



# CANYON RIM | ELEMENTARY

## *Parent-Student Handbook*

### **ROADRUNNER SCHOLARS ARE:**

**S**afe

**T**here and ready to learn

**A**ct responsibly

**R**espectful

**S**how compassion with a kind heart



**Common Sense Certified School, 2016 Gold Ribbon, 2004 & 2012 California Distinguished School**

*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.*

*For our latest school information and happenings follow us on Facebook - Canyon Rim Elementary or visit our website at <https://www.orangeusd.org/canyon-rim-elementary-school>*

# *Student/Parent Handbook*

## **GENERAL INFORMATION**

### **SCHOOL ADMINISTRATION**

Principal

Lindsey Patencio-Rhoades

### **OFFICE STAFF**

Office Manager

Lauren Volcan

Attendance/Health Clerk

Renaë Bradley

Health Clerk

Janet Trout

Counselor

Becky Baker

Psychologist

Karen Chanin

Office Hours: 7:30-3:30

Phone: 714-532-7027

### **BEFORE/AFTER SCHOOL PROGRAM**

CARES

Site Lead

Maria Rabadan

Contact: 714-628-5379

### **SCHOOL HOURS**

**Grade TK–K (Monday, Tuesday, Thursday, Friday)**

8:10 a.m. - 2:10 p.m.

**Grade TK–K (EVERY WEDNESDAY is Early Release/Minimum Days)**

8:10 a.m. - 12:25 p.m.

**Grade 1–3 (Monday, Tuesday, Thursday, Friday)**

8:10 a.m. - 2:20 p.m.

**Grade 1–3 (EVERY WEDNESDAY is Early Release/Minimum Days)**

8:10 a.m. - 12:25 p.m.

**Grade 4–6 (Monday, Tuesday, Thursday, Friday)**

8:10 a.m. - 2:35 p.m.

**Grade 4–6 (EVERY WEDNESDAY is Early Release/Minimum Days)**

8:10 a.m. - 12:40 p.m.

# *Principal's Message*

## **Welcome to Canyon Rim Elementary School!**

At Canyon Rim Elementary, we are excited to welcome you to a school community where students thrive in a safe and welcoming environment while fostering their innate curiosity of the world around them. Our teachers and staff are committed to inspire lifelong learning and ownership of their own learning with strategic instructional strategies to ensure academic foundations are mastered, and guided facilitation to encourage creativity, team work, and character development.

We are committed to college and career readiness with our RIASEC program. The following themes are integrated throughout the day: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional. That's why our theme this year is **Shining Bright in the Canyon** — because we are all committed to encouraging every child to reach their full potential and shine bright while they are here at Canyon Rim Elementary.

This handbook is designed to help you navigate important policies and procedures, understand behavior expectations, and stay informed throughout the school year. Please keep it in a convenient location, as it will serve as a helpful reference. For additional details, you may also visit the **OUSD Parent/Student Handbook** available on the **OUSD website** under the **Parents and Information** section. Please take note of district updates to our electronic device policies.

We also invite and encourage you to get involved! Whether it's through volunteering in the classroom, participating in events, or joining one of our parent organizations, your presence matters. Together, we will create a safe, positive, and engaging learning environment for every child.

If you have any questions, please don't hesitate to contact our school office at **714-532-7027**.

On behalf of our dedicated teachers and support staff, welcome to Canyon Rim! We look forward to a wonderful year ahead with you and your child.

With warm wishes,

***Mrs. Lindsey Patencio-Rhoades***

Principal, Canyon Rim Elementary

## OUR VISION

Canyon Rim's vision is to inspire a lifelong love of learning in every child, nurturing their curiosity, creativity, and character. We strive to create a safe, inclusive, and supportive environment where each student is empowered to reach their full potential and contribute positively to the world.

