

# Canyon Rim Elementary School

## 2021-2022 Parent/Student Handbook: Guidelines and Procedures



### **PRINCIPAL'S MESSAGE**

Welcome to Canyon Rim Elementary School. Canyon Rim offers a unique, enriched, integrated curriculum, accompanied by a strong core of basic skills for all students. Students will construct knowledge, while classrooms provide an environment that fosters curiosity to explore and experiment while mastering basic skills and concepts. Canyon Rim is committed to providing a safe environment that promotes a climate of caring, respect and personal responsibility.

The beginning of a new school year has always had a special meaning. It is a time that marks a fresh start, exciting possibilities, and great promise. For students, it also means new friends, new learning, discovery, and growth. I ask you to remember what it was like when you were a student embarking on a new school year. You may have been apprehensive, fearful, or excited. This handbook has been prepared to provide information about policies and procedures at Canyon Rim Elementary School, as well as to communicate to parents and students the standards and behavior expectations we have of all our students while at school. Working together, parents and Canyon Rim staff, create a safe, positive learning environment for students.

Please print the handbook and keep it in a convenient place, as this information will be helpful throughout the year. If you have any questions, please contact the school office at 714-532-7027. Additional information about school policies can be found in the OUSD Parent/Student Handbook on the OUSD website under Parents and Information.

On behalf of the teachers and support staff, we would like to extend an invitation for you to visit Canyon Rim Elementary School, and become an active member in our many parent volunteer opportunities. We look forward to having you and your child at Canyon Rim Elementary School.

## **MISSION**

Our mission is to provide a safe and nurturing environment that supports all students' unique learning styles, empowers them to achieve academic success, and encourages them to become life-long learners and productive members of society competing in the global economy.

1. Nurturing an academic community, honoring individual strengths, talents, and learning styles.
2. Inquiry-based learning through critical thinking, questioning, discovery, problem solving, risk-taking, and inventive thinking.
3. Research and databased instruction.
4. Creating relevant, high-quality products that extend beyond the walls of the classroom.
5. Mastery of identified essential concepts and skills for every child.
6. Meeting the needs of each child with systematic and timely intervention and extension.
7. Global citizenship through understanding, compassion, respect, collaboration, and personal responsibility for self, school, community, and environment. STUDENT STANDARDS AND EXPECTATIONS

## **AT ALL TIMES**

1. Students behave in a manner that does not disrupt or interfere with the rights of others.

2. Students keep hands, feet, and other objects to themselves.
3. Students use only kind words towards others. No statements that make fun of a person's name, appearance, or abilities are tolerated.

## **SAFETY FOR ALL**

1. Students are not to bring any weapon (gun, knife, martial arts instrument) bullets, or explosive to school or to school-sponsored activities under any circumstance.
2. Canyon Rim and O.U.S.D. have zero tolerance for any type of weapon; therefore, any student who brings a weapon to school will be automatically be recommended for expulsion, and may be subject to arrest.
3. Fighting, wrestling, or martial arts displays, whether real or fake, are not allowed.
4. Students are to notify the yard duty teacher or noon supervisor if someone is hurt or acting unkind.
5. Students must use common sense - if you think there is a chance you or someone else may get hurt, "Don't do it!"
6. There is no throwing of rocks, sand, sticks and/or other harmful objects.

## **TO AND FROM SCHOOL**

1. Students are responsible for their actions to and from school. Fighting, teasing, bullying and vandalism are not tolerated.
2. Students walk on the sidewalks, cross at crosswalks and intersections, and respect private property.
3. Students follow the directions of the crossing guard.
4. Students who ride bicycles must follow Bike Safety Rules. Skateboards and Scooters are not to be ridden on school campus.

## **ACADEMIC HONESTY POLICY**

Cheating and plagiarizing will not be tolerated at Canyon Rim Elementary School. This policy has been established to communicate to parents and students the high expectations our staff holds for each student. With each transgression, an

immediate conference will be held with the student, the parent, administration, and teacher. Our goal is not to punish, but to promote the positive life skills of citizenship and pride in personal accomplishment.

**1st Offense:** Students who cheat on a test, quiz, or individual assignment will be given a “0” grade for that assignment, without the possibility of make-up.

**2nd Offense:** Students who cheat will receive a “0” grade for that assignment, a “U” for citizenship, and the student’s trimester grade will be lowered one full letter grade. A contract will be put in place to support student.

**3rd Offense:** Students who cheat a third time will receive a “U” for citizenship, and will receive a failing grade, an “F”, for the trimester in the class he or she was caught cheating in, even if it is the first offense in that particular classroom.

**Depending on the severity of the situation, there may be additional consequences according to District Policies. Understanding what academic honesty looks like is a vital component of this policy.** Teachers will instruct and discuss the topics found below. Our objective is to create a school environment that is supportive and fair to all students, and one that promotes goal setting in accomplishing a personal best for each individual. **Parents are expected to review this policy in detail with their students.**

**ACADEMIC HONESTY IS**

**CHEATING IS**

<p>...using the Internet and other research materials for insight and research. Rereading and rephrasing facts, <u>with proper documentation.</u></p>	<p>...copying word for word phrases/sentences from any source, such as Internet, text sources, or study guides. Not documenting information taken from sources.</p>
<p>...working together and discussing an assignment with classmates to develop ideas, <u>however, writing papers and completing assignments independently.</u></p>	<p>...copying, exactly, or rephrasing any portion of a classmate’s paper, notes, projects, lab notes, essays, worksheets, or any other assigned material that can assist them in cheating.</p>
<p>...studying for the test with notes. Sharing ideas and notes on the material (not on test information) with classmates in preparation for the quiz or test.</p>	<p>...using any type of aid during a test that is not allowed by the teacher including, but not limited to cheat sheets, crib notes, formulas/calculations, text messaging,</p>

	wandering eye, and talking during a quiz/test.
...saying, "I do not know what is on the test," or "I'm not sharing test information."	...sharing what is on a test or quiz between classes or at lunch with students who have not taken the quiz or test. <u>*Allowing other students to cheat off of your paper is considered cheating, and will receive the same consequences as the person copying the answers!</u>

## ATTENDANCE POLICY

Regular school attendance is mandatory. Excessive absences and/or tardies interfere with the student's learning and with the instructional program in the classroom. When attendance problems exist, parents will be contacted to schedule a meeting to address attendance concerns. If concerns continue, student will be referred to Student Community Services.

**Our goal is to ensure that each student receives a quality and consistent education!**

It is the parent's responsibility to see that their child arrives to class on time, every day. Tardiness to school is unacceptable. Tardiness disrupts the learning process and infringes on the rights of those who are prompt to class. Students are expected to be in their seats with the proper materials, ready to work when the bell rings. Those who are not seated will be considered tardy. Excessive absences and tardies will result in an attendance contract through the Student Attendance Review Team (SART) and may be reported to the School Attendance and Review Board (SARB), which will be held at the Orange Police Department Offices.

