

# EAGLE CANYON ELEMENTARY SCHOOL

13435 Eagle Canyon Drive, Chino Hills, CA 91709

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## A - Z SCHOOL HANDBOOK 2016 – 2017



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



# **Chino Valley Unified School District**

**5130 Riverside Drive**

**Chino, California 91710**

**(909) 628-1201**

## **Board of Education**

**Andrew Cruz, President**

**Sylvia Orozco, Vice President**

**Pamela Feix, Clerk**

**Irene Hernandez-Blair, Member**

**James Na, Member**

# Eagle Canyon Elementary School

## *Soaring to Success – No Excuses University*

### Welcome Page

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

This handbook has been developed to help you and your child learn as much as possible about school policies and procedures and the service we offer. 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 rigorously designed curriculum in order to foster curiosity, enthusiasm, creativity, and critical thinking skills necessary to succeed in the twenty-first century as they *Eagerly Soar* toward college.

### Core 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.

#### Eagle Canyon's NEU Parent Partnership Commitment to UNIVERSAL ACHIEVEMENT

We are building a CULTURE OF UNIVERSAL ACHIEVEMENT at Eagle Canyon Elementary. This Culture is based upon the fundamental belief that each child is capable of scoring advanced or proficient in reading, language arts, and math, AND that the school has the power to make that a reality. We believe that every student deserves to be educated in a way that prepares them for college if they so choose to attend.

*Let's work together to prepare our students for a happy and successful life!*

Student Name: \_\_\_\_\_  
 Current Year Grade Level: \_\_\_\_\_



College Graduation Year: \_\_\_\_\_  
 Classroom Teacher: \_\_\_\_\_

STAFF Commitment	FAMILY Commitment	STUDENT Commitment
"We, as the staff of Eagle Canyon Elementary are committed to creating a school that knows no limits to student academic success. We will meet the individual needs of our students, create an environment of serious classroom learning, treat all with respect, and collaborate regularly to help students achieve."	"We as Eagle Canyon Elementary families are committed to our children's education. We will ensure that our children are present, on time, and prepared for school daily. We will be active participants in our children's education both inside and outside of school. The support we provide our children will serve as the foundation that will enable them to SOAR TO SUCCESS!"	"We, as students of Eagle Canyon Elementary, are committed to learning how to SOAR TO SUCCESS. We will demonstrate a positive attitude toward our learning, our fellow students, and teachers. We will work to develop our character and our academic skills. We will take responsibility for the choices we make and work together to make Eagle Canyon Elementary a safe place for us to grow. We will ask our teachers and family for support when we need it and always give our best effort. The education we earn at Eagle Canyon Elementary will be the foundation we can build our lives on."
<b>Staff Signatures:</b> Teacher: _____ Principal: _____	<b>Family Signatures:</b> Parent/Guardian: _____ Parent/Guardian: _____	<b>Student Signature:</b> Student: _____



# STUDENT RECOGNITION AWARDS

## Schoolwide University Awards System for Grades K – 6

A school-wide recognition system is used as part of our positive behavior system to encourage students to excel. Awards are distributed to 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., Mar, Apr. and May)

Wooden's Building Block Award – Recognition for exemplifying 1 Building Block of Success

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

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



College Bound Awards (held with Monthly Awards in December, March, and May)

“Habits of Success” Award – Perfect Record of Citizenship -

ALL 4's on Report Card in ALL areas of Habits of Success (including both Playground and Classroom Behavior) and **NO** demerits or office referrals.

“No Excuses Homework” Award – Perfect Record of Homework Completion

4's in Homework with **NO** homework demerits

“University Attendance” Award – Perfect Trimester Attendance

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 that has been received within 5 business days.

**Early Dismissals** only count towards this award when a medical note from a Doctor or Dentist has been received within 5 business days.

Students picked up from school after 3:30 pm will also be disqualified from this award. This will take effect beginning August 15, 2016.

“Graduate” Award

Recipients of “Habits of Success”, “No Excuses Homework”, and “University Attendance” Awards for **all three trimesters** will receive an NEU Pennant to be presented at an evening Awards Assembly at the end of the school year.