## ATTENDANCE POLICY

Our goal is to ensure that each student receives a quality, consistent education. Regular school attendance is mandatory. Excessive absences and/or tardies interfere with the student's learning and with the instructional program in the classroom. Please avoid scheduling vacations or doctor's appointments when school is in session. Such absences represent lost instruction and cannot be made up. Excessive absences and tardies will require meetings with the School Attendance Review Team (SART) and may be reported to the School Attendance and Review Board (SARB\*), which will be held at the Orange Unified School District Office. When attendance problems exist, students will be asked to return to their home school if it is not Canyon Rim Elementary.

It is the parent's responsibility to see that their child arrives to class on time each day. Tardiness to school is unacceptable and disrupts the learning process while infringing 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 at 8:10 a.m.

Student absences must be verified. Parents must call the school attendance line at (714) 532-7027 or send an email to their child's teacher and [renae.bradley@orangeusd.org](mailto:renae.bradley@orangeusd.org) before 9:00 a.m. on the day of the child's absence, and every day after which the child is not at school. The information below will need to be provided.

- *The child's first and last name*
- *The day or days of the absence*
- *The reason for the absence*
- *Name of individual reporting the absence*
- *Doctor notes need to specify exact dates for which student is excused from school.*

Written notes are accepted stating the date/s of absence and the specific cause of absence (i.e. cold, injury) if unable to call.

Vacation/personal days off absences during the school year are considered unexcused absences, unless an **Independent Study Contract** has been completed. An Independent Study Contract must be requested 72 hours prior to the scheduled absences. Please contact the front office to request the Independent Study Contract. All assigned work through the Independent Study Contract must be completed and returned on agreed upon date in order for absences to be excused. Please help your child establish school and learning as a priority in his/her life by planning family activities during the scheduled breaks.

Children should not be sent to school if they have had a fever of 100°+, are vomiting or had diarrhea within the last 24 hours. Students need to be symptom free without the use of fever-reducing medication for 24 hours in order to return to school.

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). Students are encouraged to meet with their teacher upon their return to school to get missed assignment information. Students in grades 4-6 should check google classroom as well.

### **RELEASING CHILDREN DURING SCHOOL HOURS**

If you are picking your child up before his/her regular dismissal time for an appointment, send your child's teacher an email with the specific time he/she will be leaving. Note that students will not be dismissed during the last 15 minutes of school. Parents are required to come to the office to sign out their child. At that time, the teacher will be notified to send the child to the office. Please allow time for the teacher to gather work and other information to go home with your child. The teacher will not release children until called by office personnel, and children will be released only to those adults listed on the emergency contacts on the parent portal. Proper identification will be required when picking up a student. Parents/Guardians are reminded that students must be signed out by an adult (18+) and are not allowed to walk home or ride their bikes to an appointment. These procedures are for the protection of your child. Please try to avoid taking your child from school during the school day if at all possible.

### **MEDICATION ADMINISTRATION**

- Proper medication forms must be completed before any medication can be administered at school. Verbal permission and prescription orders are not acceptable.
- ALL medications for your child, both prescribed and over the counter, require a special form to be completed and signed by both the parent and physician before authorized staff can administer them. Dosage, frequency, duration, and side effects are to be provided on the form by the physician.
- Parents are to bring medication to school in prescription bottles only in original containers, along with clearly written instructions regarding its use. Students are not to bring the medication to the office; only parents may do so.

For further information, contact the school office. These regulations are formulated to protect all children. There is not a school nurse regularly on campus. Our district nurses spend time at many schools. They help in providing vision and hearing screening and in assisting classroom teachers with children with special needs. We do have a Health Clerk, who is here five days each week.

## **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.

## **POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS) PLAN: “ROCKSTAR ROADRUNNERS!”**

At Canyon Rim Elementary, we believe that when students feel safe, supported, and connected, they’re ready to learn and grow. That’s why our schoolwide behavior expectations are rooted in **Positive Behavioral Interventions and Supports (PBIS)** — a proactive, inclusive approach that creates a positive school culture for everyone.

