

# Cal Aero Preserve Academy



*Where Learning Takes Flight!*

## Student and Parent Handbook

2019-2020 School year



## **Cal Aero Preserve Academy Office Staff**

### **Administration**

Mrs. Karen Miner, Principal  
Mr. Tate Burns, Assistant Principal  
Mrs. Katherine Jeanal, Assistant Principal

### **Office Staff**

Cheryl Smith, Office Manager  
Michelle Werling, Counseling Assistant  
Adriana Velazquez, Attendance Clerk  
Karla Diaz, Typist Clerk II  
Angie Diaz, Typist Clerk I

### **Health Office**

Carolina Sandoval, Nurse  
Trish Zalke, Health Tech

### **Library**

Stacy Matthews, Librarian/Media Assistant

**School Mascot:** Aviator

**School Colors:** Red and Silver

**Website:** <https://www.chino.k12.ca.us/CalAero>

**Office Hours:** 7:30 a.m. – 4:30 p.m.

**Telephone:** (909) 606-8531 FAX :( 909) 548-6023

**Library:** 909-606-2173

**Community Center:** (909) 464-0789

**High 5 (After School Program):** (909) 591-9834

### **Board of Education**

James Na, President  
Irene Hernandez-Blair, Vice-President  
Andrew Cruz, Clerk  
Christina Gagnier, Member  
Joe Schaeffer, Member

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## **Letter from the Principal**

### **WELCOME TO CAL AERO PRESERVE ACADEMY! A California Distinguished School**

Welcome, students and families to the 2019-2020 school year. It is with tremendous honor and enthusiasm that I support students, teachers, parents and support staff of the school community. As an instructional leader you will find that I am an advocate for ensuring that students have access and equity to high quality programs that prepare students for optimal choices. These efforts are guided by ensuring rigorous classroom instruction and aligned intervention supports to ensure that all students are supported.

The coming year promises to be enjoyable and successful as we continue to focus on academics and every student's social and emotional well-being. We believe that all students have the opportunity to learn in a safe, positive environment that promotes and encourages responsibility and respect.

Emphasizing the four Cs: Collaboration, Critical Thinking, Creativity, and Communication, the Cal Aero staff shares a commitment to provide our students with a 21st Century education. Building a legacy of service and leadership, we commit to work to strive to prepare all students with the knowledge and skills necessary to achieve personal and academic success while developing each student into a responsible, respectful, and safe citizen.

By working together, in the spirit of collaboration, we expect to see continuous improvement in outcomes for our students. The Cal Aero staff embraces the power of Professional Learning Communities to accomplish this goal. This means that our teams of teachers meet regularly in their Professional Learning Community Teams to collaborate, discuss student achievement, evidenced based teaching practices, possible interventions and enrichment opportunities, and how to differentiate instruction to meet the needs of each and every student. Teachers are continuously asking themselves four key questions when it comes to discussing student achievement to ensure student success:

- What do we expect students to learn?
- How will we know when they have learned it?
- How do we respond when they don't learn it?
- How will we respond when they already know it?

The support of our community and the dedication and commitment of our parents are one of the many variables in the success of our school. As we are a year-round school, your continued efforts and support is greatly needed to usher our students to high levels of academic achievement and civic responsibility. Please become a member of our parent teacher organization, Cal Aero Preserve Academy Flight Crew PTO, to serve our school and support our mission. Thank you for being such a vital part of our school community. We believe in teamwork, and we are confident that with your continued support, together the possibilities are endless.

This handbook has been designed to provide you with pertinent information, as we believe that only with our continued partnership can all students achieve their best to be college and career-ready. Please read the handbook carefully for your future reference. If you have any questions, please contact the school office. It is our pleasure to assist you in any way we can.

Sincerely,  
Mrs. Karen Miner  
Principal, Cal Aero Preserve Academy

## Letter from The Parent Teacher Organization (PTO)

### **Preserve Academy Flight Crew**



### **Cal Aero Preserve Academy**

15850 Main St. Chino, CA. 91708 (909) 529-2341  
calaerpto@gmail.com

Dear Aviator Parents,

Welcome back to another exciting school year at Cal Aero Preserve Academy! As your Parent Teacher Organization we want to thank you for your past support and we encourage you to continue to be involved in any way you can. Cal Aero Preserve Academy welcomes parent involvement whether it be in the classroom, with PTO or at special events, we want to foster a sense of community inside as well as outside of the classroom with our families! So please don't be shy.

Our main goal is to raise funds so that we can use those funds to enrich and enhance our children's experience at school through fields trips, events, school supplies, equipment, assemblies, etc.

Please consider being a part of the Cal Aero Preserve Academy Flight Crew PTO. We have a Facebook Page "Cal Aero Preserve Academy PTO" which is our main method of communication but look for us at Back to School Night as well as our Monthly Meetings (usually 2nd Monday of the month) PTO Membership information will be sent out during the first few weeks of school. Don't forget to join! We look forward to meeting you and partnering with you to make this an amazing year for all of our Aviators!!

Carey Veldhuis PTO President



## **ACADEMIC STANDARDS AND PROGRAMS**

### **Curriculum**

Our curriculum is directly aligned to the Common Core Curriculum and the Chino Valley Unified School District's Essential Standards for each grade level. Specific learning objectives at each grade level and/or discipline will be discussed at "Back to School Night."

Listed below is state and district approved core curriculum in the elementary and secondary grades and a summary is provided for the electives program in the junior high:

### **Reading and English Language Arts**

McGraw Hill "Wonders" (K-6)

Houghton Mifflin "Collections" (7th and 8th Grade)

### **Mathematics**

Pearson Envision Mathematics (K-5)

Houghton Mifflin Big Ideas (6-8)

### **Science**

K-5th: Houghton Mifflin

6th: Holt

7<sup>th</sup>-8<sup>th</sup>: Prentice/Hall

### **Social Studies**

K-5: Houghton Mifflin

6-8: Holt

### **Physical Education, Health, Music and Art**

#### **Physical Education**

Grades 1-6, 200 minutes each 10 school days, exclusive of recesses and the lunch period.

Grades 7-8 attending PE classes daily, 400 minutes each 10 school days

#### **Electives**

Junior High Only: An electives program is offered to all 7<sup>th</sup> and 8<sup>th</sup> grade students.

Each class is a trimester. Not all elective courses are offered each trimester or school year.

**Life Essentials:**

Life Essentials is a blended course for students to broaden their understanding of taking care of basic life skills and personal life skills. Topics included: planning and preparing nutritious meals, developing personal & social awareness, and developing habits of success (goal setting, effective communication skills, and conflict resolution skills).

**Band:**

This course introduces the student to the fundamental components of music. Students will perform a repertoire of musical styles on an instrument with expression, tone quality, and articulation, individually, and in group settings.

**Exploring Technology:**

This course provides students with an introduction to the use of the computer as a tool. Students will experience a variety of computer software, including but not limited to, menu programs, word processing, spreadsheet, database, and graphics. Computer ethics will also be stressed.

**Computers:**

This course will provide students with an introduction to the use of the computer as a tool. The basic components and operations of a computer will be taught. Students will experience a variety of computer software, including, but not limited to menuing programs, word processing, spreadsheet, database, and graphics. The concepts of computer programming and telecommunications will be introduced. Computer ethics will also be stressed. Exploring database and spreadsheet activities within this course work. This course is aligned to standards developed by the Business Education Resource Consortium

**Leadership (ASB):**

This course teaches students to conduct democratic elections, to work toward strengthening public relations, to aide in carrying out school functions, and to recognize the student's main function is one of service to the school and its various organizations and activities.

**Library aide:**

This course gives students the opportunity to work with and aide in the library. Students will demonstrate the ability to perform the skills needed to assist in the operation of the media center. Students must have a minimum GPA of 2.0 with librarian and administrator approval.

**Study Skills:**

This course provides students with instruction on how to study, how to become effective test takers, and acquire good study habits. They will learn techniques in taking notes, working independently, managing time, and studying. Students will develop skills in finding answers to problems, reading for meaning, and taking tests.

**Teacher's aide:**

This course allows students the opportunity to work with and aide in the classroom. Students must have a minimum GPA of 3.0 with teacher and administrator approval.

**Yearbook:**

This course focuses on the development of journalism skills and the technical skills involved in publishing. Students are given the opportunity to participate in the actual publication of a school yearbook and therein a formal record of the school's activities.