# EAGLE CANYON ELEMENTARY SCHOOL

## School Calendar 2016/2017

August 15	First Day of School
September 5	Labor Day Holiday
August 31	Back-To-School Night ( <b>Parents Only</b> )
**October 3-4-5-6-7	Fall Conference Week ( <b>Early Dismissal</b> )
November 8	Parent Conference ( <b>Early Dismissal</b> )
November 11	Veterans' Day Holiday
November 18	Report Cards go home
November 21-22-23-24-25	Thanksgiving Week Holidays
Dec. 19 – Jan. 2	Winter Break
January 16	Martin Luther King, Jr. Day Holiday
February 13	Lincoln's Birthday Holiday
February 20	Presidents' Day Holiday
February 23	Parent Conference ( <b>Early Dismissal</b> )
March 6	Report Cards go home
March 24- 31	Spring Break
April 14	No School
May 17	Open House
May 23	Parent Conference ( <b>Early Dismissal</b> )
May 29	Memorial Day Holiday
June 1	Last Day/Report Cards ( <b>Early Dismissal</b> )

### **MINIMUM DAY THIS YEAR: EVERY WEDNESDAY** **DISMISSAL TIME 11:45**

Our **weekly** minimum day this year is every **WEDNESDAY**; please mark your calendars for early dismissal:

11:45 a.m. for students in 1 – 6<sup>th</sup> grades  
11:35 a.m. for Kindergarten students

# Student Drop-Off

1. Follow the school's recommended traffic plans. Picking your own route and drop-off area not only disrupts the normal traffic flow, but it also makes it less safe for children and inconvenient for the parents who are following the rules.
2. Pull as far forward as possible at the unloading zone. Either all the way to the end of the unloading zone or until the car in front of you stops. Three to four feet between cars is a good distance. This allows more parents to drop off at the same time 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 are only trying to expedite the unloading process and make things safer for your children. Don't blame them for the traffic.
4. Make sure your child is ready to get out of 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 car.
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 should 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.
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 car pools with neighbors or using the bus system. Walking your kids to school is a healthy alternative and allows you time to talk to your children. Fewer cars at school means less waiting and more importantly, a safer school.

Chino Hills Sheriffs' Department

# Classroom Placement Procedures

## The Process

Annual classroom placement is carefully determined prior to the start of school for each student returning to Eagle Canyon. Placement is determined by the student's current teacher and grade level team of teachers. Newly enrolled students are added to the classes as they register, with classroom decisions based on whatever information is available from referring schools and parents and the need to balance 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 academic, social and emotional needs of every student. The placement teams ensure a balance of variables in each classroom setting through careful consideration of each student's individual needs and strengths. These variables include, but are not limited to:

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

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

## Combination Classrooms

As most of our community is aware, 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 26 or 31, Eagle Canyon will most likely experience combination classes on an annual basis. When forming combination classes we assign students on the basis of their instructional strengths and learning styles. Such careful consideration contributes to students' academic and emotional success in the class. Students in each grade level receive rigorous instruction and support to in achieving and excelling in grade level standards. In a single grade level classroom, there are a variety of learners who may be grouped throughout the day based on their ability. Similarly, in a combination class, one group of students work 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 his/her new teacher is another 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 that their child's placement is working well after all. Remember, placement was carefully selected for your child by the current teacher, principal and support personnel.

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 all provide our children with a successful beginning of the year experience by responding to their classroom assignments 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 Eagle Canyon boys and girls.

Chino Valley Unified School District  
**EAGLE CANYON ELEMENTARY SCHOOL**

13435 Eagle Canyon Drive, Chino Hills, CA 91709  
(909) 590-2707 ♦ FAX (909) 548-6073

Laurie Warner, Principal

Josh Reger, Assistant Principal



Welcome Back Eagle Canyon Families!

August 15, 2016

As we begin a new year and reflect on last year, we want to again ensure that our communication system here at Eagle Canyon runs smoothly between all members of our community 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 mornings before school are an extremely busy time for our teachers. Please refrain from stopping them before school or during morning line-up. If you need to speak with your child's teacher in person, please email them to set up an appointment.
- If your child reports to you that something happened to him at school involving another student, please notify the **teacher** at the first opportune time, not administration, so that the incident can be investigated as soon as possible. *Please note if the incident is severe and can be classified as an immediate threat to your child's safety and well-being, then please contact administration right away.* In all other cases, the teacher will notify administration if necessary. Please do not conduct investigations yourself, as we use a specific investigation process that enables us to keep the facts straight throughout the entire investigation.
- If you report an incident to the teacher, please understand that all information collected during our investigation pertaining to other students involved is confidential during the investigative process.