Our PBIS expectations guide everything we do and are taught, modeled, and reinforced in every classroom and setting. You’ll often hear our students talk about how **Roadrunners are STARS** by demonstrating these five core values every day:

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♦ **Safe**

We keep ourselves and others safe — physically, emotionally, and socially. Whether we're walking through the halls, playing at recess, or using technology, safety always comes first.

♦ **There and Ready to Learn**

We show up, stay present, and come to school prepared to grow. Being “there” isn't just about attendance — it's about being ready to engage, participate, and give our best effort.

♦ **Act Responsibly**

We take ownership of our choices and follow through with our responsibilities. From caring for our materials to completing assignments on time, Roadrunners show they can be trusted.

♦ **Respectful**

We treat others the way we want to be treated. That means using kind words, listening when others speak, and appreciating the differences that make our school community strong.

♦ **Show Compassion with a Kind Heart**

We look out for one another and lead with empathy. Whether it's helping a classmate, offering encouragement, or simply being a good friend, kindness is at the heart of everything we do.

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These expectations are more than just rules — they're a reflection of who we are at Canyon Rim. When we all work together to live these values, we create a school where students feel safe, connected, and ready to succeed.

In collaboration with PTA, our staff has developed a Positive Behavior Intervention Support (PBIS) plan to reward and reinforce our Roadrunner RockSTARS with tickets, which can be used to receive prizes from the classroom prize box. Additionally, the tickets go in a monthly drawing to win school prizes. The staff will be reviewing this process and incentive opportunities with students during the first weeks of school. This program is expected to continue to evolve over the years as we reflect and learn from our experience with PBIS. We know you share our goal of providing a safe and positive learning environment for all of our students. Thank you in advance for your cooperation and support.

**POSITIVE REINFORCEMENTS:**

- **Classroom rewards may include the following:**
  - Rockstar Roadrunner Tickets

- Classroom and School-wide Prizes
- Positive Dojo points
- Verbal and/or written praise
- Teacher chosen reasons
- **Trimester Awards**
  - Award that aligns with our school's characteristic focus
  - Teacher Choice
  - Academic success and/or growth
  - Brag Tags
- **Attendance Awards**
  - Classroom with highest attendance receives secret prize

### **AWARD ASSEMBLIES**

At the end of each trimester an assembly will be held to honor those students receiving awards for various reasons. Parents of award recipients will be invited to attend the award assembly.

Presidential Academic Awards: for 6th grade students only:

To be eligible for this award, students must meet the following criteria:

#### **1. Academic Excellence**

- Students must achieve a cumulative grade point average (GPA) of all A's or all A's and one B for all three trimesters beginning in 4<sup>th</sup> grade through 6<sup>th</sup> grade.
- This GPA must be maintained throughout the academic year.

#### **2. School Attendance**

- Consistent school attendance is required, demonstrating the student's dedication and responsibility.

#### **3. Character and Citizenship**

- Students should exhibit outstanding character and citizenship, including participation in community service, school activities or other activities.

### **CHARACTER COUNTS PILLARS**

**Trustworthiness:** Be Honest-Be reliable-Have the courage to do the right thing-Build a good reputation-Be Loyal

**Respect:** Be tolerant of differences- Use good manners- Use kind words- Problem Solve Peacefully-Consider others' and their feelings

**Responsibility:** Persevere-Always do your best- Use self-control- Think before you act- Be accountable

**Fairness:** Play by the rules- Take turns and share- Be open-minded- Take responsibility for your actions

**Caring:** Be kind- Be compassionate- Express gratitude- Forgive others- Help others in need

**Citizenship:** Cooperate- Follow the rules- respect one another- protect our campus and our environment

### **CONFLICT MANAGEMENT:**

Children already use many strategies in dealing with conflict on their own. As a school we work to teach students the difference between bullying and other actions. They negotiate, take turns, rock-paper-scissors, compromise, and many more. Canyon Rim staff encourages children to utilize a variety of positive strategies to attempt to solve problems on their own, including:

- talk it over/listen respectfully
- walk away
- say, "I'm sorry"
- say, "stop" or "leave me alone"
- take turns/share
- ignore
- ask an adult for help
- do something else

### **ANTI-BULLYING:**

Everyone has the right to feel physically and emotionally safe at Canyon Rim Elementary School. 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.