**Drama:**

This course will introduce students to the fundamentals of acting as an art form. Students will be provided with a common core of knowledge of theatre vocabulary, individual and group pantomime, improvisation, and theatrical organization. This course will also introduce theatre history and its cultural perspective through plays and performances. This course is aligned with the State of California Visual and Performing Art Standards.

For your perusal, the Common Core Standards can be accessed at [www.cde.ca.gov/ci](http://www.cde.ca.gov/ci)

## **ACADEMIC SUCCESS**

The primary goal at Cal Aero Preserve Academy is to provide the optimal learning experience for every student to achieve academic success. To maximize student achievement, it is an expectation that all students be prepared for school and attend class regularly and promptly.

Homework is designed and assigned to reinforce the concepts that were learned in class, to help students become more self reliant, and to learn to work independently. Through homework, students also learn to budget time more effectively, learn to set priorities, and learn to complete assigned projects. All work is expected to be turned in on time and meet the standards set forth by the classroom teacher and the Board of Education.

It is the student's responsibility to keep an accurate record of assignments, have necessary materials, follow study techniques outlined by the teachers, apply and practice skills learned in class, and complete and return assignments on time.

### **Homework Time Allotment**

In accordance with Board Policy and Administrative Regulations 6154, homework assignments shall be assigned Monday through Thursday, and daily time allotments for each grade level are outlined as follows:

#### **Kindergarten:**

Homework assignments shall stimulate students to talk often with their parents/guardians. Teachers shall encourage parents/guardians to read and discuss stories with their children.

**Grade 1:** 10-20 minutes

**Grade 2:** 20-30 minutes

**Grade 3:** 30-45 minutes

**Grade 4-6:** 60-90 minutes

**Grades 7-8:** An average of 60-90 minutes

\*\*\*Students will only be allowed to enter their classroom to retrieve left items i.e. homework/books if the teacher is present.

**Elementary students shall be required to read 15-20 minutes every day, in addition to regularly assigned homework.**

**Junior High School students shall be required to read 30 minutes every day, in addition to regularly assigned homework.**

### **Arrival & Dismissal**

Students are to arrive and enter campus through the North (Orange) or South (Purple) pedestrian gates on the East side of campus. Kindergarten students can be dropped off at the South Western gate. Parents wishing to walk their Kindergarten students into class must park in a parking space and walk the student in.

### **South Campus drop off/pick up**

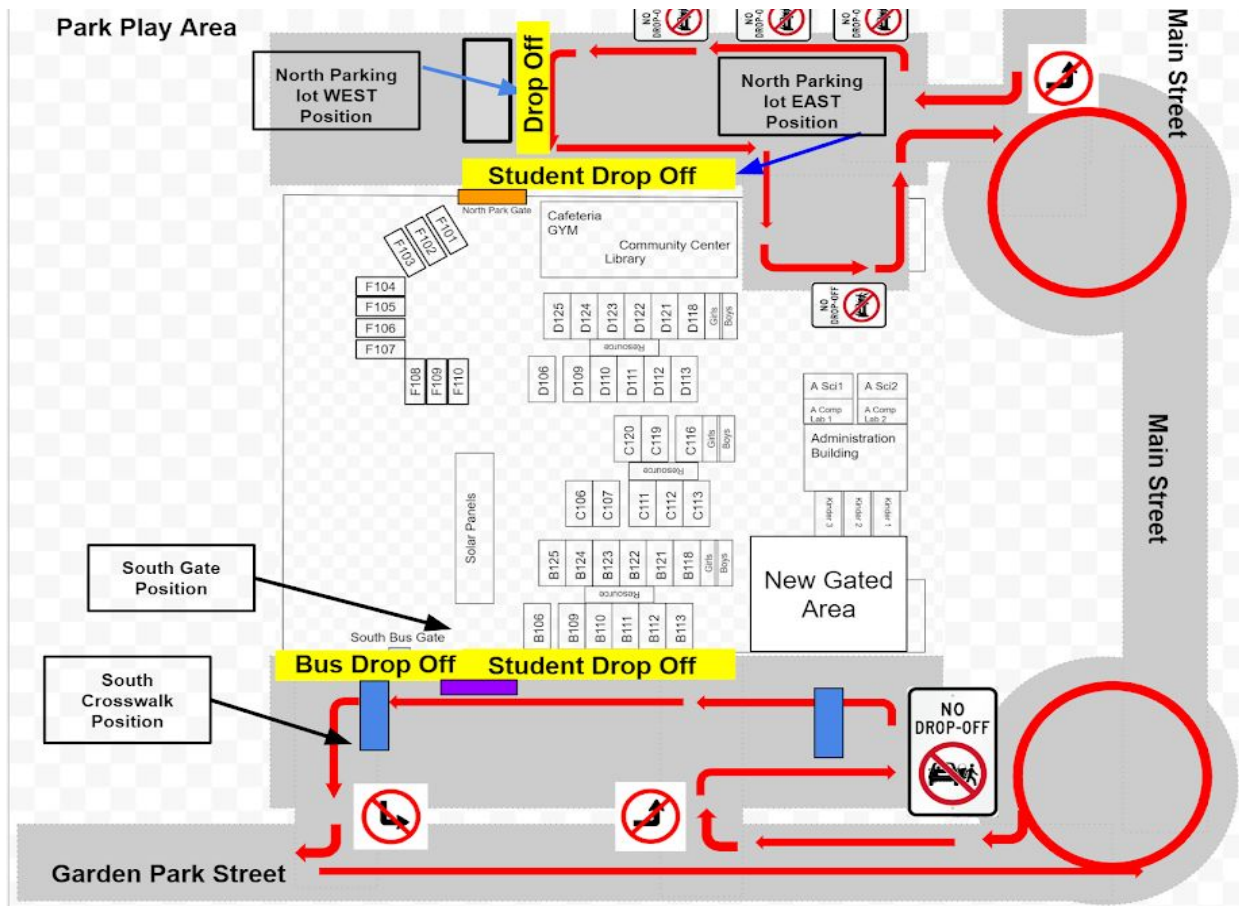
Vehicles are NEVER to stop in a red zone to pick up or drop off, especially in a turn zone, this blocks traffic. Students CAN ONLY be dropped off in designated drop off lanes that are cut out and extend past the normal drive lanes, this allows safe parking and loading or unloading of students. Parents waiting to walk with students at the South (purple) gate must stay outside of the yellow lines, so students can safely exit and walk along the sidewalk. We ask that parents/guardians walk their students across all streets and drives to insure safety.

### **North Campus drop off/pick up**

Vehicles can drop of their students along the sidewalks at the Western most drop off area, please do not stop to drop off in or near a turn, this blocks traffic.

After school, Junior High students that are waiting for siblings in Elementary school are to wait at the lunch tables until their siblings are dismissed. All students are expected to exit campus after school unless they are enrolled in the High Five After School Program. We can appreciate that students want to play with friends, but the campus is not supervised after school, we cannot therefore allow students to play on campus after school.

## Arrival and Dismissal Map



## Make-Up Homework Conditions

### Absence:

Students shall be given the opportunity to make up school work missed because of an absence (except truancy) and to receive credit if the work is turned in according to a reasonable makeup schedule.

### Suspension:

If a student's absence was due to suspension, the teacher may require the suspended student to complete any assignments and tests missed during the suspension (Education Code #48913).

**Truancy:**

Students who miss school work because of truancy should not expect to receive credit for the time missed nor should they expect the opportunity to take any missed examinations for credit.

**Classroom Placement Procedures****The Process (7-8)**

In grades 7 and 8, students who are high achieving participate in the GATE/Honors classes. State testing results, academic achievement in class, and teacher recommendations are used to determine placement. Only students who are making sufficient progress will be allowed to continue in the GATE/Honors classes. GATE/Honors classes are offered for English, Math, Science, and Social Science.

**Thoughts to Consider**

Occasionally children are initially upset with their class placement at the beginning of school. It is not uncommon for a child to initially be perplexed if their new teacher is other than expected or unlike last year's teacher. Also it is not uncommon for someone to hear that "so and so" is the only and best teacher to have in "such and such" grade. Sometimes, too, a student will initially feel his/her teacher is "too mean" or "too strict" or "too something else." Fortunately, once given a chance to succeed at adapting to a new classroom and building a new student teacher relationship, most parents discover their child's placement is working well after all.

Finally, it is critically important for you to know that students' attitudes towards their teachers and school are highly influenced by the attitudes and strategies of their parents. We can provide our children with a successful beginning of the year experience by responding to their classroom assignment with positive enthusiasm. Through confidence in our children's ability to deal with change, knowledge, cooperation, and trust, we can all work together to enhance personal development and the general school climate for all students at Cal Aero Preserve Academy.