Student absences must be verified. Parents must call the school's Absence Hot Line (532-7027) before 9:00 a.m. on the day of the child's absence, and every day after, when the child is out.

- If parent/guardian is unable to call, a note, signed and dated by the parent, must be sent on the day of return to school.
- An absence must be cleared with a note or a call within 3 school days or it will be considered an unexcused absence.

- Any absence will result in a phone call from the office to verify absence.
- Excessive absences, truancies or tardiness may result in a referral to the Student Attendance Review Board (SARB).
- As per district policy, a parent may excuse their child up to 14 days due to illness or personal necessity. After 14 absences, the school can require parents to provide a medical note for any additional absences.
- When absent, students are required to make up missed work in order to maintain satisfactory grades. Students have the same number of days to complete make-up work as the number of days of excused absences.
- Students are not able to make up work for unexcused absences (BP 5113)

**ATTENDANCE POLICY:** As per CA Ed Code (Section 48200-48208) all tardies and absences will accrue throughout the year and do not “reset” at the beginning of each Trimester.

**Tardy/Absence 1 – 3**     Teacher Warning/Reminder  
    Optional Teacher Consequence  
    Phone Call From Admin

**Tardy/Absence 4 – 6**     Referral to Office  
    Parent contact

**Tardy/Absence 7+**        Referral to Office – SART Meeting Scheduled with  
    parent and Admin  
    Parent Contact  
    Attendance Plan developed  
    Citizenship grade could be impacted  
    Referral to SARB (School Attendance Review Board)

*This panel of administrators and law enforcement representatives will review student records and reasons for habitual truancy and/or tardiness and will outline recommendations for improvements.*

## AWARDS

Rewarding students for doing a good job is essential. We all need praise and rewards in our lives. Awards are given at recess, lunch and our scheduled award assemblies. Each teacher has his/her own reward system in his or her classroom. They may include encouragement and praise, positive phone calls home, reward recesses, special class activities, and awards and certificates.

- Presidential Academic Awards – For 6th Grade Students – These awards are given on behalf of the U.S. Secretary of Education in June at Award ceremony. For the 2021-22 Presidential Academic Awards, honorees will be selected on the following criteria. A GPA of 3.5 or greater for the first and second trimesters of 4th and 6th grade and all three trimesters in 5th grade. Please note that in the absence of 4th and 5th grade state testing for this year's students, that measure will not be available to include for this award.
- Honor Roll and Principal's Honor Roll Assemblies occur after each trimester for grades 4, 5, and 6.

## BACK TO SCHOOL NIGHT

This night is provided for the parents only. It is held the first month the students return to school and is not a conference time. Parents will have the opportunity to meet their child's teacher and receive general information about the classroom routine, including the class homework requirements, discipline plan, and the grade-level curriculum.

## BICYCLES

Children and adults must follow **all** traffic safety laws when traveling to and from school. Students in grades 4-6 may ride their bikes to school. Bikes must be locked while parked in the school bike racks located near the stairs by the office. **California law requires bicycle riders to wear safety helmets while riding a bicycle.** Students will be given referrals for not wearing a helmet. Students who continually violate the helmet law may lose the privilege to ride a bike to school. Students must walk their bicycle when they enter school grounds. The school is not responsible for lost or damaged bicycles or helmets.

## TECHNOLOGY INTEGRATION

In an effort to increase the use of technology and the 21st Century skills of creativity, collaboration, critical thinking, and communication, OUSD will provide district devices on our wireless network for students who follow the responsibilities stated in the student **Acceptable Use Policy**.

As part of this program, we will review the Internet safety guidelines with students frequently throughout the course of the school year and will offer guidance on safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using devices. The use of technology is a privilege, and if abused, may be taken away. Students are not to use personal devices such as cell phones during the instructional day.

## **Expectations:**

- Students will use their device for educational reasons at their teachers' direction.
- Students will only use appropriate educational applications on their device. Students may only access their own, school-based accounts. Sharing of accounts or passwords is not permitted. Please see your teacher if you cannot access your account. Students are not to access any personal account outside of school.
- Students are not to email, or electronically communicate with others from their personal devices during class time, unless directed to do so by their teacher.
- Students are required to use the district's content filtered wireless network through personal devices while at school. Access of private networks (3G or 4G Networks) is not allowed.
- Students may not download apps or software at school onto any device (personal or school-issued) without the explicit permission of the teacher.
- Personally owned devices are not permitted for use during the school day. These devices are not to be used at recess or at lunch. Students using devices during these times will have their device confiscated and face disciplinary consequences.
- Students are not to email, or electronically communicate with others from

their personal devices during class time unless directed to do so by their teacher.

- All students will be educated on safe online behavior as part of our district's Internet Safety Curriculum and must complete an Internet Safety course to utilize technology.

## **Device Safety and Maintenance:**

- **The District is not liable for the loss, damage, misuse, theft of any personally owned device brought to school.**
- The District cannot maintain, repair, or troubleshoot student personal devices.
- Each student will use a specific and individually assigned school district authenticated username and password to access our network while at school. Usernames and passwords should not be shared or used by anyone except the assigned student.
- Students will connect their devices to the protected, filtered OUSD wireless network. The OUSD network filters inappropriate websites.
- Students must update device in accordance with NAC (Network Access Control) prompts.
- The District reserves the right to monitor, inspect, copy, and review personally owned devices or files.
- Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well-being of the school is subject to appropriate disciplinary action.
- The District has provided our teachers with approved secure cloud based applications for student creation and collaboration (e.g. Google Apps)

- Students must come to school with a charged device and be responsible for bringing the device charger.
- No student will be left out of the instruction process because of the lack of access to a device. **Please note that Nintendo DS and/or other gaming devices with internet access are not permissible at this time.**

## **ANTI BULLYING CONTRACT**

Everyone has the right to feel physically and emotionally safe at Canyon Rim Elementary School. I will do everything I can personally, as a member of my school's community, to create and preserve a physically and emotionally safe environment. As a member of the Canyon Rim community, I will strive to treat everyone with respect regardless of any differences.

Bullying is defined as intentionally aggressive behavior that can take many forms (verbal, physical, social, emotional, or cyber - or any combination of these); it involves an imbalance of power, and is often repeated over time. The bullying can consist of one child bullying another or a group of children against one lone child.

### **Student's responsibility:**

I commit that I will not bully my peers. When I witness bullying, I will report it to an adult and/or the Bully Box.

### **Parent/Guardian's responsibility:**

I commit to encouraging my child to always respect others. I will also respect all other adults (parents and staff) on the Canyon Rim campus. I have instructed my child not to bully. I have advised my child to report any bullying to the authorities.