### **SEVERE MISBEHAVIORS:**

The following are severe misbehaviors that will result in an automatic referral to the principal. Parents will be contacted by phone or note home.

- Fighting, physical injury or attempting to cause injury
- Willful defiance or disrespect to an adult
- Stealing, defacing, or damaging property
- Possession of a weapon, explosive, or a dangerous object.
- Possession, use, or sale of a controlled substance, beverage, tobacco or illegal drug.
- Profanity or obscene acts.
- Threats, bullying, cyber bullying or sexual harassment
- Repeated failure to follow classroom or school standards

### **CONSEQUENCES:**

The consequences for breaking school rules will depend on several circumstances:

- The seriousness of the rule that was broken
- The age of the student
- Previous warnings or referrals for behavior

The staff will determine the most effective and most appropriate form of consequence for misbehavior. Some possible consequences for inappropriate behavior may include:

- Warning or counseling from school staff
- Conference With Teacher/Principal
- Parent contact - A note or phone call to parent, or a conference with parent.
- Campus Community Service
- Loss of privileges
- Referral to the principal's office
- Parent/Teacher/Principal Meeting
- On campus and/or Off campus suspensions
- Behavior contracts
- Referral to the school Student Study Team
- Referral to the district Student Services Department for a possible transfer to another Orange Unified School.
- Expulsion

### **DEFINITIONS:**

Suspension: "Suspension" (E.C. 48900-48900.5) means removal of a pupil from ongoing instruction for adjustment purposes. Suspension does not mean any of the following:

\*Reassignment to another education program or class at the same school where the pupil will receive continuing instruction for the length of the day prescribed by the governing board for pupils of the same grade level. (E.C. 48925)

Expulsion: "Expulsion" means removal of a pupil from the immediate supervision and control or the general supervision of school personnel. (E.C. 48925)

### **CONTROLLED SUBSTANCES** (Drug/Alcohol, Steroids):

Students found to be using, selling or furnishing a controlled substance will be placed up for expulsion from the schools of the Orange Unified School District upon their first offense. Any of the above offenses involving drugs, and/or dangerous objects will be reported to the proper legal authorities as appropriate. We need your support and cooperation to ensure that each school campus is a safe and secure environment in which to learn.

***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 contact law enforcement.***

## **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 are also not to make any kind of gesture that could be considered offensive or threatening to another student.
4. Students use only kind words towards others. No statements that make fun of a person's name, appearance, or abilities are allowed.
5. Chewing gum on campus is prohibited.
6. Technology: Users shall not gain unauthorized access to another student's ID number or data. If a student uses another student's ID number, they will be sent to the Principal's Office and use of technology may be taken away. Students are only permitted to use their school issued devices on campus. Students should not be using their school issued device to send personal emails, messages, play games or visit unauthorized websites during the instructional day.
7. Students must leave school at the end of the day. Those waiting for rides or siblings are to wait on the sidewalk in front of the school. Students should not be playing on the playground after school unless in the CARES Program. Students need to be picked up promptly at dismissal.

### **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 OUSD have zero tolerance for any type of weapon therefore; any student who brings a weapon to school will be automatically recommended for expulsion, and may be subject to arrest.
3. Fighting, wrestling, or martial arts displays, whether real or fake, are not allowed.
4. There is no throwing of rocks, sand, woodchips, sticks and/or other harmful objects.
5. Students are to notify the yard duty teacher or noon supervisor if someone is hurt.
6. Students must use common sense - if there is a chance you or someone else may get hurt, don't do it.

### **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 guards and staff.
4. Students who ride bicycles, scooters and skateboards must follow Safety Rules.

