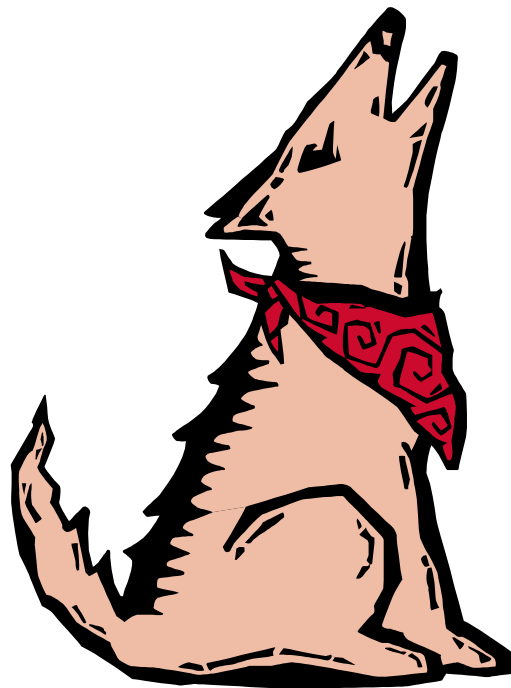


CANYON VIEW
ELEMENTARY SCHOOL



PARENT & STUDENT
HANDBOOK
2010 - 2011

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PRINCIPAL'S MESSAGE

Dear Canyon View Students,

It is a pleasure to welcome you to Canyon View School! We look forward to spending a successful school year with each of you. We are here to assist every student in becoming the best he or she can be in order to become responsible citizens and lifelong learners. Parents are an important part of this process in providing participation and support. Working together, we will have an exciting and productive year. Canyon View belongs to each of you who attend our school. We are counting on you to help us build a sense of character, pride and ownership in all students who attend Canyon View School.

This handbook contains valuable information. All students must learn to accept responsibility for their actions. Therefore, we are asking parents and students to read the rules, follow them, and help other students to do the same. The staff is very proud of our students, and we are committed to providing a safe learning environment at Canyon View School.

We welcome you and encourage you to become involved in our school so success can be enjoyed by all.

Sincerely,

Vickie Bakki
Principal

STUDENT PLEDGE CANYON VIEW ELEMENTARY SCHOOL

My parents and I have read and understand all of the standards and expectations printed in this student handbook.

I understand my responsibilities to other students, school staff, school and bus property and will help maintain the quality of behavior expected of a student at Canyon View Elementary School. I will accept the consequences for any action I choose to perform.

Student Signature _____ Grade: _____

Parent Signature _____ Date: _____

Your Teacher's Name: _____

PLEASE SIGN STUDENT PLEDGE AND RETURN TO YOUR TEACHER

SIX PILLARS OF CHARACTER

The Six Pillars of Character serve as the foundation for expected student behavior at Canyon View School.

1. **Trustworthiness:** Integrity, Honesty, Promise-keeping, Loyalty
2. **Respect:** Living by the Golden Rule
3. **Responsibility:** Don't blame others or make excuses for your actions and inactions.
4. **Fairness:** Decisions and actions that are morally right, honorable, and equitable
5. **Caring:** Compassion, Kindness, Empathy
6. **Citizenship:** Do you share?

BEHAVIOR EXPECTATIONS

There are rules which everyone must remember to show good character:

1. We have zero tolerance for name calling or inappropriate language. Students who choose to name call or use inappropriate language may receive a character adjustment ticket and parents will be notified. Repeated infractions may result in a referral to the principal for consequences including possible suspension from school.
2. Fighting is not allowed. Students who choose to fight will be referred to the principal. Any physical contact such as slapping, shoving, biting or kicking may be considered fighting. Parents will be contacted immediately and the student will be sent home.
3. No throwing of rocks, sand or other objects. Students who throw rocks or sand will be referred to the principal. Parents will be contacted immediately, and the student will be sent home.
4. It is not acceptable to spit while at school. Students who spit on anyone will be referred to the principal. Parents will be contacted immediately and the student will be sent home.

HARASSMENT

Any type of harassment or intimidation is not tolerated at Canyon View. If any student becomes involved in harassment or intimidation, the following steps will be taken.