### **We understand that bullying will result in: predictable and escalating consequences:**

**1st Offense:** Incident investigated by administration followed by a student conference and parent notification. Incident entered on discipline screen in AERIES. Possible loss of Privilege/Detention.

**2nd Offense:** Incident investigated by administration. Loss of recess/lunch will be assigned and student/parental conference scheduled with administration. An individual plan is developed and then signed by student, parent and administration.

**3rd Offense:** Incident investigated by administration. Student will be assigned reflective consequences (on campus suspension). Possibly be required to attend a placement meeting which may result in transfer to another school within the Orange Unified School District.

**Any severe situation will result in a student being sent immediately to the office. Severe behaviors may lead to more serious consequences according to District policies. If the student has broken the law, the administration will inform the police.**

## **BUYING AND SELLING**

Students are not allowed to buy or sell any item from or to another student while coming to school, at school, leaving school or at any school-sponsored function.

## **CHARACTER COUNTS PILLARS**

### **Trustworthiness**

Be honest \* Don't deceive, cheat or steal \* Be reliable...do what you say you'll do \* Have the courage to do the right thing \* Build a good reputation \* Be loyal...stand by your family, friends, and country

### **Respect**

Treat others with respect; \* Be tolerant of differences \* Use good manners, \* Use kind words; refrain from foul language \* Be considerate of the feelings of others \* Don't threaten, hit or hurt anyone \* Deal peacefully with anger, insults, and disagreements

### **Responsibility**

Do what you are supposed to do \* Persevere...keep on trying! \* Always do your best \* Use self control \* Be self-disciplined \* Think before you act...consider the consequences \* Be accountable for your choices

### **Fairness**

Play by the rules \* Take turns and share \* Be open-minded...listen to others \* Don't take advantage of others \* Don't blame others carelessly

### **Caring**

Be kind \* Be compassionate and show you care \* Express gratitude \* Forgive others \* Help people in need

### Citizenship

Do your share to make your school and community better \* Cooperate \* Get involved in community affairs \* Stay informed...vote \* Be a good neighbor \* Obey laws and rules \* Respect authority \* Protect the environment

## CELEBRATIONS AND PARTIES

Celebrations can be educational, fun and exciting for our students. Dietary restrictions, cultural beliefs, food allergies, and the varied nutritional preferences of our parent population require considerable and deliberate coordination of any event involving food. Students in our community have life threatening allergies to certain foods and other allergen. With that in mind, classrooms are expected to follow the guidelines outlined below for all celebrations and classroom parties.

- To reduce the risk of exposure to one of the most common allergies, please do not send any foods containing peanuts or tree nuts to any classroom celebration.
- No home-made or home-baked items are to be brought to school and into the classroom.
- Consider a physical, art or music activity in lieu of food at a classroom celebration.
- You must contact the classroom teacher before bringing any food products into the classroom.

## **CLOSED CAMPUS – ARRIVING AND LEAVING CANYON RIM**

For the safety of our students, Canyon Rim operates a CLOSED CAMPUS. Students may not leave the school grounds after arriving at school without office authorization and parent consent/request. **An authorized adult must check out students leaving school during school hours, through the school office.** Please update your child's emergency card when changes occur, and include those adults you have designated as emergency contacts who are able to pick up your child from school if an emergency exists. **Guests and parents must check in at the**

**front office before entering campus, and wear a visitor's sticker. You must call and make an appointment with the teacher when you wish to visit your child's classroom.** They can make you aware of any special schedules, programs, or times when the pupils are outside of the classroom. **Parents must give 24 hour notice to teacher before visiting.**

## **PARKING LOT PROCEDURES**

Please cooperate fully with the Canyon Rim staff on parking lot duty as they have the safety of all children in mind as their highest priority.

- Pick-up/Drop off zone: The right lane of the parking lot is for the immediate drop off and pick-up of students only.
- NEVER park or leave your car unattended while in the “pick-up/drop off zone.”
- Pull all the way forward in the pick-up/drop off zone.
- Do not stop in the crosswalk.
- Students will exit vehicles on curbside only.
- Parents/Guardians do not exit car.
- Parents need to place a placard in their dash with their student name/teacher
- Arrive at your student's scheduled dismissal time. Do not arrive early unless you intend to park in a parking stall.
- Left Hand Lane: This is a drive through lane only. Do not drop off or pick up student in this lane.
- Do not park behind cars that are parked in parking stalls.
- Use the crosswalk while walking in the parking lot, and crossing the streets.
- If a bus is present, please observe the bus loading area and do not drop off/pick up students in close proximity.
- At arrival, students will walk through the main gates. Adults are asked to sign in/out of the office before entering campus.
- Children are to be picked-up promptly after school. There is NO SUPERVISION on campus 15 minutes after dismissal.
- Students will wait for class to begin in the blacktop area near the lunch tables for grades 1-6 and in the Kinder blacktop area for TK/K with teacher supervisors, until the bell rings.

- Students who are habitually picked up late (over 15 minutes) from school will be referred to SART. Canyon Rim has the CARES daycare program on sight for parents needing early drop off and late pick -ups.
- Parents/visitors/volunteers on campus are always welcome but must check in at the office and wear a visitor's sticker. See guidelines for visitors and volunteers.

## **COMMUNICATIONS - NEWSLETTER - PRINCIPAL'S PHONE UPDATES**

Most communications from Canyon Rim is sent home electronically. The Principal's communication is sent home by e-mail/voicemail *every Sunday*. (Messages of importance are sent out periodically through the year).

## **CONFERENCES**

Elementary parent/teacher conferences are scheduled during the first trimester. Parents may, however, request a conference at any time during the school year by making arrangements with the teacher or calling the school office. Teachers are typically available for conferences before and after school.

## **CONFLICT RESOLUTION STRATEGIES**

Children use many strategies in dealing with conflict on their own. They negotiate, take turns, flip coins, compromise, etc. The Canyon Rim staff encourages students to utilize a variety of these positive strategies to solve problems.

### **Talk It Over - Listen**

**Negotiating** - Students talk about their position in the conflict and discuss what might be done about it.

**Active Listening** - Perceiving what the other individual is saying and also feeding it back accurately.

**Threat Free Explanation**- A student communicates his position in a conflict without threatening the other person.

**Apologizing** - Saying you are sorry without necessarily saying you are wrong.

### **Do Something Else**

**Postponing** - Students agree to wait for a more appropriate time to handle the situation.

**Distracting** - Calling attention to something else as a way of defusing the conflict.

### **Taking Turns**

**Taking Turns**- One student goes first and the other goes second.

**Chance** - A technique such as flipping a coin to decide a conflict.

**Compromising** - Both students give up something to resolve conflict.

### **Share**

**Sharing** - The students decide to share for the benefit of both.

**Compromising** - Both students give up something to resolve conflict.

### **Ignore It or Ask For Help**

## **DAYCARE (CARES)**

CARES is a positive alternative for working parents in need of child care. CARES is located at Canyon Rim. Hours of operation are from 7:00am to 6:00pm. They can be reached by calling 714-628-5379.