As always, our goal here at Eagle Canyon is to ensure all students are learning to the highest of their ability in a safe environment. In order 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 School Wide Discipline Ladder on the reverse side and the attached Bullying Flow Chart. We are looking forward to an amazing school year as we continue to *Soar to Success!*

Mrs. Warner, Principal

Mr. Reger, Assistant Principal

# A

**ACADEMIC PROGRAM:** Eagle Canyon Elementary School uses the district-adopted curriculum at all grade levels. A copy of the California Content Standards is given to parents at the beginning of the school year. Information regarding transitioning to Common Core Standards is available online at: <http://www.cde.ca.gov/ta/tg/sa/transitionccss.asp> and the Common Core 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, 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 of our students. It is state law that all children attend school for the time that 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: call the school on the day of the absence, report the absence online at the school website: <http://eaglecanyon.groupfusion.net> 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 important learning experiences. It is very important that all students be in school every day for the full instructional day.

According to state law, the parent(s) or legal guardian(s) of students are responsible for seeing to it 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 their class attendance (Education Code Sections 48200).

Any student absent from school without valid excuse 3 days or tardy in excess of 30 minutes on each of 3 days in one school year shall be reported truant (Education Code 48260ff). Legally, 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.

In some cases when students must be absent from school, short-term independent study is available to avoid the truancy declaration and to help retain funding. There are specific restrictions and forms that must be completed. The absences do not count as absences on the report card, but still count as absences in regards to 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 every day, are not tardy, 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 days business days in order to be eligible for any Perfect Attendance Award.**

Students should be on campus when the 8:12 a.m. lineup bell rings in order to be in the classroom ready for instruction to begin at 8:15 a.m. Students who arrive after the 8:15 a.m. bell rings will check-in at the office and spend a portion of their recess with administration.

**AWARDS PROGRAMS:** One of the most important aspects of our school program is the recognition of positive student behavior, effort, and achievement. We know that verbal praise is an important 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:

**WOODEN'S BUILDING BLOCK AWARD:**

Recognition for exemplifying 1 Building Block of Success

**OUTSTANDING EFFORT/ACHIEVEMENT AWARD:**

Exceptional academic performance related to mastery

**STUDENT OF THE MONTH:**

Teacher recognition of a standout student for any reason

**HABIT OF SUCCESS AWARD - PERFECT RECORD OF CITIZENSHIP:**

ALL 4's on Report Cards in ALL areas Habits of Success (including both Playground and Classroom Behavior) and **NO** demerits or office referrals.

**NO EXCUSES HOMEWORK AWARD - PERFECT RECORD OF HOMEWORK COMPLETION:**

4's in Homework with no homework deficiencies

**UNIVERSITY ATTENDANCE AWARD – PERFECT TRIMESTER ATTENDANCE:**

Perfect Attendance – **Bell to Bell** (beginning to the end of EACH school day).

All tardies will count against this award unless accompanied with a doctor or dentist note that has been received within 5 business days.

Early Dismissals only count towards this award when a medical note from a Doctor or Dentist has been received within 5 business days.

Students picked up from school after 3:30 pm will also be disqualified from this award. This will take effect beginning August 15, 2016.

## **“GRADUATE” AWARD:**

Recipients of the “Habits of Success”, “No Excuses Homework”, and “University Attendance” Awards for all three trimesters will receive an NEU Pennant to be presented at an evening Awards Assembly at the end of the school year.

## **OTHER STUDENT RECOGNITION/AWARDS:**

- Accelerated Reader
- Fine Art Showcases and performances
- JiJi (MIND Institute)
- Mileage/Track Club
- Odyssey of the Mind
- Pyramid of Success
- Science Fair
- Special Programs (International)
- Spelling Bee

# **B**

**BELLS:** A bell will ring 10 minutes prior to the start of the school day to allow students onto the campus. Students should not arrive before this bell, as there is no supervision until the bell rings. Kindergarten students and their parents/escorts ONLY are to wait outside the Kindergarten rooms until the teacher arrives. **All other students and parents are to wait in the amphitheater until the bell rings.** Students must be seated at all times during this morning wait period. **Students are not permitted to wait in front of the school.** Morning duty teachers will meet the students and walk them onto the playground.

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

Bicycle riders are to follow bicycle safety rules on the way to and from school. They are to walk their bicycles in the crosswalk, on the sidewalk, and on campus at all times. Bicycles must be locked to the bicycle racks located adjacent to room 3. Failure to follow safety and/or procedural rules will result in loss of bicycle riding privileges.

**BIRTHDAYS:** Due to health concerns (food allergies and food safety), the rigors of our standards, and the demands on our time, our school policy for classroom birthday celebrations has been changed. **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, however they need to be store

bought and individually wrapped. Also, you may want to 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 any food items other than what is inside the goodie bag (such as cupcakes) will not be passed out in class and will have to be returned home. **Additionally, please let your classroom teacher know beforehand so that some time can be set aside before dismissal to recognize your child's special day.**

If your child is having a birthday party at home and **inviting everyone** in class, invitations may be passed out at school. 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:** Beginning this year, 2016-17, breakfast will be served every day from 7:40 – 8:10 am. Current pricing is \$1 for full price breakfast and \$.25 for reduced. Only students eating breakfast will be allowed to enter into the MPR upon arrival to school.

