appropriate (First Step) personnel will occur to create a plan for intervention strategies and supports

Student Success Team for student success both behaviorally and academically.
(Second Step):

Campus Clean-up: Students will participate in campus beautification. Personal Protective Equipment will be provided.

Referral: The student's behavior is reviewed by an administrator. The administrator determines the appropriate intervention based on the student's progressive discipline status.

Detention: Detentions may take place during the school day.

Class Suspension: Students will be removed from class and supervised on campus while completing classroom assignments

Behavior Contract: If a student's behavior pattern continues, administration will place student on a Behavior Contract appropriate to address the student's behavior.

Suspension: Students are excluded from school and school activities (including afterschool activities and PTA sponsored events) for the duration of the suspension.

Involuntary Transfer: A recommendation to revoke a School of Choice placement and/or an Inter District Transfer placement.

Expulsion: A recommendation that the student is removed from CUSD.

Mandatory Administrative Action: The Board of Trustees and the Superintendent of the CUSD have adopted a position that maintains our schools will not tolerate weapons, drugs, or behavior, which threatens the safety of another person. The offenses listed below require a mandatory action by the school administration:

- Possession of firearm, when the principal or superintendent and the Board confirm the pupil was in knowing possession of the firearm, and an employee of the District verified such possession; or • Brandishing a knife at another person; or
- Selling or furnishing a controlled substance; or
- Committing or attempting to commit a sexual assault or committing sexual battery; or • Possessing an explosive

The mandatory action for a first time offense of any of the above is: an immediate five-day suspension, a notification of law enforcement, and a recommendation for District expulsion. While a District expulsion hearing is pending, a student's suspension will be extended.

Please Note:

- The school practices a policy of progressive discipline where consequences increase as a result of repeated patterns of behavior or with increasing severity of behavior.
 - The school official executing the discipline policies and procedures exercises the right to adapt his/her decision to meet the fair and appropriate consequence that fits each individual situation.
 - The school initiates Behavior Contracts when a pattern of disruptive behavior has been established.
 - School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the District. Board Policy 5154(a).
- During investigations, students will be questioned and may be requested to write a "Statement of Facts." If these statements are used in an expulsion case, parents may utilize an Anonymous Witness Statement form in accordance with California Education Code Section 48918. If law enforcement is involved in an investigation, the school will attempt to contact a parent or guardian.
- Law enforcement officers have the right to interview students on school premises. If the officer needs to interview the student immediately, the principal or designee shall accommodate the questioning in a way that causes the least possible disruption to the school process and provides the student

appropriate privacy. Board Policy 5153 (a).

- Family Educational Rights Privacy Act (FERPA) prevents staff from discussing any disciplinary consequences of another student.

EDUCATION CODE §48900 and §48915

During the suspension, the student is expected to remain at home under adult supervision and may not attend school activities or be on the school campus. The teacher may require the student to complete any assignments and tests missed during the period of suspension.

HOW TO APPEAL DISCIPLINARY INTERVENTIONS

Suspensions and other site interventions

Level 1 -

- Upon receiving a suspension/consequence from the assistant principal the first step in the appeal process is to address the matter with the site principal (Level 1).
- If you are dissatisfied with the Level 1 resolution by the principal you may file a formal [complaint](#).

Level 2 –

- The school's family facilitator will contact you, review the complaint, investigate, and advise you of the resolution in a Level 2 response letter.
- If you are unsatisfied with the family facilitator's resolution, you may appeal to the Level 3 facilitator. The request must be in writing within 10 days of receiving the Level 2 response.

Level 3 –

- The Level 3 facilitator will contact you, review the complaint, investigate, and advise you of the resolution in a Level 3 response letter.
- This is the final decision of the District with the exception of a suspension appeal. • If your appeal is regarding a suspension and you disagree with the Level 3 facilitator, you may request to take your complaint to Level 4, review by the Board of Trustees. The request must be in writing within 10 days of receiving the Level 3 response.

Level 4 (Suspension appeals only) –

- As part of the review process, the Board of Trustees may determine to invite necessary parties to appeal before the Board regarding the complaint. The decision of the Board of Trustees shall be final.

students who are truant, tardy or absent from school.	
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