1. A warning is given, the Harassment brochure is discussed with the student and the parents are contacted.
2. If it continues, the student will lose privileges until a parent conference can be held.
3. If it is still not remedied, the student may be suspended from school.

ACADEMIC HONESTY

In support of the District's Academic Honesty Policy, students are expected to demonstrate acts of honesty at all times.

Teachers and staff members will support and enforce all District rules of academic honesty and provide a learning environment that does not allow or tolerate dishonesty.

Any student who violates the rules of the Academic Honesty Policy will be subject to disciplinary action.

CHARACTER ADJUSTMENT TICKETS (C.A.T.)

When a student breaks a school rule, he/she may be given a Character Adjustment Ticket (C.A.T.). Each C.A.T. slip will be turned into the classroom teacher. The slip will be sent home for parent signature. Students receiving C.A.T. slips may also be referred to the principal.

SAFETY

Visitors on Campus

During school hours parents and other visitors **must sign in** at the office and put on a name tag before entering the school campus. When leaving, please exit through the front office and sign out.

Checking Students Out of School

Students must be checked out through the office. The person checking a student out of school must be listed on that student's emergency pick up list. **Please be prepared to show I.D. if asked.** You may not always be recognized by the office staff.

Office Hours

The school office is open from 7:35 a.m. until 3:20 p.m.

School Hours

Grades K – 5 attend school from 8:05 a.m. – 2:05 p.m. Monday through Friday. When we have a PEPP class, they attend from 8:05 a.m. to 11:25 a.m.

Going To and From School

1. Be sure to cross busy streets at the light or marked crosswalks only. When coming to or leaving school, students should stay on the sidewalk. Students must be accompanied by an adult when using the crosswalk in the school parking lot or walking in the parking lot.
2. The playground opens at **7:45 a.m.** Do not drop your student off before 7:45 a.m., as the school does not provide supervision before that time.
3. When the 7:45 a.m. bell rings, students must WALK to their classrooms to drop off books and backpacks, then proceed directly to the playground area where a teacher is on duty.
4. The bell rings at 8:00 a.m. Your child should be lined up on the playground with his class in order to begin school promptly at 8:05 a.m. Students who are late must check in through the office before going to class.
5. Once a student arrives at school, he/she must remain on campus unless he/she is checked out by a parent or other authorized adult.

While at School

1. Students should walk and use quiet voices when in buildings and hallways. During recess and lunch students are not to be in the hallways without a pass from a teacher or noon duty.
2. Play equipment is to be held while going to and from the classroom. Please do not bounce balls in the hallway. Balls are not allowed on the playground before school.
3. Handball is to be played on the ball walls only. DO NOT play handball against any of the building walls. Bouncing balls against the buildings causes the stucco to break off, causing unnecessary repairs.

4. It is the students' responsibility to help keep the school clean and litter free. Snacks are to be eaten in the snack area (at the end of each hallway that leads to the blacktop area, near the trashcans).
5. If students purposely break, damage or steal school property, their parents will be expected to pay for replacement or repair. This includes plants in any planter area.

After School

Supervision is only provided for 15 minutes after dismissal (until 2:20 p.m.). Please be prompt in picking up your student.

There are close to 500 students waiting to be picked up each day. For safety reasons students must observe the following rules:

- Students being picked up must wait in their designated area.
- Games in the front of the school are not allowed.
- Students may not play on the grass areas.
- Students may not stand on or in the planters. The areas around the planters are benches only.

A SPECIAL REMINDER FOR PARENTS: Please DO NOT ask your child to get out of or approach your car unless you are pulled over to the curb. You are placing your child in danger if you ask them to cross in the lane of traffic. Use the crosswalk in the front of the school. **Please practice courteous driving habits in our parking lot.** As part of the Canyon View family, each and every one of us serves as role models for our students. The children learn from our actions!

Restrooms are available before, during and immediately after school. They are not play areas and students must leave the restroom area as quickly as possible. No game playing is allowed in the restrooms. Adult restrooms are for staff and volunteers only.

Fire/Disaster Drills

Fire drills and disaster preparedness drills will be held during the school year. Students need to follow their teacher's directions carefully during these practice exercises.