**BUS RIDERS:** District bus transportation is available for students living in certain designated areas. Free or reduced bus passes are available for qualifying households. Please contact the District Office of Transportation for more information @ 628-1201, ext. 1525.

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 need to 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 such as, but not limited to:

- After-school Enrichment Opportunities (ie. Young Rembrandts, Mad Science, etc.)
- Christian Release
- Debate Club

- Drama Club
- Garden Club
- Green Team
- Mileage Club
- Odyssey of the Mind
- Safe School Ambassadors
- Student Council

**CAMPUS VISITORS:** No one should be on campus without office clearance. **All parent volunteers or other visitors must sign in at the office upon entering the campus and must wear a visitor sticker at all times.** Parents are not allowed on the playground area during school hours at any time.

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

- Boxtops Race
- Spirit Wear Classroom Competition (NEU, Eagle Canyon, & College T-Shirts)
- NEU Trophy of Success
- PTA Fundraiser Competitions
- Donation Drives
- Welcome Back Packet Competition

**CLASSROOM INTERRUPTIONS:** We make every effort to minimize classroom interruptions. Please do not go to the classroom to drop off items as it disrupts the education of all the students. If students are expecting parents to drop off items at the office, they may check at 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, at the end of the year.

Guidelines for parties are:

- 1 Only room parents are only responsible for planning parties.
2. All parties, including food and activities, are to be planned with the teacher.

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

**COMMUNICATION:** We believe that communication between home and school is necessary to guarantee the best possible education for our children. We make every effort to inform parents of matters relating to district and school wide policies, procedures and events through this Parent Handbook, the Parent Information Packet at the beginning of the school year, the quarterly newsletter, Back-to-School Night, Open House and special notices.

Information about your child is communicated through progress reports, report cards, parent conferences, behavior or homework notices, playground reports, awards, letters 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 keep up with your child's progress is by accessing the Aeries Parent Portal on a regular basis.***

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

We also strongly encourage parents to communicate with teachers and other school personnel. Inform teachers of specific interests, strengths or needs of your child. Tell teachers when your child has difficulty with an assignment or finds one especially interesting or meaningful. When you have concerns about classroom incidents, assignments, workload (too little, too much, or no homework), please talk with your child's teacher. Of course, if something is going well, please be sure to communicate that to the school also. 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 voice mail, send a note with your child, or contact your child's teacher via email.** Morning arrival is not an appropriate time to conference with your child's teacher.

**CUSTODY:** In most cases, divorced parents continue to have equal educational rights (such as access to information) where their children are concerned. **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 copies of student reports, discipline information, etc.; please notify your child's teacher at the beginning of the school year.

# D

## **DISCIPLINE: See Positive Behavior System (PBS)**

**DISMISSAL:** At dismissal all students are to walk directly to the Cabana area, or to the bus gate in front of the school. Students are to remain on the walkways and off the planter areas and planter walls at all times. For supervision/safety reasons, younger siblings should not wait by classrooms. 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 are here to 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, freedom of movement, and is washable so as not to be ruined by 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 which creates an unnecessary or unreasonable risk of injury to any student is prohibited. Examples of grooming which detract from the educational environment include, but are not limited to; distracting hairstyles such as mohawk styled hair and/or bleached or colored hair. In cases of questionable grooming, the Principal will make the final decision.

AR 5132 of the CVUSD Board Policy addresses Student Dress Code. This policy information is also a part of the beginning of the year packet, on the District web site, and on cable channel 17.

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 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.

All of these dress code restrictions will be enforced. In cases of inappropriate student dress, parents will be called and 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 not arrive before 8:05 because adult supervision is not available until 10 minutes prior to the start of the school day. There is no eating, playing with toys or balls, running or playing in front of the school before and after school as this creates a safety hazard. Students may not congregate in front of the school. Once the gate has been opened, the students must head directly to the amphitheater behind the MPR.

**EMERGENCIES:** The staff at Eagle Canyon Elementary School is trained to provide care for all students in the event of an emergency, e.g., a severe earthquake. Both 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.

In the event of a major emergency, students will be released **only at the front gate and only to adults indicated on the emergency card.**

**EMERGENCY CARDS:** An emergency card must be on file for each student. This card is used for day-to-day student release, and for emergency contact in the event of injury or illness. The card also lists allergies, pre-existing medical conditions, authorizes first aid, and in an extreme emergency, treatment by emergency medical personnel and/or transport to a medical facility.