## DISCIPLINE POLICY

At Cal Aero, we believe that appropriate behavior skills must be taught and reinforced just as academic skills are taught and reinforced. Our focus is on teaching students what they are expected to do and to help them understand how **appropriate behavior from every student is necessary for a positive and safe environment**. The cooperation of many people is necessary to help our students understand they are responsible for and must accept the consequences of their behavior. We rely on the support and close cooperation of home and school to get across our message that children benefit most when they are able to live and learn in a safe, structured, and respectful atmosphere.

Guidelines have been established for expected school behavior. All teachers discuss these rules with their class and review them throughout the school year. **All students receive classroom lessons on school-wide expectations in the first twenty days of school. Parents are asked to go over these guidelines with their children at home as well as to reinforce the school's behavior expectations and discipline policy.** Students can expect consistent enforcement of school policies and fair administration of consequences for failure to follow rules. We anticipate that students will follow these guidelines on a daily basis, thus avoiding the need for disciplinary action.

Each classroom teacher has clear expectations for student behavior. As part of a classroom discipline plan, the teacher may assign recess/lunch and/or after school detention. In such case, this will be clearly communicated to the parents and students and outlined on the teacher's syllabus. Student expectations will be reviewed in detail at Back to School Night. In general, the rules require that students:

1. Appreciate the rights of others.
2. Respect the school property and the property of others.
3. Exercise self-control and display appropriate social behavior.
4. Follow the directions of all staff members at all times.
5. Hands and feet are to oneself at all times.
6. Be punctual and be prepared.
7. No Horseplay is allowed.

### **STUDENTS DO NOT HAVE A RIGHT TO:**

1. Create a safety hazard for themselves or other students.
2. Create a serious or unnecessary distraction to the learning process.
3. Disregard the campus rules and thereby disrupt the campus order.



Public Displays of affection including **holding hands, sitting in or on laps, and kissing** is not permitted and will be subject to disciplinary action.

Consequences will be given according to the severity of the infraction. Students that are continually disruptive will receive progressive consequences. In some cases, it will be necessary to develop a behavior plan with the child's teacher, parent, and an administrator. Parents are always welcome to contact the office with questions.

### **Administrative Detentions**

Students that earn Administrative Detention for making poor choices may serve detention on **Wednesdays from 3:20-4:20p.m.** It is the student's responsibility to complete their detention on time, or to request for excused reasons only from administration, prior to the deadline.

### **PBIS Positive Behavior, Interventions, and Supports**

At Cal Aero, we all strive to develop positive relationships by teaching, modeling, and encouraging students to be their best. Positive behavioral interventions and supports (PBIS) is a way for schools to encourage good behavior. Cal Aero staff teach kids about behavior, just as they would teach about other subjects like reading or math. The focus of PBIS is prevention and education, over punishment.

### **Incident logs**

Students that are not able to follow school wide expectations of being Responsible, Respectable, and Safe can be issued an incident log. In the event that an incident log is issued, There will be parent communication about the behavior, email, phone call, or copy sent for parent or guardian signature.

Staff will always remind and reinforce the correct behavior(s) verbally directing/counseling students to what is to what is expected. Upon receipt of a fourth incident log, students will be issued a Minor offense referral, which results in a conference with administration. Major referrals are issued for suspendable offenses. The end result of these actions is to curb behavior and allow students to self-correct. Our goal here at Cal Aero is partner with parents and teachers to solidify Responsible, Respectful, and Safe behaviors from students.

## **Prohibited Items at School**

Certain items are not permitted at school because either the law prohibits it, or policy dictates it. This is part of the school ensuring a safe and secure learning environment for all our children.

Please assure that the following items are not in your child's possession:

- Weapons of any kind, play or otherwise.
- Graffiti paraphernalia (paint, permanent markers, liquid white out, etc.)
- Chewing gum
- Skate shoes or rollerblades
- Scooters, skateboards, NOT anywhere on Cal Aero campus.
- Cameras
- Shocking pens or laser pointers
- Tobacco or controlled substances, including electronic devices for VAPes or any type of flavored oil, juice, or nicotine products.
- No toys brought to school from home, including trading cards
- Personal PE equipment (i.e. balls; jump ropes; tennis balls)
- Electronic Devices (i.e. IPODs; MP3 players; electronic games)
- Aerosol cans/sprays
- Personal playground equipment
- Any article with personal/sentimental value

**Cell phones**, while oftentimes necessary in this 21st century culture, can present a disruption to school culture as instances of negative texting, social media, and cyberbullying are increasing. We are working to provide more parent information nights and lessons for students on responsible digital citizenship. Cellular phones are permitted at school but must be turned off and placed in the student's backpack until they exit the school campus. If this policy is violated students will receive a cell phone contract that need to be returned with a parent or guardian signature. Progressive consequences will apply. If the student's teacher gives permission for student cell phones to be used for an assignment, the phone must be turned off and stored in the student's backpack immediately after the class assignment.

The school WILL NOT be responsible for lost or stolen items. While we are sympathetic to items that are missing, please remember that it is our goal to focus as much time on refining our programs and instruction to maximize student achievement.

Yearbook and Leadership students may be directed to take pictures with cameras or cellphones around campus, and must display their Yearbook or Leadership staff lanyards/ID.

Confiscated items may be released to the parent or guardian. To ensure the return of these items, parents/guardians must retrieve the item within 24 hours. Items not retrieved by the end of the school year may be disposed of or donated to charity.

### **DRESS CODE AND GROOMING**

Our expectation for student dress reflects our commitment to promote a positive and comfortable learning environment for all. The guidelines set forth below are minimum standards and parents are encouraged to set standards for their own students which may be more restrictive than those indicated in this code. ANY ITEM MAY BE DEEMED INAPPROPRIATE AT THE DISCRETION OF THE ADMINISTRATOR. **The dress code applies at all school events including spirit days, field trips, and after school functions.**

For inappropriate clothing, students will be directed to wear loaner clothing provided by the school, change into their PE clothes, or parents may be contacted to bring a change of clothes. Students will receive disciplinary action in accordance with Board Policy and Administrative Regulation 5132 for the violation of dress code.

**1<sup>st</sup> offense:** WARNING and incident log, students will be asked to correct the dress code violation by changing clothes. Parent will be notified.

**2<sup>nd</sup> offense:** Incident log AND student will be issued a lunch detention on an assigned Wednesday. Parent will be notified.

**3<sup>rd</sup> offense:** Incident log AND after school detention for 1 hour for defiance of school rules, and parents will be notified.

**4<sup>th</sup> offense:** Incident log AND Parent/student/teacher conference with an administrator

### **Minimum Dress Code Requirements for Grades K-6**

Student dress, which disrupts or threatens to disrupt the instructional process, or which creates an unnecessary or unreasonable risk, injury or harm to any student is prohibited.

1. Shoes must be worn at all times. Sandals must have a heel strap. Flip flop/slipper style foot attire is not permitted. Platform shoes above 2 inches are not permitted. Roller skates/roller shoes/"heelys" are not permitted.
2. Clothing that visually shows undergarments are not permitted. See through, fishnet fabrics, halter tops, bare backs, off the shoulder or low cut tops, and bare midriffs are not permitted. White cotton ribbed underwear tank tops are not permitted. Fishnet or fishnet style stocking/leggings are not permitted.
3. **Shirts, Blouses, Shorts and Skirts must be of length to not expose midriff or buttocks, while standing AND sitting.**
4. Pants must be an appropriate length and must be worn at the hip level. Leggings worn as pants must conceal undergarments at all times. Leggings can also be worn under skirts and shorts. Belts must be an appropriate length and the entire belt must be secured in the belt loop.
5. It is important that staff be able to recognize or identify all people on campus at all times, hats/ caps/sweatshirt hoods and other head coverings may not be worn indoors unless they are worn for religious or medical reasons. Hoods on sweatshirts can only be worn outside while it is raining.
6. Clothing, jewelry, or personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing or any other insignia, which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol, or tobacco advertising, promotions or likeness or which advocate racial, ethnic, or religious prejudice.
7. No pajamas allowed.
8. Makeup is not permitted.
9. Clothing/Jewelry/Apparel which creates a health or safety hazard, is not permitted. No Belts, earrings, and jewelry (i.e. bracelets) with sharp points is not permitted.
10. Body piercing other than appropriate earrings are not allowed.
11. Colored hair such as Blue, Orange, Green, etc. per Administrative Regulation 5132b, that detracts from the learning environment is not allowed.
12. Makeup is not allowed.
13. Writing or drawing on yourself or others is not allowed. Tattoos are not permitted at school.

