

# EAGLE CANYON ELEMENTARY SCHOOL

13435 Eagle Canyon Drive, Chino Hills, CA 91709

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[Eagle Canyon Website](#)

## A - Z SCHOOL HANDBOOK 2024 – 2025



**THIS HANDBOOK IS SUBJECT TO MODIFICATION DURING THE SCHOOL YEAR**



Student Achievement • Safe Schools • Positive School Climate  
Humility • Civility • Service

# **Chino Valley Unified School District**

**5130 Riverside Drive**

**Chino, California 91710**

**(909) 628-1201**

## **Board of Education**

**Sonja Shaw, President**

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## **Eagle Canyon Elementary School**

***Soaring to Success***

Chino Valley Unified School District

## **EAGLE CANYON ELEMENTARY SCHOOL**

13435 Eagle Canyon Drive, Chino Hills, CA 91709

Barbara Bearden  
Principal

Jackie Jenkins  
Assistant Principal



August 5, 2024

Welcome Back Eagle Canyon Families,

As we begin a new year and reflect on last year, we want to ensure again that our communication system here at Eagle Canyon runs smoothly between all community members so that the communication loop is never left open. **The communication line always flows from parent to teacher and, if necessary, to administration.** Please read over the following information carefully.

- We always encourage communication between parents and teachers, but please remember that those mornings before school is hectic for our teachers. Would you please refrain from stopping them before school as they are ensuring our students' safety? If you need to speak with your child's teacher, please email them to schedule an appointment.
- If your child reports something that happened to them at school involving another student, please notify the teacher at the first reasonable time, not the administration, so that the teacher can investigate. *Please note that if the incident is severe and can be classified as an immediate threat to your child's safety and well-being, then please get in touch with the administration right away. In all other cases, the teacher will notify the administration if necessary.* Please do not conduct investigations yourself, as we use a specific investigation process enabling us to keep the facts straight throughout the entire process.
- If you report an incident to the teacher, please understand that all information collected during our investigation about other students involved is confidential during the investigative process.

Our goal here at Eagle Canyon is to ensure all students learn to the highest of their ability in a safe environment. For this to take place, communication is always critical. If you have any questions or concerns, please do not hesitate to ask. For your reference, please consult the Eagle Canyon Elementary Discipline Procedure Flowchart linked in the PBIS section of the handbook.

We look forward to a fantastic school year as we continue to *Soar to Success!*

Mrs. Bearden, Principal

# Welcome Page

It is with great pleasure that we take this opportunity to welcome you to Eagle Canyon Elementary School. We are incredibly proud of the programs we offer our students, and we encourage you to make the most of your time with us.

We developed this handbook to help you and your child learn as much as possible about school policies and procedures and our services. It is a quick reference guide you will find extremely useful as questions arise throughout the school year.

Once again, welcome!

## **Mission Statement**

The Eagle Canyon community consists of staff, students, and families who are committed to working collaboratively to promote *Engaged, Active, Goal-oriented Learners* through the use of a rigorously designed curriculum to foster curiosity, enthusiasm, creativity, and critical thinking skills necessary to succeed in the twenty-first century as they *Eagerly Soar* toward college and career.

## **Our Beliefs**

All students can learn.

High academic expectations can be met through excellent teaching and active learning.

Each student has unique strengths that are recognized and nurtured.

Each student has unique needs that are recognized and addressed.

Building character is as important as building minds.

Parents/guardians are our partners in the educational system.

Collaboration, cooperation, and mutual respect are essential in the learning environment.

Community partners are essential to enriching the lives of students.

We provide excellent service to all students.

Positive school climate supports student learning.

# STUDENT RECOGNITION AWARDS

## *Schoolwide Monthly Awards System for Grades K – 6*

A schoolwide recognition system is part of our positive behavior system to encourage students to excel. Teachers recognize deserving students who have met or exceeded the school's high expectations.

**Monthly Awards - 3 per classroom at Awards Assemblies (held in Sept., Oct., Nov/Dec. Jan., Feb., March, April, and May)**

**Golden Eagle Award** – Recognition for exemplifying the previous month's character trait

**Outstanding Effort/Achievement Award** - Exceptional academic performance related to mastery

**Student of the Month Award** – Teacher recognition of a standout student for any reason

## **Trimester Awards (held in December, March, and May)**

### **Honor Roll – Academic Success**

Gold Honor Roll: All 4s in English Language Arts and math

Silver Honor Roll: All 3s and 4s in English Language Arts and math

### **Regal Eagle Award – Habits of Success**

First Trimester: Three or fewer 2s, with the rest 3s and 4s on the Report Card in ALL areas of Habits of Success and **NO** demerits or office referrals.

Second and Third Trimesters: ALL 3s and 4s on the Report Card in ALL areas of Habits of Success and **NO** demerits or office referrals.

### **Perfect Trimester Attendance Award**

Perfect Attendance - **Bell to Bell** (Beginning to the end of EACH school day).

**ALL tardies** will count against this award unless accompanied by a Doctor or Dentist note received within five business days.

**Early Dismissals** only count towards this award when the office gets a medical note from a Doctor or Dentist within five business days.

Students are disqualified from this award when parents pick them up from school after 3:00 pm.

### **“Graduate” Award**

Recipients of all the trimester awards, Honor Roll and Regal Eagle for all three trimesters, and the third-trimester Perfect Attendance award will earn the Graduate Award. Awards for **all three trimesters** will receive a Pennant at an evening Awards Assembly in September.

# Student Drop-Off

1. Follow the school's recommended traffic plans. \*Picking your route and drop-off area not only disrupts the normal traffic flow but also makes it less safe for children and inconvenient for parents following the rules.
2. Pull as far forward as possible at the unloading zone. Either to the end of the unloading zone or until the car in front of you stops. Three to four feet between vehicles is a reasonable distance. Leaving a small distance between vehicles allows more parents to drop off simultaneously and speeds up the "drop-off" process. Being considerate helps everyone. Tomorrow it could be you stuck at the back of the line.
3. Follow school staff directions; they only try to expedite the unloading process and make things safer for your children. **Please do not blame them for the traffic.**
4. Ensure your child is ready to leave the car when you reach the unloading zone. Have all books, lunches, and backpacks close at hand, not in the trunk or back of the vehicle.
5. Unload as quickly as possible, but make sure your children are out and the car doors are closed before moving. Give your hugs at home, not at the unloading zone.
6. **ALL STUDENTS MUST EXIT ON THE RIGHT SIDE OF THE VEHICLE.**
7. Do not park in the loading zone. **DRIVERS ARE NEVER PERMITTED TO EXIT THEIR CARS IN THE LOADING ZONE AT THE CABANAS OR ON EAGLE CANYON DRIVE.**
8. Leaving home a few minutes early could mean missing the school traffic altogether. Most school congestion only lasts 20-25 minutes. Consider setting up carpools with neighbors. Walking your kids to school is a healthy alternative and allows you time to talk to your children. Fewer cars at school mean less waiting and, more importantly, a safer school.

**Chino Hills Sheriffs' Department**

## Classroom Placement Procedures

### The Process

Eagle Canyon teachers and administration carefully determine classroom placement before the start of school for each student returning to Eagle Canyon. The team considers placement by the student's previous teacher and grade-level team of teachers. Newly enrolled students are added to the classes as they register, with classroom decisions based on information available from referring schools and parents and balancing the class composition. In addition, the principal and the certificated personnel assist with placement.