## **DISASTER PLANNING**

Canyon Rim has a complete disaster plan that will ensure the best possible care and security for your child in the event of a natural or man-made disaster. In addition to monthly fire drills, we practice our disaster and lockdown drill procedures periodically. The students and staff go through all the steps that we might encounter in a disaster situation.

If an emergency or disaster occurs at Canyon Rim, we will initiate these steps:

1. All students are trained in “drop and hold” procedures should the situation warrant it.
2. After the immediate danger is over, evacuation of the building may be in order.

3. Should this become necessary, students will evacuate to their specified class location.
4. An Accountability Report is taken immediately and the information is relayed to the site Command Center.
5. Each teacher has an emergency backpack containing necessary supplies to assist students with injuries.
6. The Command Center will follow through with the school's disaster plan.

Each OUSD School is equipped with a battery powered two-way radio that will be used to contact the District Emergency Operations Center to report their situation and to request any additional aid and supplies.

Parents should report with identification to the Check-In Gate near the park when requesting students for release. Students will be kept on campus, or at a safe alternative location until released to parents or known adults. Students will only be released to their parent, an adult on the Emergency Sheet, or to an adult known to the student. Should the students need to be evacuated to another site, school personnel will be available to direct parents. No student will be left unattended at school at any time! A copy of our Canyon Rim Disaster Plan is available for review in the school office.

## **DISCIPLINE AND STUDENT CONDUCT**

All children have equal rights to an education in a safe, nurturing and orderly environment. Each child will be treated with respect and dignity. Fair and consistent rules have been established at Canyon Rim to maintain a powerful learning environment for all stakeholders. Canyon Rim staff has implemented a school-wide Positive Behavior System that communicates to all students to remember three guiding principles - Be Respectful, Be Responsible, and Be Ready to Learn.

### **Minor Infractions will result in all of the following:**

- Student receives a verbal and written reminder (email, phone call, or document with the infraction and location indicated requiring parent signature) by teacher.

- Teacher/Adult supervisor checks for student’s understanding (verbally) of the rule.
- Will be handled in the classroom or on playground

**\*\*\*3 of the same minor infractions indicate a pattern and can be considered one major transgression. Teacher will talk to the parent, will send home Discipline Report for Parent Signature, and will be recorded in Student Discipline Log in AERIES.**

### Minor Discipline

Incomplete Assignments	Disputes over rules/equipment
Not raising hand/calling out	Playing in/mistreating the restroom
Leaving room without permission	Not freezing - whistle/warning bell
Talking during instruction/quiet time	Leaving trash/food in the lunch area
Electronic/Technology Misuse	Not minding the duty teacher/supervisor
Not working cooperatively with others	Profanity – word/gestures

**Major Infractions will result in the following appropriate disciplinary actions and will result in a record recorded in the student’s file. Major infractions will be handled in the classroom or sent to the office with a referral form.**

- Time-out/benching from recess/Campus Beautification
- Referral to a School Support Team to work on a behavior modification plan
- Administrator/Parent/Teacher/Student Conference
- Research report to investigate the problem and consequences of behavior
- Confiscation of materials
- Withholding of special privileges i.e. loss of a field trip/event
- Behavior Support Plan/Contract
- In-house suspension or at home suspension

### Major Discipline

Deliberate personal harm	Weapons/dangerous objects/ Drugs/Vaping
Defiance/refusal to follow directions	Destruction of property
Threatening physical harm	Cheating
Open hostile disrespect to adults	Stealing
Fighting/Physical Aggression	Harassment/Bullying

## **STUDENT FEES**

**Article IX, Section 5 of the California Constitution** states: “The Legislature shall provide for a system of common schools by which a free school shall be kept up and supported in each district.” In **Hartzell v. Connell**, 35 Cal.3d.899, 913 (1984), the Supreme Court of California unambiguously held that this provision prohibits public school from charging mandatory fees for educational activities. *Id.* at 911. The courts concluded that educational activities include both curricular and extracurricular activities. The Court flatly rejected the argument that a fee-waiver policy that allowed for schools to charge fees for educational activities: “Educational opportunities must be provided to all students without regard to their families’ ability or willingness to pay fees or request special waivers.” *Id.* at 913. Thus, whenever a public school offers a curricular or extracurricular program to students, the California Constitution requires that the school provide all materials, supplies, and equipment—whether they are necessary or supplementary to the program – to students free of charge.

The constitutional prohibition against requiring public school students to pay fees or purchase materials for educational activities is codified in **Education Code 60070**, which prohibits school officials from requiring students to purchase instructional materials, and reinforced by **Title 5, Section 350 of the California Code of Regulations**, which prohibits schools from requiring students to pay any fee, deposit or other charge not specifically authorized by law. Public schools may solicit and accept donations from parents or the broader community, so long as the fundraising program is voluntary and contributing is not a requirement for participating in an educational activity.

## **FIELD TRIPS**

Canyon Rim uses field trips as an extension of classroom learning. Field trips are specifically chosen to compliment the class curriculum and meet the California State Standards. A notice/consent form will be sent home for each field trip. **Permission slips for all field trips must be received within three days of the trip for student to be eligible to attend the field trip.** Students will not be allowed to attend a field trip unless the parent/guardian has signed the consent form and returned it to the teacher. Parents are occasionally invited to accompany their child’s class on a field trip to assist in the supervision of students. For parents attending a field trip, we ask that no other children accompany you. No student

will be excluded due to financial hardship; however, lack of ability to collect sufficient funds for a field trip may constitute the trip being cancelled for the entire class/grade level.

## **FUNDRAISERS**

Fundraisers are important for the start-up and continuation of many school programs and activities at Canyon Rim. The funds generated by PTA are put directly toward supporting school programs and the purchase of school equipment. Grade-level individual student fundraising is to be used for overnight field trips only, in grades 5 or 6. Grade-level fundraising projects are determined and approved by the principal. All money raised by an individual student stays in the student's account until they are in 6th grade. Once the student promotes, if they have a younger sibling entering 3rd through 6th grade, and there is \$20.00 or more in the account, the money can be moved to the younger sibling's account. The balance of the money will go into the donations account. If a Canyon Rim family changes schools within OUSD, they can request that the money they earned by fundraising for Outdoor Education be transferred to their new school within OUSD. Funds can only be transferred within OUSD for Outdoor Education. If the student moves outside of OUSD, the money remains at Canyon Rim.