14. Sunglasses are not permitted unless medically prescribed or due to extreme weather conditions.
15. "Gang type" clothing/apparel or that associated with illegal activities is not permitted. The determination of what constitutes gang attire may change and will be determined by the school and district administrators in consultation with local law enforcement agencies.

Elementary teachers may impose more stringent dress/different requirements to accommodate for certain sports and/or classes. Such requirements will be communicated to parents and students.

**In case of questionable dress (not covered by the rules listed above), the site administrator will make the final decision.**

#### **Minimum Dress Code Requirements for Grades 7-8**

1. Shoes must be worn at all times. Sandals must have a heel strap. Flip flop/slipper style foot attire is not permitted. Platform shoes above 2 inches are not permitted. Roller shoes are not permitted.
2. Shirts or tops/pants that are too tight, revealing, or which allow undergarments to be seen are not allowed. See through, fishnet fabrics, halter tops, tube tops, bare backs, off the shoulder or low cut tops, and bare midriffs are not permitted. White cotton ribbed underwear tank tops are not permitted.
3. **Shirts, Blouses, Shorts and Skirts must be of length to not expose midriff or buttocks, while standing AND sitting.**
4. Fishnet or fishnet style stocking/leggings are not permitted.
5. Pants must be an appropriate length and must be worn at the hip level. Leggings worn as pants must not be see through. Belts must be an appropriate length and the entire belt must be secured in the belt loop.
6. No pajamas allowed.
7. It is important that staff be able to recognize or identify all people on campus at all times, hats/ caps/sweatshirt hoods and other head coverings may not be worn indoors unless they are worn for religious or medical reasons. Hoods on sweatshirts can only be worn outside while it is raining.
8. Colored hair such as Blue, Orange, Green, etc. per Administrative Regulation 5132b, that detracts from the learning environment is not allowed.
9. Clothing, jewelry, or personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing or any other insignia, which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol, or tobacco advertising, promotions or likeness or which advocate racial, ethnic, or religious prejudice.

10. Extremes in makeup is not allowed.
11. Clothing/Jewelry/Apparel which creates a health or safety hazard, is not permitted.
12. No Chains.
13. Belts, earrings, and jewelry (i.e. bracelets) with sharp points is not permitted.
14. Body piercing other than appropriate earrings is not allowed
15. Writing or drawing on yourself or others is not allowed. Tattoos are not permitted at school.
16. Sunglasses are not permitted unless medically prescribed or due to extreme weather.
17. "Gang type" clothing/apparel or that associated with illegal activities is not permitted. The determination of what constitutes gang attire may change and will be determined by the school and district administrators in consultation with local law enforcement agencies.
18. Students must change into regular clothes prior to the next period or going home. Coaches and some classes may impose more stringent dress/different requirements to accommodate for certain sports and/or classes. Such requirements will be communicated to parents and students.

**In case of questionable dress (not covered by the rules listed above), the site administrator will make the final decision.**

## **PARENT INVOLVEMENT**

A very important component of our education program is parent involvement. Parents are encouraged to maintain regular contact with their child's teacher. In addition, parents may volunteer to assist in classrooms, the library, and the computer lab. Parents are vital to our committees, special events, and field trips. We also invite parents to join the Parent Teacher Organization (PTO) and English Learner Advisory Committee (ELAC). For further information regarding PTO please see the contact names. For information about ELAC, please contact Mrs. Jeanal, Assistant Principal, in the office.

### **PTO 2019-2020 Executive Board**

President	Carey Veldhuis
Vice President	Carleen Maurer
V.P. Programs	Kelly McClister
V.P. Fundraising	Veronica Sologano
V.P. Events	Melissa Palm
Parliamentarian/Auditor	Erica Barrera
Secretary	Fitrianna Zhong
Treasurer	Lissa Fraga

## **REPORT CARDS AND GRADING**

The school year is divided into three trimesters. Students will receive an official report card at the end of each trimester. In addition, students will receive a 6-week progress report during the first trimester and as needed during the second and third trimesters.

All parents should expect a progress report the first trimester at the sixth week and a report card every twelve weeks. Parents should contact the school if they DO NOT receive one these reports and are encouraged to call the teacher should there be questions/concerns regarding these reports. The district has updated all elementary report cards so they are aligned to the Common Core Curriculum.

## Important Dates

Elementary Report Cards Distributed			
Track A Trimester 1	Track B Trimester 1	Track C Trimester 1	Track D Trimester 1
<b>9-20-2019</b>	<b>10-30-2019</b>	<b>10-29-2019</b>	<b>10-18-2019</b>
Trimester 2	Trimester 2	Trimester 2	Trimester 2
<b>01-28-2020</b>	<b>03-04-2020</b>	<b>03-11-2020</b>	<b>02-21-2020</b>
Trimester 3	Trimester 3	Trimester 3	Trimester 3
<b>05-26-2020</b>	<b>06-29-2020</b>	<b>06-26-2020</b>	<b>06-26-2020</b>

Junior High School Progress Report (PR)/Report Card(RC)		
Trimester 1	Trimester 2	Trimester 3
<b>09-30-2019</b> <b>PR</b> (Mailed Home)	<b>01-10-2020</b> <b>PR</b> (Mailed home)	<b>04-14-2020</b> <b>PR</b> (Mailed home)
<b>11-13-2019</b> <b>RC</b> (Mailed home)	<b>02-25-2020</b> <b>RC</b> (Mailed home)	<b>06-02-2020</b> <b>RC</b> (Mailed home)



## **EVALUATION OF STUDENT ACHIEVEMENT**

### **Kindergarten-6<sup>th</sup> Grade**

#### **Performance Level Marks**

4 - Extending- students at the extending level of performance have an in depth understanding of grade level performance standards expected at this point of the school year.

3 - Achieving- students achieving level of performance is consistently meeting the grade level performance standard expected at this point of the school year.

2 - Progressing – students at the progressing level of performance is partially meeting the grade level performance standards expected at this point of the school year.

1 - Beginning/Standard not Met – students at the beginning/standard not met level are not yet meeting the grade level performance standards expected at this point of the school year.

Performance level marks describe students' progress toward year-end standards

#### **Marks for Citizenship and Effort**

Grades Kindergarten Through 6

The Performance Level Marks of 1-4 for Kindergarten through sixth grades will be used by teachers to document a student's growth within the essential areas of 21<sup>st</sup> Century Learning on the section of the report card labeled "Habits for Success."

## Grades 7 Through 12

### Course Content

<b>A</b>	<b>90-100%</b>
<b>B</b>	<b>80-89%</b>
<b>C</b>	<b>70-79%</b>
<b>D</b>	<b>60-69%</b>
<b>F</b>	<b>0-59%</b>

### Work Habits/Effort/Behavior

<b>O</b>	<b>Outstanding</b>
<b>S</b>	<b>Satisfactory</b>
<b>N</b>	<b>Needs Improvement</b>
<b>U</b>	<b>Unsatisfactory</b>

Plus, and minus signs may be used at the discretion of the teacher, but do not affect grade point average. The use of plus or minus signs for a grade of “F” serves no purpose and shall not be used. (Plus and minus signs only apply toward academic grades for students in grades 7 through 12).

## SCHOOL PROCEDURES/POLICIES

### Attendance

The California State Education Code requires school attendance for minors. Students should regularly attend all classes on time. More importantly, a student’s attendance record directly contributes to student academic success. Therefore, Cal Aero Preserve Academy will have a 98% daily attendance goal.

If a student is absent, PLEASE NOTIFY THE SCHOOL on the first day of absence, during the regular school day from 7:30 a.m. to 4:30 p.m. If parents are unable to call on each day of an absence, the student, upon the first day of his/her return, must bring a written note **to the office** from a parent or guardian. You may also report absences by calling our office at (909) 606-8531.

All absences must be cleared within 5 days of the absence to keep the student from being considered truant. After 5 days, the “truant” status becomes permanent.

If you would like to request make-up work, your absence notification and request **must be made by 9:00 a.m.** Every attempt will be made to have make-up work available in the office between 3:30-4:30 p.m. that day.

Please contact the school office in advance of any long-term (5 or more days), unavoidable absence to arrange *Independent Study* to be completed by the student under contract. **This must be arranged at least one week in advance. All work completed during Independent Study is due the day the student returns (no exceptions).** The student will still be eligible for perfect attendance.