### Purpose

The primary purpose of the placement process is to create equitable classroom environments that allow teachers to meet every student's academic, social, and emotional needs. The placement teams balance variables in each classroom setting by carefully considering each student's needs and strengths. These variables include, but are not limited to:

- Gender ratios
- Levels of academic progress and student needs
- Degrees of self-directedness and independence
- Class size as it relates to state and district guidelines

Requests for specific teachers are discouraged since it would be improbable that the staff could successfully build the most productive, balanced class groups based on parent requests (rather than the information and criteria previously outlined).

### Combination Classrooms

As most of our community knows, combination/multi-age classrooms (serving two grade levels) are a fact of schooling in most public elementary schools in California. Because students do not come to us in neat groups of 24 or 31, Eagle Canyon will most likely experience combination classes annually. We assign students based on their instructional strengths and learning styles when forming combination classes. Such careful consideration contributes to students' academic and emotional success in class. Students in each grade level receive rigorous instruction and support in achieving and excelling at grade-level standards. In a combination class, one group of students works on an independent task while another group receives direct instruction from the teacher.

### 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 unusual for someone to hear that "so-and-so" is the only and best teacher in a "such-and-such" grade. Sometimes, too, a student will initially feel their teacher is "too mean," "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 that their child's placement is working well after all. Remember, the previous teacher and administration carefully selected the classroom placement for your child.

Finally, it is critically important for you to know that your students' attitudes towards their teachers and school reflect your attitude of the teacher and school. **We can all provide our children with a successful beginning of the year experience by responding to their classroom assignments positively.** We can all work together to enhance personal development and the general school climate for all Eagle Canyon students through confidence in our children's ability to deal with change, knowledge, cooperation, and trust.

# A

**ACADEMIC PROGRAM:** Eagle Canyon Elementary School uses the district-adopted curriculum at all grade levels. Information regarding Common Core State Standards can be found at: <http://www.cde.ca.gov/re/cc/index.asp>

**ASSESSMENT INFORMATION:** Each teacher will inform parents how they assess student progress as part of the Back-to-School Night information. At the fall parent/teacher conference, teachers will review grade-level standards, and show student samples and district assessments. Teachers in grades 3-6 will also review SBAC procedures.

**ATTENDANCE:** Our goal is to have 99% actual attendance to ensure the best education possible for all our students. It is the state law that all children attend school when school is in session. All absences and tardies must be accounted for. Should your child be absent or tardy for any reason, please do one of the following: report the absence online at the school website: [Report Absence Online](#) or write a note and send it with your child when he/she returns to school. If your child is tardy, they must come to the office, be added to the tardy log, and take a tardy slip before going to class.

*Please see **Tardies** for more information.*

Actual attendance is the basis for our funding from the state. We receive funding only if the student is actually in school. All absences cost us valuable educational services for our students and cost the student essential learning experiences. All students must be in school every day for the entire instructional day.

According to state law, the parent(s) or legal guardian(s) of students are responsible for seeing that their students attend school until the student attains the age of 18 or graduates from high school. Students shall be punctual and regular in class attendance (Education Code Sections 48200).

Students must be present in school with a valid excuse 3 days or tardy more than 30 minutes on each of 3 days in one school year shall be reported truant (Education Code 48260ff). Students must be in school unless one of the four valid excuses (illness, doctor's appointment, attending a funeral of an immediate family member, quarantine by health officer) applies. Please be advised that after 10 absences, a note from the doctor is required.

When Independent Study is available, short-term independent study is a method to avoid truancy declaration and to help retain funding when students need to be absent for five days or longer. Some specific restrictions and forms must be completed. The absences do not count as absences on the report card but still are absences regarding perfect attendance awards. (See Independent Study for details.)

Attendance will be closely monitored, and parent contact will be made for frequent tardies or absences. Attendance awards will be given to students who attend daily, are timely, and do not leave early (*except for verified medical/dental appointments or students sent home via the Health Office*). **All notes must be submitted within 5 business days to be eligible for any Perfect Attendance Award.**

Students should be on campus when the 7:47 am bell rings to be in the classroom ready for instruction to begin at 7:50 am. Students who arrive after the 7:50 am bell must check in at the office and spend a portion of their recess with the administration.



**AWARDS PROGRAMS:** One of the most important aspects of our school program is recognizing positive student behavior, effort, and achievement. We know verbal praise is an essential and immediate way to recognize students' achievement. In addition, Eagle Canyon recognizes students in many other ways. The schoolwide University Awards System for Grades K-6 consists of the following:

**Schoolwide Monthly Awards System for Grades K – 6**

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**"Graduate" Award**

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**OTHER STUDENT RECOGNITION/AWARDS:**

- Fine Art Showcases and performances
- Mileage Club/Track Team
- Odyssey of the Mind
- Spelling Bee
- Debate
- Science Fair

# B

**BELLS:** A bell will ring 10 minutes before the start of the school day to allow students onto the campus. Kindergarten students and their parents/escorts **ONLY** are to wait outside the Kindergarten gate until the teacher arrives.

**BICYCLE RIDERS:** Students in Grades 3 and above may ride bicycles to school with parent permission if they follow safety rules, wear protective helmets, and have a lock for their bicycles (CVUSD Board Policy 5142.3).

Bicycle riders must follow bicycle safety rules to and from school. They are to always walk their bicycles, skateboards, and scooters in the crosswalk, on the sidewalk, and on campus. Bicycles must be locked to the bicycle racks located adjacent to room 3. Failure to follow safety and/or procedural rules will result in losing bicycle, skateboard, or scooter riding privileges.

**BIRTHDAYS:** Due to health concerns (food allergies and food safety), the rigors of our standards, and the demands on our time, **all teachers at Eagle Canyon have opted to allow birthday treats in the form of goodie bags only when prearranged with the classroom teacher.** Food items will be accepted inside the goodie bag only; however, they must be store-bought and individually wrapped. Also, consider nonfood items such as pencils, stickers, erasers, bookmarks, etc. Just know that you may drop off your child's goodie bags before school or leave them in the office during school, and they will be passed out at the end of the school day. Although we appreciate your thoughtfulness, please be aware that food items other than the goodie bag (such as cupcakes) will not be passed out in class and must be returned home. **Additionally, please let your classroom teacher know beforehand so time can be set aside at the end of the day, near dismissal time to recognize your child's special day.**

Invitations may be passed out at school if your child is having a birthday party at home and inviting everyone in the class. However, if only a select number of students are being invited, please mail your invitations or deliver them outside of the school day as a courtesy so that other students do not get their feelings hurt.

**BREAKFAST:** Breakfast will be served every day from 7:15 – 7:45 am. **Only students eating breakfast can enter the MPR upon arrival at school.**

## **BUS RIDERS:**

Glass, animals, gum, eating, and large items are prohibited on the bus. All food and drink must remain in closed containers. Large projects may require that the parents arrange alternate transportation to and from school. Whether the student rides the bus to and from school, or only for field trips, it is imperative that all bus rules be followed. Bus riding is a privilege, not a right. Students who fail to follow rules will be denied bus-riding privileges.

# C

**CAMPUS CLEANLINESS:** Our custodians do a great job keeping our campus looking great. However, it is up to all of us, students, staff, parents, and visitors, to help keep it that way. If you see someone littering, remind him or her not to do so. We must establish a norm of taking pride in our school and campus. If you have any concerns about the cleanliness of the campus, please see the principal or assistant principal.