**It is extremely important that this card contain the full (first and last) name of each person authorized to pick up the student.** This includes the names of parents, any step parents, older siblings, relatives, friends, baby-sitters, 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.**

It is imperative that we 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 student's placement in the program at the beginning of the year. Teachers will also be informed of student's ability levels for lesson planning and grading purposes. These levels are based on the California English Language Development Tests (CELDT) given at admission or at the beginning of each school year. The California English Language Standards are the expected curriculum for ELL students. Students who are Limited English Proficient (LEP) receive an English Language Acquisition grade and other report card grades according to district guidelines. When students meet district criteria, they can be re-designated to Fluent English Speaking (FEP).

# 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 still adhere to the District and school dress code guidelines. **If a child rides the bus on a field trip they must return on the bus as well.**

**FUNDRAISING:** In accordance with 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 the wonderful educational contributions these fund-raisers bring to our school.

We encourage you to support our PTA fund-raisers, and in turn, 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 it is our desire to have highly successful fund-raisers, our primary concern is the safety and well being of our students.

# G

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

**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 on campus from 10:15 a.m. through 1:45 p.m. each day. These are the most desirable times to communicate with them concerning medical/health information. 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** of any kind (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 must be 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, including aspirin or cough drops, on their person.**

Routine screenings for hearing and vision acuity are provided for all new students and at certain 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 will be based on skills and concepts that were taught and explained in class. Homework will be assigned four days per week (Monday-Thursday) and shall promote the development of skills and encourage family participation.

In some cases, class work that was 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 contact the teacher as soon as possible to insure 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. Assignment calendars are available and required by many teachers. These can help the students with organization, and can help parents monitor the work. Please encourage systematic study, 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 important 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.

Students who fail to complete and return assigned homework will receive appropriate consequences, and will have grades lowered. Please contact the teacher if your child is spending 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 more, 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 as well as 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** (normally the first day back) otherwise no credit will be given. **NO EXCEPTIONS.** Based upon the quality and amount of work, the teacher will apportion credit. Remember, it requires 4 hours a day of work. ***Independent Study is not offered throughout the entire school year, so please check with the office staff prior to making any plans in order 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 school holidays.

**INSTRUCTIONAL TIME:** Time on task is the single most important controllable factor in learning. 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 at the Office prior to 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 purpose of the Academic Intervention Program is to help reduce the potential for retention. District criteria for student participation in any/all Intervention Programs will be based on:

- Below grade level expectation on district and state assessments
- Standards not being met
- Below grade level Running Record for first and second grade
- Poor classroom performance
- Teacher recommendation

## K

**KINDERGARTEN SCHEDULE CHANGES:** The regular schedule for kindergarten may be changed from time to time in order 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. If they forget their book on library day, they will not be allowed to check out another book.

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. It is very important that students take care of all school and library books.

We also encourage you to take your child to the public library on a regular basis. 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” prior to the end of the school year.

**LOST AND/OR DAMAGED TEXTBOOKS/CD’S:** All textbooks are now barcoded and are checked out to each individual student through our Library system as well as all student workbooks. Students are responsible for school property they use or checkout. If a student loses, damages, or misplaces school property, parents will be notified and expected to reimburse the school. **Damage to books includes ripped or torn pages, water damage, graffiti, missing pages, damaged covers, etc. We *highly* recommend that all textbook be covered to avoid damage and excessive wear.**

**LOST AND FOUND:** Please label all your child's belongings to help prevent loss. Found items of clothing are placed on the lost and found rack located 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 in a safe place until claimed by their owner. Please encourage your child to periodically check the Lost and Found clothing to claim items. Several times a year unclaimed items are donated to local charities.

**LUNCH:** Hot lunches are available daily. In order to keep the lunch line moving when lunches are being served, students should pay for lunches in the cafeteria during first recess or money can be left in the office in the envelopes provided.

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, including on minimum days. Children learn better and have more energy if they eat regular meals, and maintain a constant level of nourishment. Be sure to send a nourishing lunch or purchase a lunch every day. Students who bring lunches may purchase milk in the cafeteria. Lunches brought from home and stored in the classroom must be in a carefully sealed package in order to prevent a reoccurring ant problem.

***Lunches brought in after the start of the school day will be placed on the lunch cart located in the front office. All late lunches must be received in the office by 11:15 am on a regular day and 10:15 am on a minimum day to insure that your child receives his/her lunch.***

***In order to preserve the instructional time for all students, we will not interrupt classrooms for forgotten lunches.*** Children, who do not have lunches or expect a parent to bring a lunch, are instructed to check the cart either at recess or during lunch. Parents are expected to keep their child's lunch accounts current. The cafeteria manager will inform your child when he or she owes money.