### **Opportunities Each Year**

- PTA General Fund Scholastic Book Event –
- PTA General Fund Step It Up Event or event similar
- PTA General Fund Family Event Nights, Tile painting

## **HEALTH INFORMATION**

### **Medication**

The school cannot administer medicine without the appropriate forms completed by both the parent and doctor (Ed Code 49423). Forms may be obtained from the school's Health Clerk. Medication taken at school must be properly labeled with original prescription labels and with child's name, type of medication and the dosage and may only be taken in the school health office. **Students may not bring medication of any kind (including aspirin, inhalers, etc.) to school. All Parents must sign an authorization form for over the counter products to be**

**administered by Canyon Rim personnel. This form must be turned in for every student at the beginning of each school year.**

### **Accidents**

If your child is seriously injured at school, we will call you immediately. If you cannot be reached, we will contact the emergency number listed on your child's Emergency Card. In case of an accident requiring medical attention, we will make every attempt to contact parents/guardians before taking the child to the hospital.

**For this reason it is imperative that you inform us immediately if there is a change in address or telephone numbers.**

### **Health Services**

Once a year, the school district provides **vision and hearing screening** for all kindergarten, 1st grade boys, and 5th grade students. Parents will be notified of findings for referral to the family's own physician.

## **HOMEWORK POLICY**

We, the teachers and administration of Canyon Rim Elementary School, join with the OUSD Board of Education in acknowledging the role homework plays in a student's education. Its primary purpose is that through completing homework, students can reinforce academic skills taught in school and learn how to conduct research effectively, develop ideas creatively and become life-long learners.

Regular homework activities should promote the development of skills and provide students with the opportunity to grow academically. Students, teachers and parents each have essential roles with respect to homework. Teachers should design assignments so that homework plays the crucial role mentioned above. The responsibility of the student is to complete all homework, develop regular study and work habits, and do most assignments independently or in cooperation with others when directed by the teacher. Parents may be involved to provide assistance and structure without diminishing the student's sense of responsibility. Parents are also a valuable resource for their child's learning through monitoring homework completion.

**Parents or guardians can do much to encourage homework success:**

- Set a regular study time each day that is not to be interrupted by family plans, extracurricular activities, computer/i-pad, or television time

- Establish a study area, away from household distractions, with good light and space
- Have the student organize school materials: study notes, assignments, books, backpacks
- Check student agenda, Parent/Student Portal, Google Classroom, and any other platform to monitor progress on a regular basis
- Help the student work to find the answer rather than doing the work just to get it done
- Be supportive when student gets frustrated without doing the work for them

**Homework must always be completed, even if the teacher does not grade late work**

Research has shown that students who do homework are more successful than students who do not do homework. Together, as a team, we can work together to ensure that your child succeeds to the best of his or her ability at Canyon Rim Elementary School. **If students are managing their time, and homework is taking too long, please notify the teacher to discuss possible solutions.**

**MAKE UP WORK DUE TO ABSENCES**

**Excused Absence - According to the Calif. Ed. Code 46010 and 48205.** A student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence. Upon satisfactory completion, the student shall be given full credit earned. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. The student has one extra day per each day absent to complete any missed assignments upon returning to school.

**Unexcused Absence - Calif. Ed. Code 48913:** The teacher of any class from which a student is suspended will decide whether or not the pupil will be allowed to complete any assignments and tests missed during the absence.

**Absence due to school activities:** If a student participates in school-sponsored activities (athletics, field trips, and others), the student should make arrangements with teacher before the student leaves for the activity.

\*\*\*At times, there are emergency circumstances in life that are out of our control. If an emergency family situation arises, please notify the teacher before the assignment is due so that arrangements can be made.

### **Kindergarten**

Kindergarten homework assignments should stimulate students to talk often with their parents/guardians. Parents/guardians are encouraged to read to their children. Students should be expected to spend an average of 10 minutes on homework, plus an additional 10 minutes reading four days each week.

### **Grade 1**

Students should be expected to spend an average of 15 minutes on homework, plus an additional 15 minutes reading four days each week.

### **Grade 2**

Students should be expected to spend an average of 20 minutes on homework, plus an additional 20 minutes reading four days each week.

### **Grade 3**

Students should be expected to spend an average of 30 minutes on homework, plus an additional 30 minutes reading four days each week.

### **Grade 4**

Students should be expected to spend an average of 40 minutes on homework, plus an additional 30 minutes reading four days each week.

### **Grade 5**

Students should be expected to spend an average of 50 minutes on homework, plus an additional 30 minutes reading four days each week.

### **Grade 6**

Students should be expected to spend an average of 60 minutes on homework, plus an additional 30 minutes reading four days each week

## **ITEMS BROUGHT TO AND FROM SCHOOL**

Personal play equipment such as toys, balls, games, etc. should not be brought to school, unless special permission has been granted by the teacher or administration.

## **LIBRARY RULES**

- Students use quiet voices.
- Students are not to run or play in the library, unless there is an organized activity planned.
- Students are not to eat in the library. Hands should be clean before handling the books.
- Students are to treat the books and library equipment with care and respect.
- Students are responsible for the books they check out and must return them on time. A student who does not turn their books in on time will not be allowed to check out new ones until the other books are returned.
- The student or parent must pay for lost or damaged books at cost so that they may be replaced.
- The library is open at 7:45a daily and closes at 2:45p daily. Students are able to visit the library before and after school during the scheduled hours.

## **LOST AND FOUND**

Throughout the school year, we accumulate a large number of sweaters, sweatshirts, jackets, and lunch boxes. We urge parents to label everything with your child's first and last name that is sent to school. Items that are labeled are easier to locate when they are put in the Lost and Found. Small items such as glasses, retainers, jewelry, and more valuable items such as musical instruments should be placed in the front office. Unclaimed items are donated to charities at the end of each trimester. One day each trimester, we will put all items out for recovery.

## **LUNCH/NUTRITION**

Hot lunches are available for purchase by all students. Milk can be purchased separately if lunch is brought from home. Monthly menus are sent home. A **free and/or reduced lunch program** is available to those students who qualify. Information and applications are available in the school office.

## **LATE LUNCHES**

Lunches brought by parents will not be delivered to students by office staff. Office staff will not interrupt instruction to alert students of delivered meals. Parent must advise their child ahead of time to come to the office during recess or lunch to pick up their lunch from the lunch bench. Late lunches may not be handed to students over the fence. Facilities are not available for students to heat lunches.

## **LUNCH PROCEDURES**

1. All students are expected to follow the procedures arranged for securing hot lunches and/or milk.
2. Students use appropriate manners and remain in their seats until they are excused.
3. Students are to eat their own food.
4. Students will not be dismissed from the lunch area until their table and area are cleaned.
5. Students are to place their trash in the trashcans before leaving the lunch area.
6. If a student needs to leave the lunch area before the regular dismissal time, he/she must get permission.
7. Allergy tables are provided for students, if desired by family, that have submitted paperwork for an Individualized Health Plan (IHP) to the Health Clerk at Canyon Rim. Students are able to invite 1 friend to the table as long as their friend has no nut products in their lunch.