CLOTHING STANDARDS

- Tops with spaghetti straps and halter tops are not allowed.
- Students may not have bare midriffs or undergarments showing.
- Baggy pants must fit at the waist.
- Overly short skirts or shorts are not allowed. The hems of skirts or shorts must reach the fingertips when hands are held straight down at the sides.
- Flip-flops may not be worn to school. Sandals may be worn as long as they fasten securely on the feet.
- Hats may not be worn during assemblies or in the school office. Hats in the classroom will be the decision of individual teachers.
- Wallet chains will not be worn at school. They are not a necessary item, and have become disruptive. Students will be asked to remove them.
- ***If the principal feels that a student's attire is not suitable for school, parents will be called to bring the student a change of clothing.***

BRINGING THINGS TO SCHOOL

1. **CELL PHONES**: Allowing students to bring cell phones to school is not encouraged. If your child brings a cell phone to school it must remain in your child's backpack at all times while your child is on the school grounds. If a student uses his/her cell phone during the school day, the phone will be taken away and parents will need to come to the school office to pick it up. The school is not held responsible for the loss, theft or damage of cell phones.
2. Playthings of any kind and electronic games and toys are not to be brought to school. Softballs, tennis balls, golf balls or other types of balls are also not allowed. Students will receive a character adjustment ticket (C.A.T.) for bringing playthings to school.
3. There is a zero tolerance policy against bringing weapons (including toy weapons and squirt guns) knives and other dangerous objects, to school for any reason. This includes any item as part of a costume. If there is a question regarding an item, please see the principal.
4. ***Gum is not permitted at school.***
5. Scooters, skateboards, roller skates, shoes with rollers or roller blades are not permitted at school.
6. There is to be no selling, trading, buying or giving away of items at school.
7. School Board Policy prohibits animals on campus or in classrooms. This includes family pets being brought in for show and tell.

BIRTHDAY/SPECIAL OCCASION CELEBRATIONS

1. Because of safety and sanitation concerns, food prepared or stored in a private home may not be served to students on a school campus. If you or your child wishes to bring cupcakes, cookies or other treats to school, the food must be commercially prepared and packaged.
2. Parents should obtain teacher approval at least one day in advance before bringing cupcakes, cookies or other treats to school.
3. Flowers or balloon deliveries at school are disruptive to the classroom and are not permitted. If flowers or balloons do arrive for a student, they will be held in the office and the student may pick them up after school.
4. Limousines are not allowed in the school parking lot.

HOT LUNCHES

The primary goal of the Food Services team at Canyon View is to provide a hot and nutritious lunch to your children. It is also our goal to do this in an efficient and prompt manner, which allows your children time to spend with friends.

To help achieve this goal, there are procedures we would like you and your children to consider and follow:

1. Prepayments are preferred on Mondays.
2. Please use prepayment envelopes when sending in your child's lunch payment. These envelopes are available in the school office. Please fill out all information: child's first and last name, grade and teacher's name. Two or more children may be paid with one check. Include all names and grades on the prepayment envelope.

3. Children (or parents) are asked to please drop the prepayment at the office **before school** and not to bring it to the lunch line.
4. Lunch money may also be paid online by going to MyLunchMoney.com and following the instructions. You will need your child's school ID number.
5. Money not used is carried from month to month. Any balance of funds in the prepaid account will be automatically carried forward for use next school year, even if the student changes schools within Poway Unified School District.
6. Lunch with milk costs \$2.00. Milk may be purchased separately for \$.50; a 4 oz. orange or apple juice costs \$.50 and 8 oz. orange or apple juice costs \$.75.
7. **NO CHARGE POLICY:** Students who do not have lunch money or a packed lunch will not be given lunch on credit. This policy is necessary to eliminate the significant amount of money remaining uncollected at the close of the school year. Students who do not have lunch or lunch money may call their parents to request that a lunch be brought to them.

We would like to thank you for your help with these procedures. If you have any questions or comments please feel free to ask the Food Services representative at Canyon View or call Food Services at 858-668-2570.