Click here for the academic success [STUDENT BEHAVIOR CONTRACT](#)

### **ITEMS FROM HOME**

Any personal items brought from home are brought at the student's own risk. The school holds NO RESPONSIBILITY for items brought from home that are damaged or lost. It is **STRONGLY RECOMMENDED THAT ALL PERSONAL ITEMS REMAIN AT HOME.**

- Items from home such as toys, trading cards (Pokemon etc), playground equipment, games etc. may not be brought to school. Such items will be taken from the student, held by the teacher or the principal, and returned only to parents upon request.
- All classrooms allow water bottles to be brought to school. Students are expected to manage these responsibly.
- Pets are NEVER allowed on campus without the explicit permission of the teacher and principal.

### **CAMPUS RULES and EXPECTATIONS**

Click Here: [PLAYGROUND, CAMPUS Expectations and Recess/Lunch Rules](#)

### **CELL PHONE POLICY**

Updated cell phone and device policy BP 5131.8 - Click [here for link to board policy](#)

Students in elementary school are not permitted to use smartphones or mobile communication devices during the instructional day. Smartphones and mobile communication devices include but are not limited to, cellphones, tablets, wireless earbuds/headphones, smartwatches, and other portable wireless communication devices. Students are permitted to possess cellular phones, or other electronic devices, on campus provided that such devices shall remain turned "off" or on "silent" and stored in a backpack where it is not visible during school hours. Students who need to call parents or family members may make the call from the administrative office. For safety and privacy reasons, cellular phones and other electronic devices are not to be used in bathrooms, classrooms or in the office, unless permission is given by school personnel. Please note that students are to bring these devices to school at their own

risk. In the event of theft, damage, or loss of item(s), Canyon Rim Elementary School is not responsible for lost or stolen cellular telephones or other personal items of value such as AirPods/airbuds, cameras, electronic games, electronic watches, etc. and nor for their investigation and/or recovery.

Consequences for violating the technology policy will be:

- **1st Offense:** Warning, item confiscated, and review of technology policy with the student. Confiscated item returned to the student at the end of the school day.
- **2nd Offense:** Item confiscated. Parent contact made and confiscated item returned to a parent/guardian at the end of the school day in the office
- **3rd Offense:** Item confiscated and parent meeting required with principal.
- **4th Offense:** Item confiscated and alternative means of correction is issued. Parent contact made and confiscated item returned to a parent/guardian after school.
- **5th Offense:** Item confiscated and an alternative means of correction is issued. Student will need to check item in and out daily with the office.

### **LUNCH/NUTRITION**

All students are eligible to receive free lunch and free breakfast each school day, regardless of a family's income. Breakfast and lunch are free for all students. Students who forget a lunch will be provided with a school lunch. Lunches may not be handed to students over the fence. Facilities are not available for students to heat lunches on campus. If you bring your child's lunch to school after the school start time, please be sure your child knows to come to the office to pick up their lunch at their assigned recess/lunch time. School office staff will not disrupt instruction to remind your student about their lunch in the office. Be sure lunch is labeled.

### **BREAKFAST/LUNCH PROCEDURES**

1. Students are expected to follow the procedures arranged for securing food and/or milk.
2. Students use appropriate manners and remain in their assigned seats until they are excused.
3. No sharing is permitted under any circumstances.
4. Students will be dismissed from the lunch area when their table and area are clean.
5. If a student needs to leave the lunch area before the regular dismissal time, he/she must get permission.

### **LOST AND FOUND**

We urge parents to label everything with your child's first and last name that is sent to school. If your child is missing sweaters, sweatshirts, jackets, and lunch boxes, please visit the lost and found racks located in the U.S. Map Quad area. Small items such as glasses, retainers, jewelry, and more valuable items such as musical instruments are placed in the front office. Unclaimed items are donated to charities at the end of each trimester.