**CAMPUS CLUBS AND ACTIVITIES:** Eagle Canyon offers students a variety of activities, clubs, and enrichment opportunities including but not limited to:

- After-school Enrichment Opportunities (i.e., Young Rembrandts, Coding, Chess Masters, etc.)
- Christian Release
- Debate Club
- Drama Club
- Garden Club
- Mileage Club/Track Team
- Odyssey of the Mind
- Safe School Ambassadors
- Student Council

**CAMPUS VISITORS:** **Non-school-age children are not permitted on campus during the school day during instructional activities.** No one should be on campus without office clearance through the Raptor System. Per Board Policy (BP & AR1250), **all parent volunteers or other visitors must sign in at the office upon entering the campus and wear a visitor sticker at all times.** Raptor stickers must be returned to the Front Office upon exiting the campus. Parents are not allowed in the playground area during school hours. Teacher conferences must be pre arranged with the teacher (see classroom Interruptions).

**CLASSROOM/GRADE LEVEL CONTESTS:** Classroom and Grade Level contests are used to build team spirit and raise awareness within and outside of our community. Some of the competitions offered are shown below:

- Attendance
- Spirit Wear Classroom Competition (Eagle Canyon & College T-Shirts)
- PTA Fundraiser Competitions
- Donation Drives

**CLASSROOM INTERRUPTIONS:** School staff shall ensure interruptions are kept to a minimum to allow students to take full advantage of learning opportunities in the classroom, as delineated by Board Policy and Administrative Regulations 6116. Therefore, we make every effort to minimize classroom interruptions. **Teacher conferences must be pre arranged with the teacher.** *The office will be notified in advance if a conference is scheduled.* **Please do not go directly to the classroom.** Teachers can be reached by email, phone, or hand-written note. **If students expect parents to drop off items at the office, they may check for them inside the office during recess and/or lunch.**

**CLASSROOM PARTIES:** PTA/Room parents work with the teachers to provide parties for the classroom. This is a great way to 'get your feet wet' in becoming active in your child's classroom. Generally, these occur four times a year- before Winter break, Valentine's Day, before Spring break, and at the end of the year. (BP/AR)

Guidelines for parties are:

1. Only room parents are responsible for planning parties.
2. All parties, including food and activities, must be planned with the teacher.
3. Consider food allergies when planning activities (i.e., nuts, nut oils, etc.)
4. Food items must be store/restaurant bought rather than homemade.
5. Each classroom has a parent binder with sample letters or flyers for events.

**COMBINATION CLASSES:** Combination classes are necessary and may occur more than once during your child's educational process at Eagle Canyon Elementary.

**COMMUNICATION:** Please refer to the letter from the administration at the front of the handbook.

We believe communication between home and school is necessary to guarantee the best possible education for our children. We make every effort to inform parents of district and schoolwide policies, procedures, and events through this Parent Handbook, the Parent Information Packet at the beginning of the school year, Aeries Communication Systems, Back-to-School Night, Open House, and special notices.

Information about your child is communicated through progress reports, report cards, parent conferences, awards, letters, demerits, office referrals, or phone calls. Many teachers send regular notices home outlining classroom events. Most teachers use homework packets or assignment sheets. Basic classroom policies on homework, discipline, and classroom management are sent home the first week of school by individual teachers and/or given out at Back-to-School Night.

***The most effective way to monitor your child's progress is by regularly accessing the Aeries Parent Portal.***

Emphasize to your child the importance of bringing home all school communication and remembering to show it to you. Be sure to read all notices from school and to follow up appropriately. Monitor progress on projects or reports, review homework, student agendas, and test papers, discuss school events and activities, and attend conferences and events involving your child.

We also strongly encourage parents to communicate with teachers and other school personnel. Inform teachers of your child's specific interests, strengths, or needs. Tell teachers when your child struggles with an assignment or finds one especially interesting or meaningful. When you have concerns about classroom incidents, assignments, or workload (too little, too much, or no homework), please talk with your child's teacher. Of course, if something is going well, please also communicate that to the school. The communication line always flows from parent to teacher and, if necessary, to administration.

**If you need to meet with your child's teacher, please arrange a meeting that does not conflict with instructional time. You may call the office to leave a voicemail, send a note to your child, or email your child's teacher.** Morning arrival is not an appropriate time

to conference with your child's teacher.

**CUSTODY:** In most cases, divorced parents have equal educational rights (such as access to information) for their children. **If you have a court order that limits the rights of one parent in matters such as custody, visitation, access, etc., please provide a copy for the school.** Unless your court order is on file in the office, we must provide equal rights and access to both natural parents. If both parents wish for copies of student reports, discipline information, etc., please notify your child's teacher at the beginning of the school year.

## D

**DISCIPLINE:** See Positive Behavioral Interventions and Supports (PBIS), Office Referral Definitions, and Schoolwide Discipline Flowchart.

**DISMISSAL:** At dismissal, all students are to walk directly to the Cabana area or the bus gate in front of the school. Students must always remain on the walkways and off the planter areas and walls. For supervision/safety reasons, younger siblings should not go to classrooms to meet their brothers/sisters. All students should come to where there is supervision and wait to meet siblings/friends. **Students remaining on campus after their parent/guardian has arrived must be actively supervised by their parent/guardian.**

**All Junior High and High School students who pick up a sibling MUST wait at the gates outside campus and/or sit quietly at the tables near the Cabana. Any disrespect or disregard for Eagle Canyon rules will result in disciplinary action.**

**DRESS CODE:** Students should wear comfortable, casual clothing that permits running and freedom of movement and is washable to be protected from participation in P.E. or Art. Comfort and good taste are the guiding principles in clothing selection.

Student grooming that interferes with or detracts from an environment conducive to academic learning or study disrupts or threatens to disrupt the educational or instructional process, or creates an unnecessary or unreasonable risk of injury to any student is prohibited.

AR 5132 of the CVUSD Board Policy addresses Student Dress Code. This policy information is on the District website.

Please note that the above are minimum guidelines. For clarification, please note the following:

1. All shoes must have a restraining strap across the back. Sandals and open-toes shoes are discouraged for safety reasons. Students should wear shoes appropriate for running and vigorous physical activity.
2. Platform shoes, high heels, clogs, flip-flop style, and backless shoes are prohibited; roller shoes are prohibited.
3. Wearing ripped and/or torn clothing from the neck to the ends of the fingertips is prohibited during the school day.
4. All hats shall be worn appropriately. The bill of the hat must face forward, and hats shall be removed while indoors.
5. Tank tops must have straps at least 2" wide. Spaghetti straps are not permitted. No oversized arm holes.

6. Skirts, shorts, or skorts must be no shorter than mid-thigh.
7. Appropriate PE clothing should be worn on days designated for PE (i.e., tennis shoes, proper clothing, etc.)

These dress code restrictions will be enforced. In cases of inappropriate student dress (i.e., wearing makeup, coloring hair, etc.), parents will be contacted and may be asked to bring a change of clothing to school. Repeated infractions will result in further discipline.

Please feel free to contact us with questions. In accordance with District policy, "In cases of questionable dress, the Principal will make the final decision."

# E

**EARLY ARRIVALS:** Students must arrive after 7:15 am because adult supervision is not available. Students must avoid eating, playing with toys or balls, running, or playing in front of the school before and after school, as this creates a safety hazard. Once the gate has been opened in the morning, the students must head directly to the amphitheater.