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

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 non-offensive topics.
4. Sit only by grade level and do not wait for friends to go through the line.
5. Do not move once you are seated unless given permission to do so by an adult.
6. Keep hands, feet, objects, and food to yourself.
7. Keep your area clean.
8. Raise your hand, look toward the supervisors and wait to be excused. Do not call out, make noise or stand.

9. Put all litter in a trashcan, stack trays neatly for recycling, and walk quietly to the playground.
10. When you are dismissed, check on, under and around your area for trash. Pick up any trash - even if it's not yours. Keep hands, feet, objects, and food to yourself.

IMPORTANT - All students are expected to eat lunch - even on minimum days. Parents must write a note before we can allow any child to skip lunch- including, for religious reasons. Students must attend lunch and sit for a minimum of 10 minutes before being dismissed to the playground, and they must follow the same procedures as if they had eaten.

# M

**MINIMUM DAYS:** Our weekly minimum day is Wednesday. Dismissal time is 11:45 a.m. for grades 1 – 6 and 11:35 a.m. for kindergarten. Please watch the newsletter and/or communications from teachers for any additional changes such as additional minimum days for parent conferences and staff development.

# N

**NO EXCUSES UNIVERSITY (NEU):** The philosophy NEU is beyond providing visuals about college/university. Underneath the college environment, Eagle Canyon has committed to put in place the Six Exceptional Systems to support the students' academic growth. The Six Exceptional Systems are: Culture of Universal Achievement, Collaboration, Standards Alignment, Assessment, Data Management, and Interventions.

NEU believes when these Six Exceptional Systems are in place, all students achieve and succeed. They also believe that all students should have the opportunity to be prepared for college when they graduate from high school. At Eagle Canyon, we share these ideals, and we are excited to have joined the NEU network. As a staff, we look forward to provide a safe and challenging learning environment for all of our Eagle Canyon students. Their road to college begins today!

To learn more about NEU, you may visit [www.noexcusesu.com](http://www.noexcusesu.com)

Parents are encouraged to attend your child's University of the Week Presentation during the morning rallies. Please check with your child's teacher for those dates.

**NEWSLETTERS/NOTICES:** The school newsletter is published quarterly by the Eagle Canyon. The newsletter provides valuable information, news of school and PTA events, and a calendar of activities. Other 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 important information. Please emphasize with your child that it is vitally important that all notices from school be given to you.

# O

**OFF LIMITS AREAS FOR STUDENTS:** Students are not to play in the lunch area, between or behind classroom buildings or covered walkways. Solid yellow lines mark the playground area. Students are to remain on the walkways and off the planter areas and planter walls at all times. Students should not sit or stand 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.**

# P

**PARENT-TEACHER CONFERENCES/COMMUNICATION:** We encourage frequent communication between teachers and parents. **The first, and usually best person to contact about any concern dealing with you child is the classroom teacher.** 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, then please contact administration right away.*

Parent conferences are scheduled at the end of the first six weeks of class. It is very important that parents attend this conference. Your child's teacher will arrange a time to meet with you. Second trimester conferences may be arranged by the teacher or requested by parents. Also, at any time when a teacher or parent feels there is a need, a conference may be scheduled. 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:** There are many jobs that volunteers can do in classrooms. They can listen to children read, help with writing tasks, tutor children, assist with clerical tasks, supervise follow-up activities, work with the computers, run learning centers, 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, by ensuring that homework is a priority, by supporting the school's program and activities, and by making sure the child's busy schedule does not leave him/her too tired to effectively carry out the requirements of school. 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), Local Control Accountability Plan (LCAP) Committee, NEU Parent Academies, Partnerships for Learning Network, PTA, Room Parent, School Site Council (SSC), and Tailgate End of Year Event.

**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, assemblies, instructional materials, library books, computers/software, and other school gifts, and by giving thousands of volunteer hours for the benefit all students. We encourage every parent to join PTA, and to participate in and support all of the activities of this organization.

Our School Site Council (SSC) is elected by parents and staff members to help set priorities and goals for school improvement.

Our English Language Advisory Committee (ELAC) is elected by 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 of the state priorities and any locally identified priorities.