## **PARENTS' RIGHTS NOTIFICATION-STUDENT'S ABSENCES**

The following information is your right to know and required by law. This law directly relates to the amount of state appropriated funding our school receives each day for average daily attendance (ADA). Please read Education Code 48205. When **planning vacations** or routine **medical exams** refer to our school calendar for our regularly scheduled breaks to avoid unexcused absences.

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

1. Due to his or her illness
2. Due to quarantine under the direction of a county or city health officer
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered
4. For the purpose of attending funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside of California
5. Due to the illness or medical appointment during school hours of a child whom the pupil is the custodial parent
6. For justifiable personal reasons, including an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been required in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which a pupil is absent shall determine the

tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

**Per California Education Code, any student who has three or more unexcused absences (as defined above) or has been tardy for over 30 minutes on three or more days, is considered to be truant and shall be reported to the district attendance supervisor. Calls from the District Office will be made every trimester.**

Any student with 10 excused absences is also considered truant and will have to meet with the school attendance review team and will be reported to the district attendance supervisor.

## **Bicycles**

**Please read and review the rules below with your bike rider**

1. Parents assume FULL responsibility and liability for the rider's conduct and bicycle.
2. **Bicycles are allowed in grades 4-8 only.**
3. All bicycles MUST be parked in the bike lot and LOCKED. Students MAY NOT share a bicycle lock; only one bicycle per lock!
4. All bicycles MUST be walked while on school grounds.
5. Children should never ride two on one bicycle.
6. Bicycles must be in safe working condition.
7. No student is to loiter in or around bike lot area at any time.
8. ALL Student bike riders must wear safety helmets.

Infraction of rules may result in loss of permission to have the bicycle on school grounds. The school, legally, can assume NO RESPONSIBILITY OR LIABILITY in connection with the child's bicycle if it becomes lost, stolen, or damaged. **Also, please remember that skateboards, roller skates, and scooters are NOT allowed on school grounds.**

The CVUSD is not responsible for damaged or stolen bikes. Bikes must be retrieved from the bicycle area by 3:30 p.m. promptly and may be taken into the classroom with teacher approval if a student is remaining after school. "Heelies", skateboards, and scooters are not to be brought to school. If your child comes to school with these items, you will receive a phone call from the school office.

## **Bullying**

Cal Aero Preserve Academy is committed to providing a safe and supportive school environment in which all students are treated with respect. This policy involves incident(s) and/or conduct that occur on school property, on a school bus, bus stop, or at a school sponsored activity where direct harm to the welfare of the school and students can be demonstrated.

Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below may be subject to intervention and/or discipline under the school's discipline policy.

*Bullying means intentional and repeated acts of a threatening or demeaning nature that occur through direct verbal (e.g., threatening, name calling), direct physical (e.g., hitting kicking), and indirect (e.g., spreading rumors, influencing relationships, cyberbullying) means that typically occur in situations in which there is a power or status differences.*

## **Cyber Bullying**

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

## **State of California Department of Justice**

<https://oag.ca.gov/cybersafety/children/cyberbullying>

## Cell Phones/Electronic Devices

Students in possession of a cell phone or an electronic device on campus must adhere to the following school guidelines:

- Cell phones must be turned off once the student arrives on Cal Aero Preserve Academy's campus and be placed in their backpack. Phones must remain off and in a student's backpack (unless teachers are using them for instructional purposes) until the student has exited the campus.
- Electronic devices that include cameras, IPODS, MP3 players, video game players (except during video game club meetings), etc. are not permitted for use on campus, unless approved by the administration and students are wearing proper identification.

### Consequences for not following electronics or technology guidelines

- Cell phone contract signed by parent/guardian
- Progressive discipline, detentions.

\*\*\*Students start fresh each school year.

It is highly recommended that expensive or sentimental items and technology not be brought to school. Cal Aero Preserve Academy is not responsible for missing items that are brought to school. While we are sympathetic to items that are missing, please remember that it is our desire to focus as much time as possible on refining our programs and instruction to maximize student achievement, and time taken to look for these items hinders these efforts.

## Classroom Parties

A high priority is placed on protecting instructional time. Our school participates in three scheduled parties for elementary only during the year: Winter Break, Valentine's Day, and End of the Year. **In lieu of individual birthday parties at school, parents may donate a book to the classroom/school's library in honor of their child ONLY. Food i.e. pizza and/or goody bags may not be brought to school for birthday celebrations.**

The **End of the Year** celebration and all school wide scheduled parties will take place during the last hour of the day.

Guidelines established by the School Wellness Policy (CVUSD BP 5030d) makes it mandatory that schools adhere to nutritional guidelines. Cupcakes, cake, candy, and soda should be limited as they do not adhere to these standards. All food items must be store bought and a healthy alternative **must** be provided. If you would like to bring snacks for classroom parties, we ask that you adhere to nutrition guidelines that have been established by the state. ALL food items for class celebrations or special events must be preapproved by the classroom teacher, including the contents of any goodie bag. See **CVUSD Board Policy 5030d** *“School staff shall encourage parents/guardians or other volunteers to support the District's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.”*

### **Lunch delivery**

Students are **NOT** allowed to order outside food for delivery to Cal Aero. If a parent decides to deliver outside food, it must not be shared with other students. We have many students with multiple health conditions and outside food or fast food can have serious ramifications on other students' health. Fast Food that is delivered by a parent or guardian must be eaten in the school office. Fast food causes a disruption and an overwhelming pressure to share with friends, which can lead to jealousy and quarrels.

### **Communication**

Parents, staff, and students work together to make academic success possible. Effective communication is necessary for the team to thrive.

In the event there is a question that directly affects any student, parents may take the following steps to clarify or address the issue:

#### Step1:

Phone call/conference with the classroom teacher.

#### Step 2:

If the issue is not resolved, contact the Assistant Principal.

Continued on the next page...

### Step 3:

If further resolution is needed, the Principal will then arrange a conference, if necessary, with the parent and the classroom teacher to resolve the issue.

We encourage all parents to become active members of our school by contacting Cal Aero with suggestions, ideas, or any positive comments. However, if there is an issue that is not classroom specific, contact the office, and it will be forwarded to the appropriate person (i.e. Principal, Assistant Principal, P.T.O., etc.).

### **Dances (Grades 7 and 8 only)**

The leadership class organizes dances throughout the school year. In order to attend, students must have a minimum 2.0 GPA. Students who have been suspended prior to the dance are ineligible to participate. In order to promote a fun yet safe environment the following guidelines have been established:

1. A dance contract must be completed and returned with parent/guardian signature.
2. Students at the dance must be restricted to the gym.
3. Students from other schools are not allowed to attend.
4. If a student is absent from school on the day of the dance, that student will not be allowed to attend the dance.
5. Dancing will be the expected activity for the function.
6. Disc Jockeys will not dance with the students.
7. Students are expected to remain at the dance until the end of the dance.  
Students will not be allowed to leave the building and then return, except with the permission of an administrator or teacher in charge.
8. Students will not be allowed to have cell phones in their possession during the dance. There will be no cameras or recording during the dance with the exception of permission obtained from administration, Leadership, and/or Yearbook advisors.
9. Physical display of affection is not permitted.
10. All school rules are in effect at dance. For example, dress code still applies.

\*\*\*To ensure the safety of students' personal belongings, they are locked up during the dance.



Failure to adhere to dance rules may include:

- Time out
- Informing parents
- Detention(s)
- In House Suspension the next day
- Being sent home
- Exclusion from further dances

### **Early Dismissal**

Students who need to leave school early must be signed out of campus by a parent or guardian that is **listed on the emergency card** prior to their release. For your child's safety, photo identification is required; please bring this with you to the office. Students may not leave the campus without following this procedure.

The end of the day is an important time for our students as teachers spend time reviewing the homework assignments for the evening and weekly quizzes/tests for the week. Students in grades 3-8 are required to write daily assignments and notifications of quizzes/tests in their agendas during this time. **For this reason, it is recommended that students not be dismissed during the last 15 minutes of the day.** If you anticipate signing your student out early for any reason, as a courtesy, please send a note to your child's teacher so s/he can assist your child in leaving. Please schedule appointments before or after lunch, this will prevent staff from having to search for a student while on duty.

### **Emergency Card**

**It is mandatory that we have an emergency card for each student.** If an emergency or accident occurs on campus, we must be able to contact a parent or guardian. Please provide us with an accurate and current home and work telephone number where you can be reached, along with the numbers for neighbors and/or relatives in the area. Your child will only be released to those listed on the emergency card.