**EMERGENCIES:** The Eagle Canyon Elementary School staff is trained to provide care for all students in an emergency, e.g., a severe earthquake. The district and the school site have comprehensive emergency plans, with each staff member assigned specific duties. Our primary responsibility is to account for the whereabouts and ensure the safety of all students.

Students will be released only at the front street gate and only to adults indicated on the emergency card in a major emergency.

**EMERGENCY CARDS:** Upon completion of data confirmation, please print the emergency care and health history document. These documents must be on file for each student. This information is used for day-to-day student release and emergency contact in the event of injury or illness. The documents also list allergies and pre-existing medical conditions, authorize first aid and treatment by emergency medical personnel in an extreme emergency, and/or transport to a medical facility.

**It is extremely important that this card contains the full (first and last) name of each person authorized to pick up the student.** This includes parents' names, stepparents, older siblings, relatives, friends, babysitters, and neighbors who have your permission to pick up your child. Someone should be available to pick up your child within 15 minutes of a call from school. **We cannot accept telephone calls to release students to individuals, not on the emergency card.**

We must be notified immediately if any information changes. **Please do not jeopardize the health and safety of your child by forgetting to update his/her emergency card or by failing to provide complete information.**

**ENGLISH LANGUAGE LEARNERS:** English Language Learners (ELL) will be clustered in classes. Parents and teachers will be informed of students' placement in the program at the beginning of the year. Teachers will also be informed of students' ability levels for lesson planning and grading purposes. The ELPAC is the currently required state test for English language proficiency and must be given to students whose primary language is other than English.

State and federal law requires local educational agencies to administer a state English language proficiency (ELP) test to eligible kindergarten through grade twelve students. The

ELPAC is aligned with the 2012 California English Language Development Standards. It comprises two separate ELP assessments: one for the initial identification of students as English learners (ELs) and a second for the annual summative assessment to measure a student's progress in learning English and to identify the student's level of ELP.

More information about the ELPAC can be found at: <http://www.cde.ca.gov/ta/tg/ep/>

# F

**FIELD TRIPS:** Field trips are an extension of the classroom and should provide experiences related to the curriculum. Dress for field trips should be appropriate to the activity and must adhere to the district and school dress code guidelines. Chaperones are arranged prearranged and will be confirmed by teachers. **Students are required to ride the bus to and from all field trips.**

**FUNDRAISING:** By California law, all fundraising activities must be approved by the Board of Education. Field trips, assemblies, library books, computer software, and instructional materials are just a few of these fund-raisers' wonderful educational contributions to our school.

We encourage you to support our PTA fund-raisers and our students. PTA's primary goal is to enhance the educational opportunity for all students.

Please do not allow your children to sell to strangers. We encourage them to limit recruitment to family, friends, teammates, and parents' coworkers. While we desire to have highly successful fund-raisers, our primary concern is the safety and well-being of our students.

Outside fundraisers, such as Girl Scout Cookies, etc., are not permitted on campus by students.

# G

**GATE PROGRAM:** We have many gifted and high-achieving students in our school. We will cluster GATE students in one or two classes per grade level. Teachers will provide appropriate activities so students are challenged with a differentiated (not different) curriculum, providing greater depth and breadth and not just "additional work."

All Second-Grade students will be tested in the Fall Semester. Parents will receive results directly from the GATE Office, not the school site.

**GRADES:** See Standards-Based Grading Policy

# H

**HEALTH SERVICES:** Our school has the part-time services of a Nurse and a Health Technician. While on duty, it is their role to see to the physical well-being of our students. Our nurse is on campus weekly; the Health Technician is there daily from 8:30 am through 2:30 pm. These are the most desirable times to communicate medical/health information with

them. The Office Staff provides coverage for student health needs at other times during the school day when the Nurse or Health Technician is not on duty.

**Medications** (including over-the-counter items prescribed by a physician) must be brought to the Health Office for dispensing. They must be in the original container and accompanied by a Parent/Physician Medication Permission Form. These forms are available from the Health Office. No medication can be administered at school without proper authorization. **Students may not have any medication on their person, including aspirin or cough drops.**

Routine hearing and visual acuity screenings are provided for all new students at specific grade levels.

**HOMEWORK:** Homework shall be assigned according to the District-adopted guidelines listed below.

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.

Homework assignments in grades 1-6 shall be designed to be completed within:

Grade 1	10-20 minutes
Grade 2	20-30 minutes
Grade 3	30-45 minutes
Grades 4-6	60-90 minutes

Students are required to read 15-20 minutes each day, in addition to regularly assigned homework. (AR 6154)

Homework will consist of activities that reinforce, review, and extend learning. It will not be new material but based on skills and concepts taught and explained in class. Homework will be assigned four days per week (Monday-Thursday), promoting skills development and encouraging family participation.

Sometimes, classwork not completed during the school day will be added to the regular homework assignment. If your child consistently has more than the recommended amount of homework or consistently says he/she does not have homework, please get in touch with the teacher as soon as possible to ensure that a problem does not develop.

It is the student's responsibility to keep an accurate record of assignments, have the necessary materials, follow study techniques outlined by the teacher, apply and practice skills learned in class, strive for the best quality work of which he/she is capable, and complete the assignments on time. Please encourage studying, show an interest in the assignments, commend satisfactory performance, and provide the proper conditions for home study. Consistency is essential. **Parents can help by checking assignments each evening for accuracy, neatness, and completeness.** It is also essential to communicate any concerns or questions to the teacher and to read, discuss, and respond to (as applicable) all notes from the teacher or school.

Feel free to contact the teacher if your child spends too little or too much time on homework each night.

**Students are not allowed back in their classroom at the end of the day to retrieve**



**forgotten items, including homework, books, etc. unless their teacher is available to let them in.**



**INDEPENDENT STUDY - SHORT TERM:** If your child must be absent from school for 5 days or longer, you may request a Short-Term Independent Study Contract. This request must be made **at least two weeks** before the absences and **should be directed to the Office Staff and the teacher.** The teacher will provide 4 hours of work for each school day of the absence. **All work must be completed and turned in on the date stated on the** contract (usually the first day back); otherwise, no credit will be given. **NO EXCEPTIONS.** Based on the quality and amount of work, the Independent Study Coordinator will apportion credit. Remember, it requires 4 hours a day of work. ***Independent Study is not offered throughout the school year, so please check with the office staff before making plans to see if it is available for your child's absence.***

There is no way for Independent Study to provide the full educational opportunity your child has in school. Independent Study Contracts can help keep your child from getting behind and may prevent him/her from being declared truant. Please use this option judiciously and make every effort to plan vacations and out-of-town trips during the school holidays.

**INSTRUCTIONAL TIME:** Time on task is the most important controllable learning factor. We are committed to preserving our instructional minutes for academic purposes. This means that we must keep classroom interruptions to a minimum.

We will not call classrooms for forgotten homework, lunches, band instruments, or other items. Students are instructed to check in at the office before lunch or band. Homework or other small items will be placed in the teacher's mailbox.

**Please do not ask a teacher to talk with you for "just a minute" at the beginning of the day, end of a recess, or when class is in session. Each minute lost, multiplied by the number of children in the classroom, equals lost instructional time.**

(See "Communication" for additional information)

**INTERVENTION:** The Academic Intervention Program aims to help reduce the potential for retention. District criteria for student participation in any/all Intervention Programs will be based on:

- Below grade-level expectations on district and/or state assessments
- Universal FAST Screening
- Standards not being met
- Poor classroom performance
- Teacher recommendation



**KINDERGARTEN SCHEDULE CHANGES:** The regular schedule for kindergarten

may be changed from time to time to enable teachers to collaborate and plan the best possible program for the students. Please pay close attention to all communications sent home by the teachers in this regard.