Our Partnerships for Learning Network committee consists of 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 so that a suitable time can be arranged. Be sure to come to the office to sign in. **Administration will not schedule a parent observation without at least a 24 hour notice.**

**PARENTS PICKING UP CHILDREN DURING SCHOOL HOURS:** Teachers will not release students to anyone who goes directly to the room to pick up a child. 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 will need to wait in the office while their child is called up from the classroom which includes recess/lunch time. **Whenever possible please notify your teacher in advance that your student will be leaving early.** This allows the teacher to have your child's personal belongings ready to go. **If you pick up your child without making prior arrangements (especially during lunch time), they, more than likely, will not be able to return to the classroom to gather their personal belongings and/or backpack.**

**PETS:** Animals may not be brought to school unless they are a service animal. **No dogs other than service 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 without playing when the signal to line up is given. If students are playing after the bell or in line, playground reports may be issued and playground equipment may be confiscated.
- No playing or running in hallways or between classrooms.
- No running on the blacktop except in organized games, i.e. basketball.
- Hard plastic Frisbees are not allowed on the playground. The soft foam (“Nerf type”) Frisbees may be permitted **at teacher discretion**.
- Absolutely **no** throwing of rocks, dirt, wood chips, grass or any other dangerous objects.
- Students must not climb fences, backstops, tetherball poles, or walk in planters.
- Playing cards, trading cards, and/or electronic games are prohibited. (Exception: cards may be used in some upper grade classrooms to teach math concepts, i.e., probability.)
- Students are **not** to 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 not allowed at school or on the playground.
- Students must not climb on hillsides/slopes at any time.

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. 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 each classroom in order 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.

Students may not bring balls from home. Forbidden items include, but are not limited to: bats, Frisbees, and all types of balls.

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

1. Keep moving - No standing or visiting on the equipment.
2. Keep a safe distance between you and other people.
3. No pushing, pulling, or crowding another student while on the equipment.
4. No toys or playground balls, jump ropes or other equipment may be taken on to the climbing apparatus.
5. No running or chasing in the wood chip area or on the apparatus. **NO TAG GAMES!**
6. There is no throwing of wood chips at any time.
7. Do not create long lines waiting for a particular exit. Keep moving.
8. When the freeze bell rings, get down and walk out of the wood chip area, then freeze.

## **SLIDES:**

1. Only one person at a time on any slide.
2. Students must sit facing forward on the slide and go down with feet extended in front of them. They may not lie down on their back or stomach or go down headfirst.
3. No holding hands or crossing over on the double slide.
4. No climbing up the slide.
5. Do not put wood chips on any slide.

**PLAYGROUND REPORT:** A Playground Report Policy is enforced for students who show disregard for playground rules. Parents will be informed if their child receives a Playground Report. Parents should sign the form and return it with their child the next day.

**POSITIVE BEHAVIOR SYSTEM:** A successful Positive Behavior System (PBS) is designed to teach acceptable/appropriate behaviors, not just to punish unacceptable behavior. It must be firm, fair and consistent. It is important that every student feel accountable to all school employees for 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. It is expected that all students will abide by the school's PBS. The PBS 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 shall mature emotionally by learning to take responsibility for their actions.
4. Students shall treat others how they themselves would want to be treated.

From these premises the following school wide expectations have been established and revolve around the 3 school wide expectation of Respect, Responsibility, and Safety:

1. Treat all students and adults with courtesy and respect. (Use problem-solving techniques, proper language, etc.)
2. Respect all school and private property and equipment.
3. Follow all adult supervisor's directions the first time given.
4. Play safely, with good sportsmanship, and use equipment properly.
5. Line up promptly and quietly in order to be ready for classroom instruction.

Each grade level will have their 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 will follow every direction the first time given.

**REWARDS:** We believe that students who choose to follow these rules should be recognized for exhibiting responsible behavior. We do this through our awards programs. Please refer to the Awards Program section for an explanation of the various Eagle Canyon awards.

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

Our school has a policy of progressive discipline. The first infraction may consist of a warning, pulled card or a time-out. Continued infractions of the rule apply progressive consequences such as note or phone call home, time-out in another room or lost recesses. An office referral will be made when the teacher has reached the end of their progressive discipline plan. **However, some severe acts of disobedience or serious misbehavior may earn an office referral immediately.**

Serious offenses include:

1. Defiance of or disrespect for authority
2. Fighting/Horseplay
3. Profanity
4. Vandalism
5. Theft or cheating
6. Sexual harassment
7. Possession of any weapon, tobacco, controlled substance or explosive device.
8. Intimidation

Severe acts of disobedience may result in suspension or a recommendation for expulsion in accordance with the District Behavior Code that is 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 between them. 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 again, "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 they 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 the progress of their child. See calendar for dates. Also see: Ed. Code 49067, CVUSD Board Policy 908.01. **In accordance with 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 rainy day schedule whenever the weather appears to be too inclement for the health and safety of children.
2. The rainy day lunch schedule will be in effect on days when it is too wet and/or unsafe for students to be on the blacktop.
3. It is imperative that students understand they must talk softly and follow the directions of the supervisors in the MPR during these times.
4. Students will move in the MPR after being dismissed from lunch to watch a movie or video. Students who do not wish to see the movie may bring a book for silent reading.
5. 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. Students in grades 4-6 should report directly to their classroom. Students arriving after 8:15 a.m. must sign in at the office. Kindergarten students should go directly to class. Umbrellas must be closed in hallways and classrooms.