### **DRESS CODE**

1. Any clothing depicting violence, weapons, blood, drugs, alcohol, inappropriate insinuations or language is not allowed.
2. Shirts must cover midriffs and undergarments. Tank tops should have at least one-inch straps. Halter tops, tube tops and spaghetti straps are not allowed. Clothing should not be revealing or have undergarments showing.
3. Pants and shorts must be appropriate to allow safe movement for school activities. Pants must fit at the natural waist.
4. Shorts or skirts that are immodest when sitting down or bending over are not appropriate for school. Shorts should have at least a 3 inch inseam. It is recommended that girls wear shorts under their dress/skirt.
5. Clothing with rips, holes and tears above the knee are not allowed.
6. Students are to wear shoes that allow them to participate in all school activities. No sandals, open-toe, high heel or open back shoes. Toes and heels must be completely covered. Crocs and jellies are not permitted at school.
7. Long dangly earrings are not allowed.
8. Hats, caps, beanies, bandanas and hoods are permitted on the playground. Hats, caps, beanies, bandanas and hoods are not to be worn in the classroom.
9. Extreme hairstyles that distract others from the educational process are not allowed. Extreme hairstyles may be approved for school approved fun days, talent shows or class play.
10. Extreme Make-Up that distract others from the educational process are not allowed. Extreme hairstyles may be approved for school approved fun days, talent shows or class play. Natural make-up is permitted.
11. Fake fingernails that interfere with a student's ability to type, write, or participate in physical activity are not permitted and will be asked to be removed.

Every Wednesday is designated as "College & Career T-Shirt Day." Students may wear clothing representing a college, trade school, or career.

Every Friday is designated as Canyon Rim Spirit Wear. Wear your favorite Canyon Rim spirit wear or our colors red and/or blue.



*Be sure to show your school spirit!*

## **HOMEWORK POLICY**

Homework is an important part of the instructional program when properly designed. The district's policy calls for regular homework assignments and for careful monitoring of the work by teachers. Meaningful homework helps children develop effective study habits, reinforces classroom learning, and enriches learning by building upon supplemental activities, projects and field trips.

At each school, the principal and teachers are responsible for implementing the homework policy. Homework is the responsibility of the student, with the assistance of parents. Teachers review completed homework. This combined effort of home and school assists students in extending their learning and in improving achievement.

Please work on establishing a consistent time and place to complete homework. Ensure your child's supplies are in one place, so they will know where to go when they need something. The Orange Unified School District policy recommends that homework be assigned Monday through Thursday with the length of time per day being:

- Grades K to 3: 30 minutes
- Grades 4 to 6: 45 – 60 minutes
- In addition, all grades: Read daily for 20-30 minutes.
- iReady Minutes - 15 Minutes per subject and personalized goals for lessons passed.  
For iReady - Direct students to the My Progress section to see all their lesson stats.
  - How much time has your student spent on lessons this week?
  - How many lessons has your student passed?
  - How did this number change from last week?
  - What is the greatest number of lessons your student has passed in a row this school year?
  - How many lessons has your student passed in a row most recently (i.e., current streak)?

All students in grades 3rd-6th have an agenda that should be monitored by the students and parents daily. We highly encourage parents to sign the agenda nightly. This is a great tool to help our students develop organizational and time management skills.

Parents should contact their child's teacher if they have any questions or concerns about homework.

## **REPORT CARDS**

Report cards are issued three (3) times throughout the year. They will indicate both academic and effort grades for students. Parents can check student grades on Aeries throughout the year. These directions will allow parents to view the report card or the office can print them for you upon request. SEE BELOW on how to Access Report Cards



# Online Student Report Card on Parent Portal

To access your student's report card, go to the Orange Unified School District website.

- <https://www.orangeusd.org/>
- From the OUSD homepage, click on **Student and Parent Portal**.

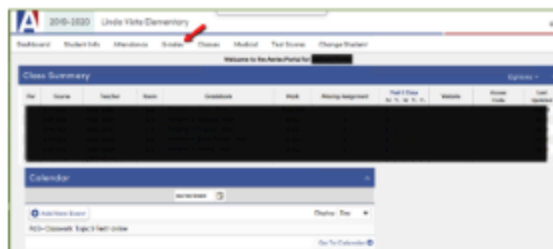


- Enter your email as your Username.
- Click on **NEXT**.
- Enter your password.
- Click on **SIGN IN**.