# L

**LIBRARY:** Our school library is a valuable resource for our students. Students generally visit the library once a week. They may have only one library book checked out at a time. They can only check out another book if they remember it on library day.

Library-bound books are very expensive. Often, they cost twice as much as regular bookstore editions. Parents will be charged the repair/replacement cost for lost or damaged books. Damage includes ripped or torn pages, water damage, graffiti, missing pages, damaged covers, etc. Students must take care of all school and library books.

We also encourage you to take your child to the public library regularly. The public library is one of our most valuable community resources. Reading is a very important habit to foster in children. We encourage all students to participate in the schoolwide *Accelerated Reading Program*. All students should set a goal to obtain their “Bachelor’s Degree” before the end of the school year.

**LOST AND/OR DAMAGED TEXTBOOKS/CHROMEBOOKS:** All textbooks and Chromebooks are barcoded and checked out to each student through our Library system and all student workbooks. Students are responsible for the school property they use or checkout. Parents will be notified and expected to reimburse the school if a student loses, damages, or misplaces school property. **Damage to books includes ripped or torn pages, water damage, graffiti, missing pages, damaged covers, etc. We *highly* recommend covering all textbooks to avoid damage and excessive wear. Parents will be expected to reimburse the school for damage to Chromebooks that our Technology Department cannot repair.**

**LOST AND FOUND:** Please label all your child’s belongings to help prevent loss. Found clothing items are placed on the lost and found rack near the Multi-Purpose Room (MPR). Small items of value, such as watches, glasses, jewelry, etc., are brought to the office, where they are kept safe until claimed by their owner. Please encourage your child to periodically check the Lost and Found clothing to claim items. Several times a year (Winter Break, Spring Break, end of year), unclaimed items are donated to local charities.

**LUNCH:** Hot lunches are available daily. Free and reduced-priced student lunches are available for families who qualify. Applications are available online at [cvusd.org](http://cvusd.org).

**Parents are NOT allowed to eat lunch with their children.**

Students are expected to eat lunch every day. Children learn better and have more energy if they eat regular meals and maintain constant nourishment. Be sure to send a nourishing lunch or purchase a lunch every day. Lunches brought from home and stored in the classroom must be in a carefully sealed package to prevent a recurring ant problem.

***Lunches brought in after the start of the school day will be placed on the counter located in the front office. All late lunches must be received in the office by 11:00 am on a regular day and 9:45 am on a minimum day to ensure your child receives his/her lunch.***

***To preserve the instructional time for all students, we will refrain from interrupting classrooms for forgotten lunches.*** Children, who do not have a lunch or expect a parent to bring a lunch, are instructed to check the cart outside during lunch. Students may not have soda or Prime at lunch.

**LUNCH EXPECTATIONS:** Please review the following with your child so all students have a pleasant daily lunch experience!

1. Use good manners at all times.
2. Students are to stand quietly in the lunch line.
3. Use only a low, “inside” voice in the lunch line or eating area and limit conversation to respectful topics.
4. Students may move seats if asked by a playground supervisor.
5. Keep hands, feet, objects, and food to yourself.
6. Keep your area clean.
7. Raise your hand, look toward the supervisors, and wait to be excused. Wait quietly for the signal.
8. Put all litter in a trashcan, and walk to their line.
9. When dismissed, check on, under, and around your area for trash. Pick up any trash - even if it's not yours.

**IMPORTANT** - All students are expected to eat lunch. Parents must write a note before we can allow any child to skip lunch- including for religious reasons. Students must follow the same procedures as if they had eaten. Students may not have soda or Prime at lunch.

**Play First/Then Eat** –Students who play first typically waste less food and are ready to learn during lunchtime. Read the linked article for more information:

[\*Play, Then Eat: Shift May Bring Gains at School\*](#)

# M

**MINIMUM DAYS:** Our weekly minimum day is Wednesday. Dismissal time is 11:20 am for grades 1 – 6 and 11:10 am for kindergarten. Please watch the newsletter and communications from teachers for any additional changes, such as additional minimum days for parent conferences and staff development.

# N

**NOTICES:** Notices come home as needed to keep our school community informed. These may include assignment sheets, homework or project assignments, PTA and class newsletters, and other valuable information. Please emphasize to your child that it is vitally important that all notices from school be given to you. Additional information may be provided on our Eagle Canyon Website, through Parent Square, or the Aeries Parent Portal.

**See also communication**

# O

**OFF LIMITS AREAS FOR STUDENTS:** Students should not play in the lunch area, between or behind classroom buildings, covered walkways, or near the storage bins by the play structure. Solid yellow lines mark the playground area. Students must avoid playing on the hillside/slope areas and always be visible to supervisors. Students must always remain on the walkways and off the planter areas and walls. Students must avoid sitting or standing on the wall by the flagpole at any time while on campus. **The staff lounge, workroom, adult restrooms, Xerox machine, and other equipment are off-limits to children.**

**OFFICE REFERRAL DEFINITIONS:** A district-wide, PBIS-endorsed, and SWIS-approved flowchart can be located in the Positive Behavior, Interventions, and Supports section of this handbook.

# P

**PARENT-TEACHER CONFERENCES/COMMUNICATION:** We encourage frequent communication between teachers and parents. **The classroom teacher is the first and usually best person to contact about any concern dealing with your child.** Please speak to your student's teacher before scheduling an appointment to speak to an administrator. *However, if the incident is severe and can be classified as an immediate threat to your child's safety and well-being, please get in touch with the administration immediately.*

Parent conferences are scheduled at the end of the first six weeks of class. Parents must attend this conference. Your child's teacher will arrange a time to meet with you. Second-trimester conferences may be set by the teacher or requested by parents. Also, a meeting may be scheduled when a teacher or parent feels a need. Please call the office to leave a message or send a note to the teacher. Effective parent conferences require planning and preparation by the parent(s) and the teacher(s). Write down any concerns, questions, or observations you wish to discuss.

**PARENT, COMMUNITY VOLUNTEERS:** **Non-school-age children are not permitted on campus during the school day for instructional activities such as Walk-throughs or grade-level culminating activities.** There are many jobs that volunteers can do in classrooms. They can listen to children read, help with writing tasks, tutor children, supervise follow-up activities, work with the computers, run learning centers, or teach special lessons. Many parents also provide valuable assistance by volunteering to work on projects at home.

Parents can provide further support at home by stressing the importance of education, ensuring homework is a priority, supporting the school's program and activities, and ensuring the child's busy schedule does not leave him/her too tired to carry out the school's requirements effectively. Eagle Canyon offers a variety of ways for parents to become involved at the school site, such as Art Pals, English Learner Advisory Council (ELAC), Fall Family Festival, Local Control Accountability Plan (LCAP) Committee, Partnerships for Learning Network, PTA, Room Parent, School Site Council (SSC), and Tailgate End of Year Event.

Balloon decorations are not permitted in classrooms. Please do not plan to decorate classrooms with balloons.

For the safety of our students, parents who are on campus ten days or more per month will need to meet with Human Resources to complete a Volunteer Screening Process to be cleared to be on campus.