### **Food Services**

It is recommended that students not leave campus for lunch, and they may not do so without being signed out of the office by the parent. A variety of items are offered for lunch including a hot tray lunch. Checks may be made out to "Nutrition Services" or lunches can be purchased on the district website using MySchoolBucks.com. Please be certain that your child has lunch or lunch money before leaving home. If your child

should forget lunch, please let your child know to check in the office. This will eliminate classroom interruptions.

### **Gum Policy**

Gum chewing is not permitted on school grounds. Consequences for gum chewing are as follows:

- Warning
- Recess/Noontime campus beautification
- Administrative detention
- Double detention

### **Health Services**

The Health Office is open to students who are injured at school or become too sick to continue class. Our nurse is here to supervise hearing and vision tests, maintain records, and can be called in for emergencies. Our Health Technician is available on a daily basis. **As a reminder, students must be fever/vomit free for a minimum of 24 hours before returning to school.**

### **Independent Study Requests**

Short-term independent study must be requested at least 3 days in advance. Long-term independent study request must be approved by the site administration.

### **Library**

Students are responsible for materials checked out and are expected to demonstrate appropriate behavior in the library. All library fines will need to be paid by the end of the year to participate in end of year activities.

Students in grades 4-8 must have a Cal Aero Preserve County Library card to check out books from the library. Junior high school students must obtain a pass from the library in order to visit the library during lunch period. If a student loses or misplaces his/her card, there will be a replacement cost of \$2.00.

### **Lost and Found**

Clothing and other lost items are located in the lost and found in the office. Unclaimed items are donated to charities several times each year. Lost books are placed in the library. Found valuables such as wallets and cell phones are kept in the front office. The school assumes no liability for items stored in the lost and found.

## Lunch Area Rules

In order to maintain safety and cleanliness during lunch, the following rules have been established:

- All students are required to sit and eat.
- No playground equipment at the lunch tables
- No running permitted in lunch area or on blacktop.
- Students shall sit on benches only, not on table tops.
- Students shall place all trash in containers.
- Food will not be taken beyond the eating area.
- Speaking will be done in a low tone.
- Students shall raise their hand to be dismissed.
- Show respect and follow the directions of noon supervisors.

All students are required to eat lunch on NON minimum days. We abide by the Health and Wellness policy and encourage our students to bring healthy and nutritious lunches. Please send healthy snacks with students to eat during recess. **Due to a variety of student allergies, sharing food is not permitted. Students are not allowed to bring cupcakes, cookies, pizza, and other food items to distribute at lunch.**

## Medication

All medications (including asthma inhalers, aspirin, and cough medicine) required by students must be given to the health technician who will dispense the medication from its original container as prescribed by the doctor. This includes over the counter (OTC) medications (Tylenol, cough drops, Advil, Benadryl, etc.) The appropriate forms may be obtained from the school office and must be signed by the parent and the doctor at the beginning of each school year.

## Website / Social Media

To stay current with monthly events or activities, please reference the Cal Aero Preserve Academy calendar at:

<http://www.chino.k12.ca.us/Domain/28>.

You can also follow us on Social Media

## Follow Us On Social Media



Cal Aero Preserve Academy



calaeropreserveacademy

Instagram



@cal\_aero

To keep informed of activities in your child's class we highly encourage you to view your child's teacher's webpage. In Junior High, grading criteria, assignments, and notifications of future exams may be posted. In elementary, important information regarding your child's classroom may be found on their teachers webpage. Important information may be found on the Aeries Parent Portal. Please be sure to sign up for the Parent Portal at the link below.

<https://www.chino.k12.ca.us/domain/3248>

## Office and Telephone

The school office is a place of business and is often very busy. For this reason, students are only allowed to use the phone in case of **an emergency or if he/she has a note from the teacher**. While it may be inconvenient, personal messages due to child's safety will not be delivered to students.

## Parking Lot Procedure

For the safety of our staff and students, careful attention needs to be made during morning drop off and afternoon pick up. **Please do not allow your child to run through the parking lot, please make sure student exit vehicles on the curb side of the vehicle.** To improve the flow of traffic, under no circumstances should a car be left unattended in the parking lot. Buses have the right of way so it is important that the bus lane not be blocked.

The parking lot located along Garden Park Street (South) is used for drive through pick up and drop off. If you are parking and walking into the school office, you must park in the South Parking lots to enter the school office.

At times, it will be necessary for staff members to direct traffic. We thank you for always following instructions of staff on duty who are voluntarily there to ensure your child's safety. To ensure student safety, students should never wait unsupervised at an area outside the school grounds. Parents of unsupervised children will be contacted.

## Playground and Hallway Rules

For the safety of all students, students are to walk on the black top. Running is permitted on the field and in organized games such as basketball, and handball when supervised.

1. Students are to remain in authorized and supervised areas.
2. Food is not allowed in hallways or on the playground.
3. Students are expected to walk through hallways and are not to bounce balls in hallways or against the buildings.
4. **Horseplay and/or rough housing are not allowed.**
5. Students are not to throw wood chips, grass, rocks, or any other dangerous items.
6. Football and softball games are only permitted in P.E. with adult supervision.
7. Running to the lunch line is inappropriate.

8. Students in grades 1-6 are to stop playing and observe the “freeze bell”. A whistle will be blown to alert students to walk back to their lines.

## **Playground Equipment**

### **Slide:**

1. Climb one step at a time. Only one person is allowed on a step at a time.
2. Do not start down the slide until the person ahead of you has gone down and moved out of the way.
3. Only one person may be on the slide at a time.
4. Slide in a feet-first seated position only.
5. Do not sit at the top of the slide for an extended length of time. This creates a long wait for other students.

### **Horizontal Bars:**

1. Use for pull-ups and swinging.
2. Keep both hands on the bars at all times.
3. Do not use sweaters, sweatshirts, or coats to help you swing or twirl.
4. Do not push or pull anyone on the bars.
5. Hands must remain on the bars for dismount. Do not attempt dangerous stunts.
6. Take turns.

### **Use of Balls:**

1. Soccer balls are the only balls that can be kicked. Soccer balls should be played with on the fields only.
2. Rubber inflatable balls should be used for handball and other organized games that are supervised by an adult. These balls should not be kicked.
3. Basketballs must be used to play basketball on the blacktop. Basketballs are not allowed on the field for any reason.

### **Handball:**

1. Two or four players play at a time.
2. The first serve takes place behind the front white line. The ball must be hit in sequential order, and player may not hit it twice in a row. The ball on the first serve must fall at least behind the front white line.

3. If a player fails to hit the ball against the wall, he or she is out. A new player then joins that game as the last player to hit the ball.
4. In the event that it is not clear whether a player is out, the first person in line is the judge.
5. If a ball is hit and lands out of court, the player who hit the ball is out.

\*Anyone waiting to play must wait on the line. Players standing against the wall will be asked to go to the back of the line. Saving spots is not permitted.

### **Tetherball:**

1. The game is played with 2 players.
2. The server and the judge is the first person in line.
3. Each player must stay on their half of the court.
4. No grabbing the rope or “ropies”.
5. The ball must be hit with your hand.
6. There is no stopping or catching the ball. The ball is hit continuously until it is wrapped around the pole.

\*The first person in line in all games is considered to be the judge. However, if there are still disagreements they will be settled with “rock-paper-scissors.” Respect will be shown to everyone, by everyone. Foul language will not be tolerated.

### **Promotion and Retention**

Legislation AB 1626 stipulates that all students being promoted to the next grade level must meet minimum grade level standards. Using multiple measures, student progress is carefully monitored. By the 8<sup>th</sup> week of school, parents of any students who are at-risk of failing will be notified by the classroom teacher. An academic success plan will be established and follow up conferences will be set. The final decision regarding retention/promotion will be made in May by a retention committee. The retention committee is comprised of school administrators, teachers, the child’s parents, and support staff.

### **Special Deliveries**

Students are responsible to remember to bring items (i.e. homework, lunch, instruments, clothes, etc.) they need throughout the school day, If there is an occasion when you must drop off an item for your student, please bring the items to the office. Please do not bring food for other students. Deliveries of balloons or flowers will not be

accepted or permitted in classes. **Deliveries of pizza or other food items to be shared with others will also not be accepted or permitted.**

## **Tardy Policy**

It is essential that students arrive on time to start the school day. Students coming to the classroom late create a disruption, as the teacher must stop instruction to correct attendance roster and lunch count. Students arriving after 8:30 a.m. must report to the office to be signed in and get a tardy pass to give to the teacher. Parents should plan their arrival with the traffic in mind. Junior High School students need to report to the office if they are tardy to their first period class. Tardies will accumulate during each 12-week period (each trimester). Tardies will start over with each new trimester.