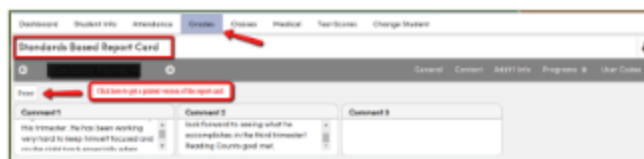


To view and print your student's report card.

- From your portal homepage, click on **Grades**.
- To access an Elementary Report cards – Click on **Standard Based Report Card**.



- To access a middle school report card – Click on **Grades**.
- To print your student's report card – Click on either the word **Print** or the printer icon.



- A PDF of your student's report card will come up. You can now print your student's report card.



## 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.

### **BACK TO SCHOOL NIGHT**

This night is provided for the parents for students in Grades 1st-6th the week following school starting. 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. This is not a parent conference. No students should attend. TK/Kindergarten holds a "Meet the Teacher and Information Meeting" the day prior to school starting.

### **OPEN HOUSE**

Open House allows students to share their accomplishments in the classroom. The entire family is invited to attend. This is a time to celebrate the entire class and is not a time to discuss your child's academic progress. Please set up an individual teacher conference to discuss your student with the teacher.

### **PARENT GROUPS**

**PARENT TEACHER ASSOCIATION (PTA):** The parent teacher association gives parents and teachers the opportunity to work together to supplement and enrich the educational experience. 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 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.

**THE ENGLISH LEARNERS ADVISORY COMMITTEE (ELAC):** The English Learners Advisory Committee (ELAC) makes recommendations regarding programs for students with second language needs. The purpose of the ELAC is to provide parents of English Learners opportunities to learn more about the programs offered to their children.

**SCHOOL SITE COUNCIL (SSC):** The School Site Council is a group of teachers, parents, administrators, and interested community members who work together to develop and monitor a school's improvement plan. It is a legally required decision-making body for any school receiving federal funds. Nominations for the School Site Council are accepted in the School Office in the fall. SSC members serve a two year term.

## **VISITORS AND VOLUNTEERS**

For the safety of all students, all volunteers working with students must complete the online District Requirements/Training and provide a copy of a government issued ID as per District policies. Click [HERE](#) for training. All visitors/volunteers must check in to the office with ID to be allowed on campus. You will be given a visitor ID that must be worn at all times when on school grounds. Please refrain from using the teacher's lounge/workroom during teacher breaks.

## **CELEBRATIONS/BIRTHDAYS/PARTIES**

In our efforts to provide a quality education for our students free from interruptions that detract from instructional time, and in our continuing efforts to clearly define the Canyon Rim program, we will continue to have celebrations at Canyon Rim with the following guidelines:

- All celebration observances must be arranged with the teacher at least 24 hours prior to the expected day. Treats will be provided at recess or at the end of the day.
- Flower bouquets, balloons, and other gifts delivered to the school to celebrate a birthday are not permitted. This causes a tremendous distraction to the classroom instruction.
- We encourage healthy snacks and fun activities for birthday/class party celebrations.

## **HEALTH/EMERGENCY PROCEDURES**

- We will not call home for every visit to the office. Minor injuries (scratch, bug bite, etc.), we will address at school.
- You will be notified if your child becomes ill (with temperatures at or exceeding 100.4°) or is seriously injured at school. Parents will be notified of all head injuries. If you are unavailable, we may try to reach an emergency contact you listed on your parent portal account.
- Please keep the Emergency Contact Information up to date by updating your parent portal account as necessary. It is the parent's responsibility to keep this information current.

## **PRIVACY: Pictures and Videos**

Capturing special moments during your child's elementary years is important and we encourage you to do so. Please keep in mind that each student has a "Release of Waiver." Parents give their permission to have their child photographed or videotaped. In order to respect the privacy of all our families, please do not post pictures and/or videos of other students on Facebook, YouTube, Instagram, Tumblr, or any other internet or social media site. Please do not submit pictures to any newspaper and/or media unless you have cleared it with the school. When volunteering, we ask that no videos be taken in the classroom. If you are witnessed using your phone in this manner, you may be asked to leave.