**PARENT/SCHOOL PARTNERSHIP OPPORTUNITIES:** Successful schools result from parents and school personnel consistently working together. We encourage parent participation through several programs. The **Eagle Canyon PTA** is an excellent organization made up primarily of parents. They provide valuable program support by paying for field trips, grade-level activities, assemblies, instructional materials, library books, computers/software, and other school gifts. They also give thousands of volunteer hours to benefit all students. We encourage every parent to join PTA and to participate in and support this organization's activities.

Parents and staff members elect our School Site Council (SSC) to help set priorities and goals for school improvement.

Our English Language Advisory Committee (ELAC) is comprised of parents to help support those students learning to read, write, and speak English.

Our Local Control Accountability Plan (LCAP) committee works together to set goals and specific actions to achieve those goals for all pupils and each subgroup of pupils, including pupils with disabilities, for each state and any locally identified priorities.

Our Partnerships for Learning Network committee comprises school staff, parents, and community members who will jointly review, plan, and develop a one-year school-parent compact to increase parental engagement.

**PARENT OBSERVATIONS IN CLASSROOMS:** To visit your child's classroom, please speak to the teacher beforehand to arrange a suitable time. Be sure to come to the office to sign in. **The administration will only schedule a parent observation with at least a 24-hour notice.**

**PARENTS PICKING UP CHILDREN DURING SCHOOL HOURS:** Please come to the office first to sign out your child. The office staff will then call for your child to be dismissed. Parents who come onto campus during school hours to pick up their child must wait in the office while their child is called up from the classroom, including recess/lunchtime. **Please notify your teacher in advance that your student will be leaving early whenever possible.** This allows the teacher to have your child's belongings ready. **Try to pick up your child by making prior arrangements (especially during lunchtime). If you do so, they can likely return to the classroom to gather their belongings and/or backpack.**

**PETS:** Animals may only be brought to school if they are service/working animals. **No dogs other than service/working dogs are allowed on campus.**

**PLAYGROUND EXPECTATIONS:** Conduct and behavior are to be of the highest caliber. School expectations are reviewed with students at the beginning of the year and throughout the year.

- Fighting, foul language, chase games such as tag (on the blacktop) and "rough-housing" are prohibited.
- Games of catch (any ball-throwing except basketball, four-square, or ball wall

activities) are to be played on the grass, not the blacktop.

- Tackle football is prohibited. Touch or Flag football may be played at recess and lunch. If “accidental” tackling becomes a problem, football will be suspended for a week or more.
- Softball bats should not be on the playground at recess. Aluminum bats and regulation softballs are prohibited. Only the school’s “super-soft” balls and wooden bats can be used. Softball is to be played only under the **direct supervision** of a certificated person.
- Students are to line up in quiet, straight lines at their classroom lines without playing when the signal to line up is given. If students play after the bell or in line, then demerits may be issued.
- Students must walk on sidewalks and the blacktop. Running is allowed on the blacktop when playing basketball.
- Hard plastic Frisbees are not allowed on the playground. The soft foam (“Nerf type”) Frisbees may be permitted **at teacher’s discretion**.
- Students must avoid throwing rocks, dirt, grass, or other dangerous objects.
- Students must not climb fences, backstops, tetherball poles, or walk in the planters.
- Playing cards, trading cards, and electronic games are prohibited. (Exception: cards may be used in upper-grade classrooms to teach math concepts, i.e., probability.)
- Students cannot buy, sell, or trade any items on campus. (Exception: classroom “stores”; but they may not have prohibited items for sale there.)
- Gum chewing or sunflower seeds are prohibited at school or playgrounds.

Food may not be eaten on the playground. At snack time, food is to be eaten at the blue tables. **Healthy snacks are strongly encouraged during the first recess.** Please do not send your child with a sugary drink or snack. All trash is to be thrown away before playing.

**PLAYGROUND EQUIPMENT:** Playground equipment is available to provide the appropriate equipment to assure that students achieve the following: Basic muscular strength, physical agility, worthwhile physical and recreational skills, and the inner qualities of courage, initiative, alertness, self-control, cooperation, and sportsmanship within group activities.

Forbidden items include but are not limited to the following: bats, Frisbees, and all types of balls.

## **GENERAL EXPECTATIONS FOR PLAY EQUIPMENT:**

1. Keep moving
2. Keep a safe distance between you and other people.
3. No toys, playground balls, jump ropes, or other equipment may be taken on to the climbing apparatus.
4. Running or chasing around, on, or under the apparatus is prohibited. This includes TAG GAMES!

## **SLIDES:**

1. Only one person at a time on any slide.

2. Students must sit facing forward on the slide and go down with their feet extended. They may not lie down on their back or stomach or go down headfirst.
3. Holding hands or crossing over on the double slide is prohibited.
4. Climbing up the slide is prohibited.

**PLAYGROUND REPORT:** A demerit is enforced for students who disregard playground expectations. Parents will be informed if their child receives a demerit. Parents should sign and return the form with their children the next day.

**POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS:** Positive Behavioral Interventions and Supports (PBIS) are designed to teach acceptable/appropriate behaviors, not just punish unacceptable behavior. It must be firm, fair, and consistent. It is essential that every student feels accountable to all school employees for their behavior. Anytime a staff member notices a student's behavior, they will take the appropriate action (reward/discipline), whether or not the student is assigned to their classroom and regardless of their position.

Fair, consistent student discipline enhances the learning process for all students and ensures a safe learning environment. All students are expected to abide by the school's PBIS system. The PBIS system has as its foundation the following premises:

1. No student shall keep a teacher from teaching or another student from learning.
2. Students will not be permitted to harm themselves or others.
3. Students mature emotionally by learning to take responsibility for their actions.
4. Students shall treat others how they would want to be treated.
5. From these premises, the following schoolwide expectations have been established and revolve around the three schoolwide expectations of Respect, Responsibility, and Safety

Each grade level will have its version of the following general classroom expectations:

1. The teacher has the right to teach.
2. Every student has a right to learn.
3. Every student is expected to complete homework and class assignments to the best of their ability.
4. Every student is expected to complete homework and class assignments to the best of their ability.
5. Every student will follow every direction the first time is given.

**REWARDS:** Students who follow these rules should be recognized for responsible behavior. We do this through our weekly Top Flight Awards and Monthly and Trimester