## **NETWORK AGREEMENT - OUSD ACCEPTABLE USE POLICY**

This section of the "Parent-Student Handbook" addresses the use of the district's electronic network. This portion of the handbook is a user agreement that is currently in effect. Please read this section in its entirety. The terms and conditions of this agreement are clearly stated at the end of this section. The Orange Unified School District provides open access to local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy. In defining the Internet's resources as an extension of the library, this network subscribes to the Library Bill of Rights, which states, that "A person's right to use a library should not be denied or abridged because of origin, age, background or views." In return, every OUSD user has the responsibility to respect and protect the rights of every user in our community and on the Internet.

Account holders are expected to act in a responsible, ethical and legal manner, in accordance with the missions and purposes of the networks they use on the Internet and the laws of the states and the United States. Users will be provided with a school atmosphere and procedures of user control that will assure a suitable learning environment, and all users will learn to act as responsible and productive citizens with respect for civil rights and the role of the individual in a democracy. Individuals using these systems are subject to having all activities on these systems monitored by system or security personnel. Anyone using these systems expressly consents to such monitoring. Prosecution and/or account termination will occur without warning. Pupils who choose to violate this policy may be disciplined, up to and including suspension or expulsion. "Using the network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct." As indicated above, please read this entire document and decide if you want to agree for your son/daughter to have "Internet Access" and to agree to have your son/daughter's work published on the web server. For further information, please request AR6134.4A, Student Use of Technology, from the school office.

### **Obligations and Responsibilities:**

1. The pupil whose name is on on-line services account is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. Users shall not gain unauthorized access to other individual data, data systems, resources, entities or governmental agencies.
3. The system shall be used only for legal purposes related to education. Commercial, financial, political and/or personal use of the district's system is strictly prohibited. Misuse, degrading, or disrupting of the District network and computer system is unacceptable. The district reserves the right to monitor any on-line communications for improper use.
4. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials.
5. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.

6. Games are not to be downloaded or played on any computer system or network, except as directed by your teacher.
7. Pupils are not allowed to load any software on any District computer or server.
8. Pupils are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors (Penal Code 313).
9. All forms of Cyber Bullying are prohibited by state law and District policy. Cyber Bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, or threatening another pupil or staff member by way of any “electronic act” such as sending or posting inappropriate or derogatory e-mail messages, telephone messages, instant messages, text messages, digital picture or image or website posting including blogs, social networking and chat rooms. For more information Bullying/Cyber Bullying, please refer to the pupil handbook.
10. Users are expected to respect the rights of copyright owners in their use of materials found on or disseminated through the network, computer systems, or the Internet. Users are prohibited from making or sharing copies of copyrighted songs, digital images, movies or other artistic works. Unlawful peer-to-peer-file-sharing may be a criminal offense.
11. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
12. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

13. Users are expected to keep messages brief and use appropriate language. Posting anonymous messages is prohibited.
14. Users shall report any security problem or misuse of the network to the teacher or principal.
15. Students who choose to violate proper computer usage will face disciplinary consequences that may include suspension and possible expulsion from the district.

### **Advisement**

**It is possible for all users of the internet to access information that is intended for adults. Although the District has taken all reasonable steps to ensure that the Internet connection is used only for purposes consistent with the curriculum, the District or school cannot prevent the ability of material elsewhere on the Internet that may be deemed harmful. Computer security cannot be made perfect and it is likely that a determined user can make use of computer resources for inappropriate purposes. The District believes that the benefits to staff and pupils from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to agree to Internet access.**

### **Application for Internet Access**

Use of the Internet is a privilege that may be revoked at any time. School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties under Federal Laws (including, but not limited to the Counterfeit, Access Device and Computer Fraud and Abuse Act of 1984, Title 18, United States Code (USC) Sections 1029 and 1030). Individuals using these systems are subject to having all activities on these systems monitored by system or security personnel. Anyone using these systems expressly consents to such monitoring. Prosecution and/or account termination will occur without warning.

## **OFFICE TRIPS**

Except in emergencies, students are to have an office pass from the teacher or supervisor giving them permission to enter the office. Students who need help at recess time should ask the teacher/supervisor on duty. Students should not enter office without permission from teacher or supervisor. The office telephone is used only with permission of the teacher or staff and is for emergencies only.

## **OPEN HOUSE NIGHT**

This night is provided for your children to share their accomplishments in the classroom. The entire family is invited to attend. In some cases, our PTA hosts a fundraising event on this evening and student projects are on display. This is not a time to discuss your student's academic progress. Please set up an individual teacher conference to discuss your student with the teacher.

## **PARENT GROUPS**

**Parent Teacher Student Association (PTA):** PTA is open to all parents (Dads, Moms, Grandparents, Guardians), and is a good place to start if you want to become involved with school activities. The purpose of the Canyon Rim PTA is to provide a strong link between the school and the home and to provide an avenue for parents to become involved in the progress and concerns of the school. PTA works to assist teachers in the classroom, sponsor assemblies and special enrichment programs, and plan activities to raise funds for extra materials, equipment and field trips not otherwise provided by the school district, as well as to furnish volunteers for our school functions.

**School Site Council:** The council is made up of parents, teachers, staff and principal. The School Site Council establishes and reviews the school plan, approves the LCFF budget each year and reviews the implementation of the program and its effectiveness. Nominations for the School Site Council are accepted in the School Office in the fall.

## **PETS AND ANIMALS**

Animals, fowl, and reptiles will be allowed in the classroom but must meet prior approval by the teacher and principal. Please be aware that pursuant to Orange County Ordinance 41.46, dogs are not to be on school grounds at any time. Should you choose to bring your dog when walking your child to and from school, please wait for your child off school grounds.

## **PICTURES**

Student school pictures as well as class pictures are taken at the beginning of the school year. Parents also have the opportunity to have their child photographed in early spring. Notification of Picture Day will be sent home in advance. Purchase of school pictures is optional.

## **PLAYGROUND APPARATUS GUIDELINES**

### **Equipment**

1. Students should use school-supplied equipment. Permission to bring personal play items should be obtained from the classroom teacher. The responsibility for any personally owned equipment brought to school rests with the student.
2. All games are open to all students, regardless of the ownership of the equipment used.
3. Students may only kick balls when playing kickball or soccer.
4. Balls and other playground equipment are used only in designated areas.
5. Students use red rubber balls or yellow kickballs for foursquare and ball wall. Balls are to be bounced only against ball wall.

### **Restrooms**

1. Students should get a drink of water and use the restroom before the bell rings signaling the end of recess.
2. Restrooms are to be used to go to the restroom and wash hands. No playing in or around the restrooms. They must be kept clean.

### **Eating Snack**

1. Lunch pails go on the line during snack, and lunch cart during lunch prior to playing.
2. No eating snacks or lunch on the way to the lunch tables. All eating needs to be done at the tables only. Students should walk from their classroom to the lunch tables.
3. Students must sit at their assigned table to eat. Standing at or around the tables is not permitted.