## **PARKING LOT RULES**

Drop-off and pick-up times at Canyon Rim can become congested. Please observe the legal rules of the road and the Canyon Rim Drop off and pick up procedures. Be considerate and courteous to our neighbors, other drivers, staff supervising the parking lot and pedestrians. Please set a good example for our students.

- Drive at a safe speed at all times.
- All cars MUST park in the available spaces in the parking lot or on neighborhood street. If you will be leaving your car for any amount of time, please park in a parking space or park legally on city street.
- There will be no left turn out of Canyon Rim parking lot during posted hours.
- Keep the flow of traffic moving safely when dropping students off in the drop off lane. The parking lot is drive-through only, if your student is not ready to be picked up when you are at the front of the line you will be asked to drive around or move forward. We encourage families to arrive slightly before their child's dismissal time.
- All families should have a sign in their windshield during pick up with their child's first and last name and teacher name. All families picking up at top of stairs should have a sign with their child's first and last name and teacher name.
- No parents should pick their students up in front of the gate. This is for safety reasons!
- At arrival and dismissal, all vehicles MUST TURN RIGHT when exiting the parking lot.
- When dropping off/picking up students at the curb, students should enter/exit the car from the sidewalk/curb area closest to the school. NOT IN THE MIDDLE OF THE STREET.
- All individuals walking across the street must use the designated crosswalk.
- Students are NOT permitted to climb, walk, run or play on the dirt hillside located on Highcrest.



**Arrival & Dismissal**

At arrival and dismissal, please enter the parking lot and pull as far forward along the yellow curb (drop off/pick up) zone.

Your child may exit or enter your car in the drop-off/pick-up zones. Please do not allow your child to exit or enter your car from any other location.



**CURBSIDE PICK UP**

Parents must remain inside their cars for arrival and dismissal. You may exit your car to help your child out of their carseat. Please display a sign in your car window with the name of your child's teacher and your child's first/last name. Supervisors will call students to the front of campus as your car arrives. If you have more than one child, please arrive at the arrival/dismissal time for your oldest child. We will provide supervision for your younger child.



**STAIR PICK UP**

Walking families will drop their children off at one location: **STAIRS**. Students will walk down the stairs to enter campus near the gate that is closest to the kindergarten blacktop. If you parked your car, please stand in line at the stairs. Please display a sign with the name of your child's teacher and your child's first/last name.



**NO PICK UP**

To ensure the safety of children from on coming traffic, parents are not allowed at the gates.



1090 S. The Highlands, Anaheim, CA 92808

## Technology

### General Network Use

The network is provided for students to conduct school-related research and complete assignments. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements.

### The activities listed below are not permitted:

- Using email or instant messaging;
- Internet gaming;
- Surfing the net for non-school related topics;
- Sending or displaying offensive messages or pictures;
- Using obscene language;

- Giving personal information, such as passwords without permission from teacher;
- Damaging or modifying computers, computer systems or computer networks;
- Using others' passwords or trespassing in others' folders, work or files;
- Attempting to "go around" the district internet content filter by use of proxy sites; downloading software or by any other means;
- Intentionally wasting limited resources.

Violations may result in a loss of access as well as other disciplinary or legal action.

### **Internet Access**

Access to the Internet will enable students to use thousands of libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. While our intent is to make Internet access available to further educational goals and objectives, it is possible for students to access information that is intended for adults. Filtering software is in use and continuously updated, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Examples of categories blocked are: adult, forums, social networking, games, and many more. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

**\*\* Please remember we are teaching our students be **S.T.A.R.S.** All adults should model this behavior for our students to help them learn. We appreciate the support of our parents and our community in developing responsible citizens at Canyon Rim and beyond!**