# EAGLE CANYON SCHOOLWIDE EXPECTATIONS

	HALLWAYS	RESTROOM	LUNCH AREA	MPR	LIBRARY	OFFICE	ART PALS	PLAYGROUND
<b>BE RESPECTFUL</b>	Stop, look, and listen when spoken to by adults  Use quiet voices at all times  Put trash in garbage cans	Give people privacy  Use quiet voices  Wait your turn	Only eat the food on your plate  Clean up your area: table and floor  Listen to all adults	Wait patiently  Listen to the speaker  Enter/exit quietly	Use QUIET voices  Listen to all instructions and directions  Wait in a single-file line	Use polite language: say "please" and "thank you"  Wait in a single-file line	Use appropriate voice levels  Listen to all instructions  Wait in a single-file line	Wait your turn in line  Listen to all adults  Play fairly  Treat others the way you want to be treated
<b>BE RESPONSIBLE</b>	Stay in line, facing forward unless directed by an adult  Wait quietly in a line near your classroom  Hallways are clear at recess, lunch, and before/after school.	Flush the toilet  Wash your hands  Put trash in garbage cans	Wait your turn in line to get your food  All food and drinks stay in eating areas  Return to class with all your belongings  Pick up trash around you- even if left by others	Keep hands and feet to yourself  Participate how/ when appropriate	Sit and read once you have checked out your book  Use book paddle to mark the book's place on the shelf  Push in your chair	Positively state your purpose  Wait patiently for your turn	Return all supplies to where they belong  Push in your chair  Clean up any spills	Put away all equipment  Play with equipment appropriately  Tell an adult if someone is hurt  Walk to class when the bell rings
<b>BE SAFE</b>	Walk on the yellow line at all times  Keep hands, feet, and objects to yourself  Move with the flow of traffic	Walk to and from the restroom  Keep water off of the floor  Report any problems with sinks or toilets	Leave space between you and others in line  Walk at all times  Keep all food off of the floor  Sit on eagles or A or B sticker	Face forward  Sit Quietly	Keep hands and feet to yourself  Sit appropriately  Walk at all times	Keep hands and feet to yourself  Sit appropriately	Use materials as directed  Keep hands, feet, and objects to yourself	Walk on the blacktop  Stay in designated play areas  Keep hands, feet, and objects to yourself

Awards programs. Eagle Canyon Staff use PBIS Rewards to recognize students with Top Flight Awards. Visit the PBIS Rewards app on your child's ClassLink to learn more. Please refer to the Awards Program section for an explanation of the various Eagle Canyon awards.

**CONSEQUENCES:** We like to work on the positive side of discipline as often as possible, using old-fashioned compliments and praise for students doing the right thing – the “catch them being good attitude,” which goes a long way toward a positive classroom environment and good behavior. Children and adults of all ages respond to encouragement and a good word. However, we believe negative consequences are necessary for some students to ensure rules are followed.

Our school has a policy of progressive discipline. The first infraction may include a warning, pulled card, or a time-out. Continued rule infractions apply progressive consequences such as a note, phone call home, or lost recess. An office referral will be made when the teacher has reached the end of their progressive discipline plan. **However, severe disobedience or serious misbehavior may earn an office referral immediately.** Please refer to the linked Eagle Canyon Elementary Discipline Flowchart and Behavior Definitions for further explanation:

[Eagle Canyon Discipline Flowchart](#)

[Behavior Definitions](#)

Parents and students can request assistance to receive support through our Multi-Tiered Systems of Support by clicking on the appropriate link below:

[Parent and Student Request for Assistance](#)

Severe acts of disobedience may result in suspension or a recommendation for expulsion per the District Behavior Code included in the Parent Information Packet (copies also available in the school office).

**PROBLEM-SOLVING TECHNIQUES:** Many of the minor disagreements that occur on



the playground ("You stepped out," "The ball was on the line," etc.) can be settled by students who have been taught to use "Rock-Paper-Scissors" to solve disputes and through using the strategies students learn in the Second Step Curriculum. This keeps students from losing fun time at recess and also helps them to be problem-solvers. The following techniques for solving interaction problems have been taught and reinforced with students:

1. TALK to the other person. Tell them, "Please don't do that; it bothers me."
2. WALK away. If the other person persists, tell them, "Please don't do that; it bothers me," and walk away.
3. TELL an adult. If the child is followed, he/she is to walk directly to an adult supervisor for help. If a child needs to WALK more than 2 days in a row or has continued problems with the same person, they must tell an adult.

In the event of a severe problem, e.g., hitting, kicking, etc., the child is to go directly to an adult for help and skip steps 1 and 2. Children should never attempt to break up fights but should go directly to an adult for help.

**PROGRESS REPORTS/STANDARDS-BASED REPORT CARDS:** Mid-term progress reports provide an additional communication link with parents concerning their child's progress. See calendar for dates. Also, see Ed. Code 49067, CVUSD Board Policy 908.01. **Following Educational Code 49076, a signature is required by a parent for a student to hand-carry his/her report card/progress report home.**

# R

**RAINY DAY SCHEDULE/LUNCHTIME:** On rainy days, the staff works especially hard to guard the health and safety of students. On these days, recess is spent in the classroom. Students are given a restroom break and usually play quiet games in the classroom during recess time.

1. The principal or designee will call the rainy day schedule whenever the weather appears too inclement for children's health and safety.
2. The rainy-day lunch schedule will be in effect when it is too wet and/or unsafe for students to be on the blacktop.
3. The cafeteria supervisors, administrators, and support staff will monitor students to maintain order and safety.

**RAINY DAYS:** When it's raining before school, students in grades 1-3 should report directly to the Multi-Purpose Room, where teachers will pick up students. After 7:40 am, students in grades 4-6 should report directly to their classroom. Students arriving after 7:50 am must sign in at the office. Kindergarten students should go directly to class. Umbrellas must be closed in hallways and classrooms.

**RESTROOMS:** Students must avoid running, pushing, loitering, or playing in or near the restrooms. Students should use the restrooms at recess and only use the restroom during instructional time if it is an emergency. Please let the teacher know if a medical issue requires your child to use the restroom frequently.

**Student restrooms are locked before dismissal to secure unsupervised areas.**

**RETENTION IN GRADE:** Assembly Bill 1626 became effective January 1, 1999, and provides for mandatory retention and/or intersession classes for students who still need to meet proficiency standards for their grade level.

Parents will be informed as early in the year as possible if a student is in danger of retention based on classroom performance and/or district and state assessments. This does not mean the student will be retained, but an intervention plan will be developed to ensure the student's success during the year. Near the end of the year, a meeting will be held to determine if the student has made sufficient progress to advance to the next grade. Most students do make sufficient progress, especially with the combined efforts of the teacher, student, and parent. Parents will be notified if the team recommends that retention is in the student's best interest. Parents have ten days to appeal any retention recommendation.

For more information, see AR 5123 under Board Policies on the CVUSD website.

# S

**SATURDAY SCHOOL:** The purpose of Saturday School is to recoup Average Daily Attendance (ADA) lost due to student absences. Invitations to Saturday School are sent home with eligible students several times throughout the school year. Please check with the Office Staff for any questions.

**SCIENCE FAIR:** The 4<sup>th</sup> – 6<sup>th</sup>-grade classes hold a "Science Fair," usually in January. Teachers will require projects which may be on an individual or partner basis. Please ask your child's teacher for more information. Only projects from grades 4-6 are eligible for the District Science Fair, generally held in February.

**SNACKS:** Healthy Snacks are permitted during first recess but must be in a carefully sealed package to prevent a recurring ant problem. **Sharing of snacks is prohibited due to health concerns.**

**SPECIAL PROGRAMS:** Eagle Canyon Elementary School is proud to offer many special programs to meet the diverse needs of our students.

Students identified with specific learning or language disabilities are eligible to participate in the offered Speech and Language Program and the Resource Specialist Program. These programs have specific criteria for qualification. Extensive testing is required, and there are several steps in the process. If you feel your child might have a learning disability or need speech and language assistance, please discuss it with the teacher or the Assistant Principal.

The Gifted and Talented Education (GATE) program gives opportunities for differentiated learning through clustering GATE students into one or two classes at each grade level.

English Language Learners (ELL) receive instruction according to the English Language Development (ELD) Standards by teachers credentialed and trained to teach ELL students. We are very proud of the programs we offer as all are designed to develop the gifts and meet the specific needs of students.