### **In Line (for games, classroom lines, etc.)**

1. Do NOT cut in line, or give “cuts” to anyone in line.

2. Students should keep hands and feet to themselves at all times, while respecting personal space.
3. Students should hold the balls and equipment in line. No bouncing, kicking, or playing with equipment while in line.
4. No hand games while standing in line. Students should be facing forward at all times.
5. Students should not yell or scream in line.

## **PLAYGROUND STANDARDS**

1. Students are to stop playing immediately when the bell rings. Students are to walk to their class line after whistle has blown, holding all equipment.
2. Students get drinks and go to the bathroom before the bell rings at the end of recess.
3. Students must get permission from the teacher on duty or the noon supervisor to come to the office.
4. Students must stay outside of the classrooms unless the teacher is in the room.
5. Students walk in the corridors at all times. Running is allowed on the grass area next to playground only. Students may not play between or behind the portables.
6. Items left out on the playground are turned into the lost and found after the recess bell rings.
7. Students keep the school grounds clean by putting all litter in the trashcans.
8. GUM IS NOT ALLOWED AT SCHOOL.
9. Electronic devices, toys, and other such items ARE NOT ALLOWED DURING SCHOOL. Cell phones, smart watches or other electronics are not permitted during school hours. Electronic devices used during school hours will be confiscated and must be picked up by a parent.
10. Students are not to sit, swing, or stand on any walls, rails or fences, on water fountains, or in any trees while at school.

### **Blacktop Rules**

1. Students must walk on the blacktop at all times. No running on the blacktop (basketball is the exception).
2. No helicopter, red rover or mousetrap (with jump ropes).
3. Student should not walk through other students' games.
4. No drop kicking balls or other equipment.

## **Apparatus/Wood Chip Rules**

1. No climbing or jumping off the slides.
2. No running on the wood chips.
3. No balls or equipment in the wood chip area.
4. Do not throw or kick wood chips.
5. Only one student is to be on each section (slide, steps, ladders, climbers, rings).
6. Wait for other students to climb up the apparatus- form a line.

## **Swings**

1. Students are to sit on the swing seat. No kneeling or standing.
2. Only one student on a swing at a time.
3. Each student will be allowed 25 full swings (one up and back motion) if someone is waiting in line. You may not count on the person who counted on you.
4. The student waiting for the swing will do the counting.
5. Students are not permitted to jump off the swing at any time.
6. Swing in one direction facing the multi-purpose room.

## **Bars Rules**

1. Students are to hang from the bars using their hands only. They are not to hang from any horizontal bar by the legs or any other body part.
2. There is no sitting on the structure or hanging by one's legs.
3. No walking or crawling across the bars.
4. No pulling on anyone when hanging on the bars.
5. Students may not do flips, twists or jumps off the bars.

## **Slide**

1. Only one student is to be on the slide at a time.
2. No student is to climb up the slide.
3. When sliding, the student must be seated in a forward position.

## **Tetherball**

1. Students are to hit the ball with their hand or fist.
2. "Ropies" - swinging or grabbing the tetherball by the rope - are not allowed.

3. Students are not to sit on the tetherball.

### **Handball Walls**

1. Handball is the only activity that the ball wall may be used for.
2. Any game where a ball is thrown to hit another student is prohibited.
3. When playing handball, everyone is all in (max 8 players).
4. The ball should be hit with a closed fist or two fists together.
5. The ball should hit the ground one time and then hit the wall. If it bounces twice (a “double”), the person is out.
6. When the ball comes back from the wall and hits the ground twice, the person closest to the ball on the second bounce is out.
7. A person is out if a ball bullets (the ball hits the wall without bouncing on the ground).
8. If a ball goes “out” (outside the sides of the court) and someone tries to hit it and misses, that person is out.
9. Anyone not in the game should not touch the ball for any reason.
10. The handball is to NEVER be kicked or head butted.

### **Field Rules**

1. The field is for playing soccer, kickball, catch or running.
2. No climbing on the fences.
3. Students should not lift one another, such as to do cheer lifts or gymnastics.
4. The game of Red Rover is not allowed.
5. No jumping in puddles, or playing in the mud.

### **Ball/Equipment Rules**

1. If you bring a ball out, you have to leave it at the game that you started and you have to bring it back to your classroom at the end of recess.
2. Students may not make up their own rules to any games at any location on the playground. This includes but is not limited to: handball, four square, basketball, and field games.
3. If a ball or equipment goes over the fence, please tell a supervisor/teacher.
4. Jump ropes should be used for individual use or in groups with two rope turners and one jumper.
5. No equipment should be used before the bell in the morning or after school.

## **Reporting Incidents**

1. Problems on the playground are reported to the supervisor/teacher on duty, as well as the teacher of the student(s) involved and administrator (depending on the severity of the incident).
2. The nature and gravity of the incident should be considered before determining who is best to investigate.

## **When should an incident report be filed?**

1. Death, injury or hospitalization
2. Injury to the head or loses consciousness
3. Injury to the eyes or where teeth are broken or dislodged
4. Broken bones or lacerations requiring stitches
5. Hospital transportation required
6. Medical attention is provided on site by an ambulance officer or healthcare professional
7. Inappropriate contact, such as, inappropriate touching, harassment, fighting, bullying or similar incidents
8. Threats, physical and verbal

## **Who should complete an incident report?**

1. Supervisors, aides and teachers directly involved, especially if they witnessed the incident.
2. Depending on severity of incident, administrator should be notified immediately to assist with the investigation and to contact parent if needed.

## **PRINCIPAL COFFEES/LUNCHESES**

Regularly scheduled coffees/lunches are planned throughout the school year. This is a place to be updated on current school events or learn about important information related to the well-being of our students. It is a time to improve the school together and make a difference.

## **REPORT CARDS**

Report cards are issued three (3) times throughout the year for elementary school students. They will indicate both academic and effort grades for the student. Elementary students' parents attend a parent/teacher conference, and a Parent-

Teacher Conference Summary form is used to record the student's strengths and needs, along with an assistance plan for school and home. Parents can check student achievement by logging on to the Parent Portal.

## **RESTROOMS**

1. The restrooms are for the purpose of using the toilet and washing only.
2. Students are to wait their turn and respect other's privacy.
3. Students are to keep hands, feet and objects to themselves.
4. Students are to use the toilet, flush it, and wash their hands in the sink.
5. There is no playing or socializing in or around the restrooms.
6. Students are responsible for keeping the school restrooms clean and orderly.
7. Students are to use their grade-level restrooms only.
8. Students are to use the restroom before school, at recess and during lunch.
9. Any student who defaces restrooms in any grade is subject to suspension or expulsion from Canyon Rim.
10. Students are to report vandalism to their teacher or the office.