PLAYGROUND RULES

1. Show respect for adults who supervise the playground. When the bell rings, stop playing immediately and line up.
2. All running games need to be played on the lower field.
3. No eating is allowed on the playground. Eating of snacks is allowed in the designated area near the end of each hallway leading to the playground. ***Please throw your trash away properly.***
4. The backboards are for handball only.
5. Softball is the only type of baseball to be used during ball games. No hard baseballs, tennis balls or golf balls are allowed on the playground. Catchers must wear masks at all times. Baseball bats can only be used when supervised by a teacher.
6. Balls should not be bounced against the building walls or bounced in hallways.
7. Soccer is to be played on the grassy areas only. No balls should be kicked on the blacktop area.
8. All games are open, no closed games.
9. Swings: Count to 30 and take your turn. (Forward and backward = 1 count.) Swing straight – do not twist.
10. Do not run between the swings while they are in motion.
11. Trick bars: Only two people on each bar. Cherry drops are very dangerous and not allowed on the playground. Any tricks performed must be done with at least one hand on the bar.
12. Slides are used sitting down, feet forward. No climbing up or blocking the slides.
13. Absolutely no standing on top of or jumping off of any apparatus or equipment.
14. No rough play of any sort.
15. Students may not bring balls and other playground items from home.
16. It is not acceptable to save a student's place in line. Once you are in line, YOU MUST remain there in order to keep your place.
17. Playground safety is not limited to these rules. Students may be given a C.A.T. slip for any unsafe action even if it is not mentioned in this handbook.

RETRIEVING ITEMS FROM THE ROOF

In accordance with district safety procedures, custodians, parents or students are not allowed to climb onto the roof to retrieve items (toys, balls, shoes, clothing) that are thrown up there. Periodically, a district employee whose job requires them to be on the roof (A/C technician, roofer, etc.) will retrieve these items during a routine facility check.

ASSEMBLY BEHAVIOR

1. Students are to enter and exit the assembly in a reasonable manner. Hats should be removed as students enter the multipurpose room.
2. Students are to remain quiet throughout the entire program. They should be courteous and use good manners at all times (i.e. keep hands and feet to self and sit firmly on the floor). Hats should be removed during an assembly.
3. Students are to remain seated until excused by their teacher. When the assembly is over, students are to leave with their teacher, using the nearest exit.

TELEPHONE USE

Due to the large number of students on our campus, we allow students to use the office telephone in **emergency** situations only, such as a missed carpool. Personal phone calls for forgotten items, homework or to make after school social arrangements will not be allowed.

DELIVERING MESSAGES TO STUDENTS

It is requested that personal messages to students be limited to emergency situations only. Calling the classrooms with messages for students is disruptive to the class, and we do not have the necessary staffing to be able to personally deliver messages.

BICYCLE RULES

1. You must be in third grade or older to ride your bicycle to school.
2. Helmets must be worn at all times to and from school.
3. All bike riders must have signed permission slips turned into the school before bringing their bicycle to school. A new permission slip must be turned in each school year. Permission slips are available in the school office.
4. All bicycles should be parked and locked at the bike rack behind the lunch tables.
5. All bicycles brought to school should have a San Diego County license.
6. Students should never touch bicycles that do not belong to them.
7. Bicycle riders must obey the same rules that apply to cars when using the street.
8. Street bicycles are never ridden on the sidewalk or on the playground. They should be walked from the top of the hill along the sidewalk past ESS and into the bicycle area. "Walked" means both of the student's feet are touching the pavement and he/she is NOT sitting on the bicycle seat.

ATTENDANCE

It is imperative that your child be in school each day. Family trips should be scheduled to coincide with school holidays. When your child is absent, arrives late or is checked out early, he/she misses valuable classroom instruction. The school also loses funding each day that your

child is out of school for **any reason**. If an emergency situation requires your child to be out of school for five or more consecutive days, you will be asked to sign a study contract. The study contract must be signed and dated by all parties prior to the absence. The student's teacher will prepare the study contract and provide materials and assignments for the student to complete while your child is absent.

EXCESSIVE TARDY

Tardiness is very disruptive to the educational environment. Students who are frequently tardy will be referred to the Poway Unified School District Student Discipline and Attendance office for possible attendance sanctions.