**STAFF LOUNGE:** The lounge is reserved for staff only. Its purpose is to provide a positive, restful area where staff members can relax and enjoy the company of their colleagues. *We ask parents and students to avoid entering this area without permission to preserve this environment.*

**STAFF:** Eagle Canyon Elementary School has an excellent staff of teachers and support personnel. All teachers are credentialed to teach at the elementary level, and many have advanced degrees and additional credentials or certificates.

Many teachers attend workshops during the summer or on weekends to learn new techniques to better serve our students and are willing to share further information and ideas with other staff members.

All staff members are evaluated both formally and informally regularly. The outstanding, highly qualified, and professional staff is the main key to the excellent program at Eagle Canyon.

**STANDARDS-BASED GRADING POLICY:** Grading is one of the most challenging parts of teaching. Teachers grade students against objective standards. The district curriculum standards are written for average or grade-level students. In measuring the achievement of grade level standards, all students in grades K-6 will be graded on a growth-minded 1 - 4 performance level scale indicating their progress towards mastery of the California Common Core State Standards. The District Grading Policy is available online at: <http://www.chino.k12.ca.us/Page/15701>.

**SAFETY/TRAFFIC:** Traffic is very heavy during drop-off and pick-up times. Please adhere to the following traffic safety rules.

1. **Students should be kept from being dropped off early or picked up late. There is no supervision before 7:15 am or after 2:40 pm.**
2. Students may be dropped off from the right lane only. There is no stopping, waiting, or passenger loading or unloading in the left lane. For your child's safety in the parking lot - **Do Not Drop students off anywhere except for the designated yellow curbside area in front of the school, the Cabana.**
3. If you leave your vehicle, it must be parked in a parking space (in the parking lot) or along the curb on the street. **All children must be escorted to and from the curb.**
4. During heavy traffic, parents may wait in their vehicles along the curb in the right-hand drop-off lane. **Do not leave a car unattended in the drop-off lane. There is no double-parking or waiting in the left-hand (no stopping) lane.**
5. The drop-off lane is for quick loading and unloading of passengers only. If your child needs to put on her shoes, comb his hair, finish eating breakfast, etc., please park in a parking space to avoid impeding traffic flow.
6. **Please pull as far forward as possible in the drop-off lane.**
7. Do not go around waiting for cars to fill an opening in the drop-off lane. The other vehicles will move up. Please stay in line and wait your turn.
8. **Always have children enter vehicles on the curbside.** Please do not allow them to go into the traffic lane to enter the car.
9. Do not drive into or block the handicapped parking areas to drop off children. These spaces are legally reserved for cars with handicap placards or license plates.
10. Please be courteous to cars attempting to leave a parking space or a parking lot exit.
11. **Double parking, jaywalking, U-turns, and impeding traffic flow create extreme and unnecessary hazards for our children. Please refrain from these unsafe**

(and illegal) practices.

12. **Never ask your child to run or walk across the street to meet you.** Cross streets at crosswalks ONLY.

Traffic moves quickly and smoothly through our drop-off lane when these rules are followed. Please allow enough time for proper drop-off/pick-up, be patient, wait in line for your turn, and drop off or pick up your children in a manner and place that will help ensure their safety and the safety of others. Thank you for consistently adhering to these procedures that help create a safer environment for everyone.

**STUDENT DROP-OFF AND PICK-UP:** **Students should not arrive at school before 7:15 am since there is no supervision of students beforehand,** and they should be picked up promptly at dismissal time. When picking up your child, if you have parked your car on the street or in a parking space, please wait for your child outside the gate or by the office. Siblings should remain in front of the school where supervision is available.

**STUDENT TEACHER EXCELLENCE PLAN (STEP):** A STEP meeting aims to address any academic and/or behavior concerns from either the teacher or the parent. The student study team will usually comprise the current teacher(s), the parent(s), an administrator, and the student, when appropriate. Any concerns should be directed first to the classroom teacher.

**T**

**TARDIES:** If your child is tardy, they must come to the office, sign the log, and take a tardy slip before class. Tardy consequences are as follows:

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

2<sup>nd</sup> tardy: Meet with an administrator

3<sup>rd</sup> tardy: Meet with an administrator and make a phone call home

4<sup>th</sup> tardy: Sit out one recess, and the student meets with the administration

5<sup>th</sup> tardy: Sit out one recess, and student and parent meet with the administration

Failure to serve owed recess time will result in the loss of additional recesses and additional consequences as needed.

**TELEPHONES/STUDENT USE:** Students may only use the office phone during an emergency. Students must have prior permission from the teacher to use the classroom phone. *Student cell phones must be turned off and out of sight (such as in the backpack) during the instructional day.* **If a student's phone rings or is used during instructional hours, including recess or lunch, it will be confiscated and picked up by a parent in the office at the end of the school day.**

**TEXTBOOKS, SCHOOL SUPPLIES:** Textbooks, library books, and primary school supplies are provided to all students. However, following district policy and Education Code provisions, parents will be billed for replacing or repairing lost or damaged school property. The replacement cost of textbooks will most likely exceed \$100.00; the cost of a Chromebook may range from \$300 to \$400; the cost of many library books is close to \$30.00.

**TRANSPORTING STUDENTS:** Parents/teachers may not transport children to or from field trips.

## V- W

**VANDALISM AND THEFT:** Although rare, if you spot anything that looks like vandalism, please report it to the office. Discourage theft by locking your car when visiting the campus.

**VISITORS:** Per District Policy, all visitors, including parents, will be required to show a valid government-issued ID, which will be scanned into the Visitor Management System (Raptor) and be issued a Visitor's Badge which must be worn while on campus. Likewise, all visitors must check out in the office before leaving campus. **Parents cannot attend class to deliver lunches or other items to their children.** These items must be brought and left in the office. Parents will not be allowed in the playground area during school hours at any time.

**WALKING ROUTE TO SCHOOL:** Students should walk directly to and from school and not go to local shopping centers, parks, or other areas before or after school, as this can create a significant safety risk. Students should follow street routes only and should, whenever possible, walk with a sibling, friend, or neighbor.

Students should always walk on sidewalks and not on private property when going to and from school. Parents may be held liable for any damage caused by their children. Students are subject to discipline en route to and from school (Education Code 44807).

# EAGLE CANYON ELEMENTARY SCHOOL



## School Calendar

**2024/2025**

August 5	First Day of School
August 21	Back-To-School Night
September 2	Labor Day Holiday
September 20	Fall Pictures
September 23 - 27	Fall Conference Week ( <b>Early Dismissal</b> )
October 25	Parent Conference ( <b>Early Dismissal</b> )
November 6	Report Cards go home
November 11	Veterans' Day Holiday
November 25 - 29	Thanksgiving Week Holiday
Dec. 19 – Jan. 5	Winter Break
January 20	Martin Luther King, Jr. Day Holiday
February 10	Lincoln's Birthday Holiday
February 14	Parent Conference ( <b>Early Dismissal</b> )
February 17	Presidents' Day Holiday
February 26	Report Cards go home
March 24 - 28	Spring Break
April 17	Parent Conference ( <b>Early Dismissal</b> )
April 18	Non-School Day
May 10	Additional Minimum Day
May 15	Open House
May 22	Last Day/Report Cards ( <b>Minimum Day</b> )

**\*MINIMUM DAY: EVERY WEDNESDAY**

Please mark your calendars for early dismissal:

11:20 am for students in 1 – 6<sup>th</sup> grades and

11:10 a.m. for Kindergarten students