**RESTROOMS:** Students must not run, push, loiter or play 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. If there is a medical issue that requires your child to use the restroom frequently, please let the teacher know.

**Student restrooms are locked prior to dismissal in order to secure unsupervised areas. The Health Office restroom is available for afterschool emergencies.**

**RETENTION IN GRADE:** Assembly Bill 1626 became effective January 1, 1999, and provides for mandatory retention and/or intersession classes for students who do not 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 that the student will be retained, but an intervention plan will be developed to try to ensure the student's success during the year. Near the end of the year, a Retention Team 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. If the team recommends that retention be in the best interest of the student, parents will be notified. Parents have 10 days to appeal any retention recommendation.

For more information see AR 5123 under Board Policies on the CVUSD web site.

# S

**SCIENCE FAIR:** The 4<sup>th</sup> – 6<sup>th</sup> grade classes hold a “Science Fair” which usually takes place 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, which is generally held in early March.

**SNACKS:** Healthy Snacks are permitted during recess, but must be in a carefully sealed package in order to prevent a reoccurring ant problem.

**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/or 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 in which staff members can relax and enjoy the company of their colleagues. Please help 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 very willing to share new information and ideas with other staff members.

All staff members are evaluated both formally and informally on a regular basis. 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 difficult parts of teaching. Teachers grade students against objective standards. The district curriculum standards are written for average or grade level students. In measuring achievement of grade level standards, all students in grades K-6<sup>th</sup> 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 not be dropped off early or picked up late. There is no supervision before 8:05 A.M. or after 3:05 P.M.**
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 area known as 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 times, 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 the flow of traffic.

6. Please pull as far forward as possible in the drop off lane.
7. Do not go around waiting cars to fill an opening in the drop off lane. The other cars will move up. Please stay in line and wait your turn.
8. Always have children enter vehicles on the curbside. 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 the flow of traffic all 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.

The traffic moves very 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 to ensure their safety as well as the safety of others. Thank you very much 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 8:05 A.M. since there is no supervision of students before that time,** and they should be picked up promptly at dismissal time. When picking up your child if you have parked your car either on the street or in a parking space, please wait for your child outside the gate or by the office. Do not wait in the MPR or go inside your child's classroom. Siblings should not wait in the MPR or outside of classrooms, but they should wait in front of the school where supervision is available.

**STUDENT EXPECTATIONS IN HALLWAYS:** Students must walk in the hallways and corridors. No running is permitted.

**STUDENT TEACHER EXCELLENCE PLAN (STEP):** The purpose of a STEP meeting is to address any academic and/or behavior concerns from either the teacher or the parent. The student study team will usually be made up of 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 tardy log and take a tardy slip before going to class. Tardy consequences are as follows:

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

2<sup>nd</sup> tardy: sit out one recess

3<sup>rd</sup> tardy: sit out one recess and a phone call home

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

5<sup>th</sup> tardy: sit out one recess and student and parent meet with 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 when an emergency situation exists. Students must have prior permission from the teacher to use the classroom phone. *Student cell phones must be turned off and out of sight 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 must be picked up by a parent in the office at the end of the school day.**

**TEXTBOOKS, SCHOOL SUPPLIES:** Textbooks, library books, and some basic school supplies are provided to all students. However, in accordance with District policy and Education Code provisions, parents will be billed for the cost of replacement or repair of lost or damaged school property. The replacement cost of textbooks may be as much as \$100.00 or more; the cost of many library books is close to \$30.00. No student will be charged a fee nor required to purchase any item for any project, activity, or supply needed for a class.

**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:** All visitors, including parents, must sign in at the Office upon entering the campus. Volunteer/Visitor badges will be issued in the Office when you sign in. **Parents will not be permitted to go to the class to deliver lunches or other items to your child.** These items must be brought and left in the Office. **Parents will not be allowed on the playground area during school hours at any time.**

**WALKING ROUTE TO SCHOOL:** Students are to walk directly to and from school and should 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 school discipline while en-route to and from school (Education Code 44807).