## **VISITORS AND VOLUNTEERS**

In the interest of safety, we ask that all visitors/volunteers report to the office to sign in through our automated computer system. All parents volunteering/visiting must notify the teacher or administrator 24 hours in advance. This will allow the teacher to notify the office. When it is your scheduled volunteering/visitation, you will check into the office and be issued a sticker to wear, indicating to the students and staff that you are authorized to be on campus. The visitor sticker must be worn at all times when on school grounds.

In order to effectively manage students during recess and lunch and to ensure their safety in their less restrictive environment, our campus is closed to visitors on our playground. Should you have a special request to visit your student during recess or lunch, you will need to notify administration.

## **VOLUNTEERS - CLASSROOM**

One of the most pleasant experiences a child can have in school is to see his/her parents volunteering in their classroom. Any person volunteering or coming onto any part of the Canyon Rim School campus, including the playground, must sign in

and out at the school office and wear a volunteer badge. Parent volunteers may not bring younger children into the classroom while volunteering. **\*Anytime a parent volunteers or works with a child in the classroom, he or she must have a volunteer form filled out and on file at the school office. Parents must respect the confidentiality of all students and never repeat confidential information about another student.** \*Confidentiality falls under these laws: FERPA (Family Educational Rights and Privacy Act), IDEA (Individuals with Disabilities Education Act), and the California Education Code.

## **APPENDIX**

### **Canyon Rim Elementary School Discipline Matrix Guideline**

Each incident will be reviewed independently, and the Administration may add to or take away consequences based upon the results of the investigation.

**Non-School Items, Elementary K-6:** To include, but not limited to: make-up, iPods, Fidget Spinners, perfume, toys, or other distracting/unsafe items. Cell phones must be turned off and remain in backpack while on school campus.

- 1) Student warning, parent picks item up from office
- 2) 1 day loss of recess and parent picks item up from office
- 3) 3 days loss of recess, parent picks item up from the office & meets with Administration
- 4) Loss of recess, 5 days parent contact, Behavioral Contract, and Parent/Student Conference with Administration

#### **Vaping/Possession of Vape Paraphernalia:**

- 1) Suspension (ICE or Off Campus) and One Step Contract
- 2) Student Referred to Placement Panel
- \* Selling of Vaping Supplies at school will result in immediate referral to Placement Panel

#### **Cycling Without a Helmet**

- 1) Warning with Parent Contact

- 2) Loss of recess and Parent Contact
- 3) Parent and Police Contact and possible loss of biking privilege

### **Tardies, K-6:**

- 1) 3rd Tardy: Phone call made by office staff to advise of tardies
- 2) 4th Tardy: Parent contact made by Admin
- 3) 5th Tardy: Parent contact made by Admin, student loss of recess one day
- 4) 6th Tardy: Parent contact made by Admin, SART warning letter sent home, Student loss of recess two days
- 5) 7th Tardy: Parent contact made by Admin, SART meeting scheduled, warning of possible SARB

### **Minor Misbehavior/Horseplay/ Classroom Disruptions, K-6: To include any activity not resulting in an injury.**

- 1) Teacher warns student and sends home referral for parent signature or makes contact with parent.
- 2) 1 day Loss of recess and referral sent home by teacher for parent signature
- 3) 3 days loss of recess, referral sent home, and Admin calls home
- 4) Student referred to Admin, parent contact, behavior contract and 3 days loss of recess.
- 5) In-House Suspension: 1 to 5 day Suspension

### **Major Misbehavior, K-6: To include any activity resulting in an injury including horseplay, threats, and or fighting**

- 1) In house suspension 1-5 days and parent meeting with Admin; possible meeting with Anaheim Police Deputy.
- 2) 1 to 5 day suspension, parent meeting with Admin and behavior contract; possible meeting with Anaheim Police Deputy.
- 3) Student Community Services contacted, possible change in placement at the school site or referred to Placement Panel

### **Cheating/Academic Dishonesty, K-6:**

- 1) Teacher makes parent contact (referral sent home and email/ or phone call) Zero on assignment.

- 2) Teacher makes parent contact (referral sent home and email/ or phone call) Zero on assignment and grade lowered one letter grade for the class.
- 3) Teacher sends referral to the office, Zero on assignment and lowered to an F for the class; Parent and student meets with Admin.
- 4) Parent and student meet with Admin, student sent to Placement Panel, behavior plan developed and possible removal from Canyon Rim.

**Computer Misuse, K-6:** To include, but not limited to: using a device without permission, visiting unauthorized websites, playing games during class. This does not include cyber bullying or threats on social network websites. Personal devices will be sent to Admin/Office and must be signed out by parent after school.

- 1) Warning, personal devices sent to Admin/Office, parent must sign out device from the office after school
- 2) 1 week loss of using a device at school, parent contact, personal devices will be sent to Admin/Office.
- 3) Student and Parent meet with Admin, student behavior contract.
- 4) Student and Parent meet with Admin, one day suspension on campus due to defiance.
- 5) Student and Parent meet with Admin, loss of all computing privileges on campus

**Bullying: K-6:** to include Cyber Bullying, threats, etc. Bullying is defined as intentionally aggressive behavior that can take many forms (verbal, physical, social, emotional, or cyber- or any combination of these.) It involves an imbalance of power, and is often repeated over time. It can take the form of exclusion, starting rumors, repeated name calling, etc.

California Assembly passed legislation which gives administrators the authority to discipline students for bullying others offline or online. *Ed Code 32261 (g): As used in this chapter, a "electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.* Possible police involvement with any incident of bullying.

- 1) Student and Parents meet with Admin, 1 to 5 day Suspension, Behavior Contract
- 2) Student and parents meet with Admin, Student sent to Placement panel

**Zero Tolerance Policy:** Canyon Rim Elementary School adheres to California Law of Zero Tolerance. The California Legislature amended Education Code (EC) Section 48915 (c) to fulfill the federal mandate. California law also adds a requirement for the mandatory suspension and the recommendation for expulsion of a student who:

- Possess, sell, or otherwise furnish a firearm
- Brandish a knife at another person
- Sell a controlled substance
- Commit or attempt to commit a sexual assault or sexual battery
- Possess an explosive
- Causing serious physical injury to another person, except in self-defense
- Possession of any knife or other dangerous object of no reasonable use to the pupil
- Unlawful possession of any controlled substance
- Robbery or extortion
- Assault or battery on any school employee

*EC Section 48906 includes the requirement to refer a student with a firearm to law enforcement, and California EC Section 48915 requires the school district governing board to refer students who commit the above acts to an alternative program of study that meets the standards listed within the section.*

**AFTER YOU HAVE READ THIS DOCUMENT IN ITS ENTIRETY,  
PLEASE SIGN THE SIGNATURE PAGE THAT YOU ARE IN  
AGREEMENT.**