REPORTING AN ABSENCE

If your child will be absent from school or will be arriving late, please call the **school's attendance hotline: 858-538-2094**. Please leave the following information on the answering machine: Student's name, room number or teacher's name, reason for absence, and the relationship of the person calling. You can leave information on the attendance line 24 hours a day. However, during the week, it is important that you report the absence by 9:00 a.m.

ILLNESS OR INJURY

What To Do If You Are Injured Or Sick At School: Report to your teacher or the adult on playground duty. They will give you a referral to go to the health office.

MEDICINE AT SCHOOL

If the doctor gives you medicine which you need to take during the school day, your parents **must bring an "Authorization for Medication Administration"** form signed by your doctor to the health office, along with medication. This form is available in the school health office. **Do not bring medicine to school in your pocket, lunchbox or backpack. Your mom or dad must bring the medicine to the school for you.** These rules apply to all over-the-counter medications as well (cough drops, Tylenol, etc.)

LOST AND FOUND

Students who find lost items on the school grounds should turn them into the office or to their teacher as soon as possible.

Clearly mark your name on clothing, lunches, and other belongings. In the event an item of clothing is lost, check the lost and found clothes rack located by the custodial office. Smaller, personal possessions will be kept in the lost and found drawer in the office.

Every 2 or 3 months, all clothing left in Lost and Found will be taken to a children's home. All small items in the Lost and Found drawer in the office are disposed of at the end of June.

LEARNING RESOURCE CENTER RULES (Library)/COMPUTER LAB RULES

Students entering the LRC/Computer Lab should:

1. Have a purpose for coming into the LRC/Computer Lab.
2. Enter and leave quietly.
3. Refrain from loud talking or disturbing conduct. If you must talk to others – whisper.
4. Respect the rights of others to use the LRC/Computer Lab without being disturbed.
5. Use materials, computers and books properly.
6. Correctly put away materials or equipment.
7. You may be in the LRC/Computer Lab only when an adult is present. Lunch time *is not* LRC/Computer Lab time, unless you have a pass from your teacher.
8. Keep food outside the LRC/Computer Lab.
9. Ask for help when unsure how to operate the equipment.

HOMEWORK AND YOU

The Canyon View teaching staff believes that homework is an important part of school for all students. All homework assignments are part of your school experience, and it is very important that you follow the student responsibilities listed below:

1. Students will listen to assigned homework and understand directions before leaving the classroom. Students in grades 3 through 5 should record homework assignments in their “Binder Reminder” student planner.
2. Students will make sure that assigned homework arrives at home and all necessary materials are on hand (i.e. paper, pencil, ruler, book, crayons, etc.)
3. Students will complete homework to the best of his/her ability.
4. Students will return completed homework to teacher, on time, in a presentable condition (neat and clean).

PARENT VOLUNTEERS

BACKGROUND CHECK: In compliance with School Board Policy and California Law, Poway Unified School District must conduct a background clearance check for all District volunteers. Parents with children in more than one school will only have to submit paperwork for one clearance. Volunteers who are fingerprinted will only need to be fingerprinted once. Since District employees have already undergone background clearances, employees who volunteer will not have to go through an additional background check.

TB TEST: A copy of a current TB test result must also be on file in the school office. Free TB testing can be done through the school district for school volunteers. Ask for the schedule in the school office. TB tests are valid for four years.

VOLUNTEERS MUST BE PROCESSED AND CLEARED BEFORE THEY WILL BE ALLOWED TO WORK AT THE SCHOOL. By Board Policy, there will be two levels of volunteers.

- Level I volunteers are those who work under direct supervision and in the presence of a teacher or district employee. The clearance for Level I volunteers will be done through the “Megan’s Law” database at the local sheriff’s department.

- Level II volunteers are those who may have the opportunity for significant unsupervised contact with students in the course of volunteering. Level II volunteers will be fingerprinted so that they may be cleared through the California Department of Justice. Please note that Level II volunteers will have to go to Livescan at the Poway Unified School District to be fingerprinted.

If you have any additional questions, please contact Karen DeCamp in Personnel Support Services at 858-521-2800, ext. 2787.