Please note that if your child is late:

- They must enter on the South Side through the school office to get a tardy pass.
- 30 minutes or more late to school, s/he MUST be accompanied by an adult or have a note signed by an adult stating the date and reason for the tardy.
- If your child is late to school due to a medical appointment, your child MUST bring a note from the medical office stating your child was at the appointment.

\*\*\*Three or more thirty minute tardies are reported as truancy to the county.

### **Tardy Consequences for Elementary (per trimester)**

At 5th tardy, parent/student/administrator conference will be required.

### **Tardy Consequences for Grades 7 and 8 (per trimester)**

1<sup>st</sup> tardy: warning

2<sup>nd</sup> tardy: warning

3<sup>rd</sup> tardy: Nutrition Break Detention

4<sup>th</sup> tardy: Lunch detention

5<sup>th</sup> tardy: 7th period 1-hour office detention

6<sup>th</sup> tardy: Saturday School or 4-hour detention equivalent

Subsequent tardies will warrant a student/parent/administrator conference and Saturday school or 4-hour detention equivalent with each tardy.



## Textbooks

Each student is responsible for his or her assigned textbooks. Textbooks are to be covered with paper and not adhesive book coverings. A student will be charged for books that are lost, damaged, or show excessive wear. Charges must be cleared before sixth grade and junior high school students can participate in any end-of-the-year activities or before grades are released to the junior high and high school respectively.

## Visitors

In an effort to ensure better campus safety CVUSD schools utilize the Raptor Visitor Management System. Part of keeping students and faculty safe is knowing who is in our building at all times and the Raptor system will allow us to do that. The Raptor system will better allow us to track visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff. Upon entering the Briggs campus, visitors will be asked to present a valid state-issued ID, which will be scanned into the system. The Raptor system only scans the visitor's name, date of birth and photo for comparison with a national law enforcement database. Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore, any other information on the ID is not scanned by the system and is not accessible to any of the users. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. All parents, 10 volunteers and visitors must have a Raptor badge to enter campus. Our goal is to provide a positive learning environment for our students. Any actions that take away from the learning environment is not allowed. Students are responsible for knowing and following all rules at Briggs.

Our staff appreciates the numerous offers from parents to serve as classroom volunteers. When parental assistance is needed, teachers will in-service parents as to classroom duties and responsibilities. Please remember that for our students' safety, Cal Aero Preserve Academy is a closed campus. ***Adult visitors are always welcome; however, state law requires that all visitors be clearly identified and/or escorted while on campus. Therefore, all visitors MUST first check in through the office and wear a visitor badge.***

Any parent who is interested in visiting the child's classroom must contact the teacher(s) 24 hours in advance and obtain approval as the class may be involved in an activity of a nature that the presence of any adult in the classroom, other than the teacher, will be inherently disruptive.

The term "parent", as used in this regulation, refers not only to a natural parent, but to all guardians and other persons having the care and custody of the child attending the school and **listed on the child's emergency card**.

On the day of visitation, the parent must first sign into the office. While visiting in a classroom under the aforementioned conditions, a visitor must not interrupt the class in any way, nor speak to or disturb the children. If the visitor desires to ask questions of or to confer with the teacher, he/she must make arrangements for a conference with the teacher upon leaving the classroom, or contact the teacher at a later time for an appointment. As a courtesy, please do not use your cell phone while visiting or volunteering in classrooms. **(Administrative Regulations 1250)**.

### **Special Courtesy issues**

From time to time some special issues regarding mutual courtesy and consideration of others arise in a school community. We ask your special consideration regarding the following:

**We ask that parents not bring their pets to school even if they are leashed.** Some children are highly allergic, while others may be afraid of some pets. **(Penal Code Section 653g 626.8)**

### **Special Programs**

#### **English Language Learners**

Students identified as an English language learner will receive additional language support through designated and integrated English language development. Student progress is continuously evaluated to ensure the student is making sufficient progress in reaching English proficiency. English language learner students that have been in the United States for less than 12 months may receive a "NM" (no mark) or "NG" (no grade).

## **Gifted and Talented Education (GATE)**

Cal Aero Preserve Academy is committed to providing students who have been identified GATE in grades 2-8 a unique learning experience that focuses on academic rigor and the social emotional needs of gifted students.

GATE students are clustered in a general education class. This allows for the students to work together with others who possess similar abilities and needs. It also provides an atmosphere that is academically rigorous and designed to enhance the output of such students. The grade level curriculum is differentiated throughout the day and in all subjects where applicable. By differentiating the curriculum, GATE students do not receive “extra” work to complete outside or inside the classroom, but are given work that varies in depth and complexity. These plans will detail ongoing and differentiated learning. Students in grades 7 and 8 will be placed in GATE/Honors classes in English language arts, Math, Science, and/or Social Science. Satisfactory performance will be required to continue in any GATE/Honors class.

## **Flight K-16: College Bound**

Flight K-16 is a school wide program that promotes college as the educational destination for all of our students. As part of this established culture, symbols and products of this culture are apparent throughout the school. Each classroom has adopted a university and has a university learning wall and chant. The teacher highlights information about their school and uses the wall to foster collegiate-focused discussions. Classes vie for the opportunity to perform their university chant during our monthly Aviator Awards. Students and staff members show pride by wearing university shirts each Monday to launch the week.

Flight K-16 promotes academic achievement within the classroom. Instruction is standards based, and in every classroom you will find clear, measurable objectives written on the board which pave the way for student learning. Teachers explicitly state and interact with the objectives to ensure their focus on the learning targets. K-8 teachers help students set individual and class goals based on our school wide college standard. Junior high students are aware of their GPA and how it is calculated. A list of college awareness terms specific to each grade level has been established to deepen students’ awareness of the collegiate world. For example, in kindergarten, students learn the word *university* leading up to 8<sup>th</sup> grade students learning words like *PSAT* and *SAT* in our effort of promoting college readiness for all.

Students in every grade level to complete an individualized Flight Plan for the Future. On the plan, students as early as Kindergarten identify their future University of choice, the year they will graduate from the University, and the action steps needed to ensure their path of success. At each grade level, the Flight Plan for the Future is upleveled to meet the maturity of the students. The ultimate goal of Flight K-16 is for students to understand and embrace the growth mindset. This mindset promotes collegereadiness through a system of practices that builds on student academic success.

## **Leadership**

Our Student Leadership believes that the unique Aviator Flight K-16 experience is enhanced by activities and programs beyond the classroom. These activities help students make meaningful and rewarding connections with our campus. We are eagerly planning events, aligned to our Flight K-16 philosophy, that foster a greater sense of school spirit, recognize outstanding character, and celebrate academic achievement. Throughout the school year we will be:

- Hosting bi-monthly Jr. High class competitions at lunch on Fridays.
- Holding Character Focus, lunchtime rallies, midtrimester.
- Promoting academic achievement through Aviator Renaissance Assemblies.
- Fostering college awareness at monthly awards assemblies.
- Spotlighting Outstanding Aviators on Campus through "Aim High" recognitions.
- Hosting dances throughout the year.
- Mentoring student council members in grades 4-6.
- Sponsoring Clubs on campus and encouraging students to create a club or join one already in existence.
- Soaring Sundaes, where staff members recognise student strengths.

## **Special Education**

Students, who have completed psycho-educational evaluation, may qualify for Special Education services. These students are served through an Individualized Education Plan, which is coordinated and overseen by a special education team. Parent approval is required for placement, and annual meetings are held to review student's progress and set new goals.

## **Learning Center**

Cal Aero Preserve Academy elementary school will operate a learning center in which students with Individualized Education Programs (IEPs), grades kindergarten through sixth, can receive individualized services at their learning level, either individually or in a small group session. Education Specialist and instructional assistants work together to serve students both in the learning center and in the general education classrooms, offering “push-in” support when appropriate. Any student can be referred to the learning center for extra support

## **Spirit Day**

Every Monday students wear their university shirt. Spirit day is every Friday at Cal Aero. Students wear their school spirit shirts or wear red and silver, our school colors, to show school pride.

## **STEP Meetings**

Student and Teacher Excellence Program (STEP)

If a student is struggling either academically or socially, the classroom teacher will intervene. When further measures are required, the classroom teacher or parent may request a STEP meeting. The team includes parents, the teacher, an administrator or designee, and may also include the education specialist, nurse, psychologist, other teachers, and/or student. The team identifies the student’s strengths and weakness, and then develops a plan for success.

## **STUDENT RECOGNITION**

It is our core belief that because “success breeds success” students need to be recognized for a variety of accomplishments. In order to promote future achievement, a school wide recognition system will be used.

### **Ongoing Awards**

#### **Trip to the Principal**

Classroom teachers may recognize students for a variety of accomplishments with a visit to the principal, for special acknowledgement.

### **Monthly Awards**

**Attendance Award**, Classes with the highest attendance by grade level will be recognized monthly.

**Aviator of the Month** is given to one student who is academically strong, exemplified character, and has been a role model to others in the classroom.

**Top Flight Award** is given to two students in each class in grades K-6 for various reasons chosen by the teacher.

**Character Award** is given to students who demonstrate the character trait that is the focus for the month

### **Trimester Awards**

**Perfect Attendance** awards will be given to 7<sup>th</sup> and 8<sup>th</sup> grade students for having perfect attendance and 0 tardies for the trimester, at Aviator Renaissance Rallies.

7<sup>th</sup> and 8<sup>th</sup> grade students are also recognized for a variety of other accomplishments and character at the Aviator Rallies throughout the year.

## End of Year

**Department Awards** for achievement, effort, and/or progress presented to 7<sup>th</sup> and 8<sup>th</sup> grade students.

**Aviator of the Year Award** is presented to an 8<sup>th</sup> grade female and male student at Promotion. The selection is based on character, academic achievement, integrity and making a lasting contribution to the school.

**Leadership Awards** are given to student council members in the 4-6<sup>th</sup> grades and students in grades 7<sup>th</sup> and 8<sup>th</sup> for demonstrating leadership by positively impacting the Cal Aero school community.

**Perfect Attendance** awards are given to students who have perfect attendance for the year with **0 tardies** for the whole year. Students who have been suspended are not eligible for the award.

**Physical Fitness Awards** are given to 7<sup>th</sup> and 8<sup>th</sup> grade students who meet and the criteria for the National guidelines.

**Presidential Academic Excellence Award** (6<sup>th</sup> and 8<sup>th</sup> grades only)

Awards are presented at the end of the year to those students who meet the following criteria:

### 6th Grade

- Advanced score on CAASPP in ELA or Math for 4<sup>th</sup> and 5<sup>th</sup> grades.
- 3's and 4's in all areas of their report card for 4<sup>th</sup> and 5<sup>th</sup> grades, and the first two trimesters of 6<sup>th</sup> grade.
- Student cannot have any Unsatisfactory marks anywhere on the student's report card.

### 8th Grade

- Must have a 3.5 GPA or above in grades 7 and 8.
- Student cannot have any D's, F's, N's, or Unsatisfactory marks anywhere on the student's report card.

- Recommendations from a teacher plus one other staff member may be considered.

One recommendation is to reflect outstanding achievement such as English, mathematics, science, history, geography, art, foreign language, and any other courses that reflect a school's core curriculum. This judgment is to be supported by tangible evidence that is comprised of either results on teacher-made tests, portfolio assessment, or special projects. The second recommendation from a school staff member may address, for example: involvement in community service or co-curricular activities including tutoring other students and/or demonstration of creativity and achievement in the visual and performing arts. For Grade 8 you must have a 3.5-4.0 GPA every trimester in grades 7-8, as well as the above criteria regarding teacher/staff recommendations.

**Principal's Award** is given to a 6<sup>th</sup> grade student female and male at the end of the year and in 8<sup>th</sup> grade female and male student at Promotion. There are two aspects of the award: achieving academic excellence and maintaining a positive educational attitude towards fellow students and staff members on campus.

**Top Flight** is given to 8<sup>th</sup> grade students at Promotion who maintained a 4.0 GPA during their 2 years in junior high.

**Victory Awards** are given to 7<sup>th</sup> and 8<sup>th</sup> grade students who have demonstrated personal triumphs in their lives.

### **Student Eligibility for School Sponsored Activities**

All students are eligible to participate in school activities if they maintain appropriate academic standards and exhibit good citizenship on campus. Students may forfeit eligibility for the following reasons:

1. suspension from school
2. disciplinary action by Administration
3. truancy (period or day) from school
4. habitual tardies
5. outstanding fundraising or library fines/money.

All students will be subject to a grade/citizen/disciplinary check prior to each school-organized event. Junior high students must have a minimum GPA of 2.0 and



meet the criteria above in order to participate in all dances and activities. End of the year junior high field trip check will be done using the 6<sup>th</sup> week progress report grade point average (GPA) during 3<sup>rd</sup> trimester.

### **PROMOTION AND INFORMATION REQUIREMENTS**

Promotion ceremony is held only for 8<sup>th</sup> grade students at Cal Aero Preserve Academy. Students must meet the requirements established by the Chino Valley Unified School District Board of Education's Promotion and Retention Recommendation Policy (BP 5127): Students must have a 2.0 GPA in their final trimester and no more than two (2) "Unsatisfactory" (U) citizenship grades in order to participate in promotion exercises.

Students may be excluded from promotion activities for disciplinary action such as suspension and for excessive unexcused absences and/or tardies.

Students must pay for all lost or damaged books and any owed fundraising monies in order to be included in the ceremony.

In lieu of promotion, 6<sup>th</sup> grade students will have their own end of year activities/celebration. All 6<sup>th</sup> grade students must meet grade/citizenship/work habit requirements in order to participate in activities.

#### **Dress Code for 8<sup>th</sup> Grade Promotion**

For the Promotion Ceremony, boys are to wear nice pants and shoes. For girls, pant suits, dresses or blouses/skirts are to cover their midriff or backs. No strapless dresses. All school dress code rules still apply. Students in violation of the dress code will be required to change clothes and/or shoes in order to participate in the promotion ceremony.

### IMPORTANT DATES 2019-2020

Date	Day	Event
Sept 2	Monday	Labor Day
Nov 11	Monday	Veteran's Day/NO SCHOOL
Nov 25-29	Monday-Friday	No School/Thanksgiving Holiday
Dec 23-Jan 3	Monday-Friday	Winter/Christmas Break
Jan 6	Monday	School Resumes
Jan 20	Monday	Martin Luther King Jr. Day
Feb 10	Monday	Lincoln's Birthday (Observed)
Feb 17	Monday	Washington's Birthday (Observed)
Mar 20- Mar 27	Monday-Friday	Spring Break - Junior High ONLY
May 25	Monday	Memorial Day
Track A May 26 Track B June 29 Track C June 26 Track D June 26	Tuesday Monday Friday Friday	Last Day of School for K-6
May 28	Thursday	Last Day of School for Junior High 8 <sup>th</sup> grade Promotion

### School Holidays (Junior High Only)

March 20<sup>th</sup> – March 27<sup>st</sup>                      Spring Break for JH

### **Additional Minimum Days for Elementary (K-6)**

#### **Track A**

Monday	8/19/19	Teacher/Parent Conferences
Tuesday	8/20/19	Teacher/Parent Conferences
Wednesday	8/21/19	Teacher/Parent Conferences
Friday	9/20/19	Minimum Day
Friday	12/20/19	Minimum Day
Tuesday	1/28/20	Minimum Day
Tuesday	5/26/20	Minimum Day

#### **Track B**

Monday	8/19/19	Teacher/Parent Conferences
Tuesday	8/20/19	Teacher/Parent Conferences
Wednesday	8/21/19	Teacher/Parent Conferences
Friday	8/23/19	Minimum Day
Friday	12/20/19	Minimum Day
Monday	4/20/20	Minimum Day
Monday	6/29/20	Minimum Day

#### **Track C**

Friday	7/26/19	Minimum Day
Tuesday	9/17/19	Teacher/Parent Conferences
Wednesday	9/18/19	Teacher/Parent Conferences
Friday	9/20/19	Teacher/Parent Conferences
Friday	11/15/19	Minimum Day
Tuesday	3/24/20	Minimum Day
Friday	6/26/20	Minimum Day

#### **Track D**

Tuesday	9/17/19	Teacher/Parent Conferences
Wednesday	9/18/19	Teacher/Parent Conferences
Friday	9/20/19	Teacher/Parent Conferences
Friday	10/18/19	Minimum Day
Friday	12/20/19	Minimum Day
Friday	2/21/20	Minimum Day
Friday	6/26/20	Minimum Day

**Additional Minimum Days for Jr. High**

September 30, 2019 thru October 4, 2019

January 17, 2020

February 26, 2020

May 26, 2020 thru May 28, 2020

**NO SCHOOL for Jr. High December 20, 2019 and April 10, 2019**

Aviators Soar!