

COLE CANYON ELEMENTARY
STUDENT/PARENT HANDBOOK
MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

Cole Canyon Elementary School
23750 Via Alisol
Murrieta, CA. 92562

(951) 696-1421

Kim Ciabattini - Principal
Daniel Baldwin - Assistant Principal

Dear Students and Parents:

Welcome to a new year at Cole Canyon Elementary! This year will be filled with fun and engaging learning experiences for every child. Our staff strives to make school a safe, engaging, and happy place for children. Along with the hard work every student will do, we will also have many special events and activities throughout the year. These events will be communicated to you in a timely manner.

Since our school funding is based on POSITIVE STUDENT ATTENDANCE, we need students to be in school EACH DAY unless they are ill. Excused absences do not count for state funding. If you must go out of town later in the day, please have your child start the day so he/she can participate in our reading and writing program. Please read the entire handbook and return the signed acknowledgement.

We feel truly privileged to be joining the Cole Canyon family and we look forward to getting to know all of the students and families this school year.

Thank you,

Mr. Marble & Mrs. Ciabattini

Please cut on the dotted line and return with student by August 21.

I have read, understand and will help my child follow the rules outlined in this handbook.

Parent's Signature: _____ Date: _____

OUR DISTRICT MISSION:

To inspire every student to think, to learn, to achieve, to care.

*Also, we believe that **CHARACTER COUNTS!** at Cole Canyon!*

The 6 Pillars of Character include:

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; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad 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

PROGRAMS:

Single Plan for Student Achievement - State funded program to encourage school improvements through a collaboration between school personnel and the community.

Library- Students visit the library weekly

English Language Development - Specially designed instruction in listening, speaking, reading, and writing in the English language for English learners.

Computer Lab - Students visit the computer lab weekly.

SST (Student Success Team) - a group that meets regularly with teachers and parents to provide help for students with learning or behavior problems.

SERVICES:

Learning Center - A teacher and aides specifically trained to assist students who are struggling in Language Arts and Math. This intervention will be available for all students, both Special and Regular Education.

Resource Specialist - Teacher with special training who provides services to students with learning disabilities.

Adaptive P.E. - Physical Education program for children with special physical needs.

Occupational Therapist - Fine motor educational program for children with special physical needs.

Speech & Language - Program for children with articulation or language difficulties.

Psychologist - Provides educational testing for students who meet specified criteria.

Nurse - Visits the site as needed to provide hearing and vision screening and provide medical input at site meetings.

Child care - Available through Murrieta Valley Unified School District.

Cafeteria - Hot lunches available for \$2.50, Milk \$.50, Breakfast \$1.50

TABLE OF CONTENTS

Page

Animals -----	6
Attendance -----	6
Excused Absences (State Approved)-----	6
Excused Absences (School Approved)-----	6
Unexcused Absences-----	7
Truancy-----	7
Tardiness to Class -----	7
Awards -----	7
Bike, Scooter, Heelies & Skateboard Riders-----	8
Books/Supplies-----	8
Bus Rules and Regulations -----	9
Calendars -----	10
Cameras-----	10
Cell Phones / Electronic devices -----	10
Dismissal Procedures-----	12
Dress Code-----	12
Bicycles, Scooters, Skateboards	14
Field Trips-----	15
General School Rules of Behavior and Consequences -----	16
Discipline Policy (Consequences) -----	18
Suspension or Expulsion of Pupils (Consequences) -----	19
Homework Policy-----	21
Honor Roll (Grade 5)-----	23
Inclement Weather-----	23
Injury/Illness/Medication-----	23
Insurance (Student)-----	24
Lost and Found-----	24
Lunch/Snacks-----	24
Nondiscrimination/Harassment-----	25
Discrimination/Harassment Complaint Procedure-----	32
Observations/Visitations -----	35
Parent Teacher Club (PTC)-----	35
Parties-----	35
Playground General Rules -----	35
Equipment Safety Rules (Playground) -----	36
Game Rules (Playground) -----	37
Progress Reports -----	39
Report Cards-----	39
School Site Council-----	39
Telephone Access -----	40
Vehicles on School Grounds-----	40
Visitors/Volunteers-----	40

ANIMALS

Due to health issues, we have a **no animals on campus policy**.

- No sharing of pets. You may bring a photo or video.
- No interesting animals or reptiles, such as snakes, lizards or spiders.
- No dogs on campus. **PLEASE DO NOT BRING DOGS TO THE GATE DURING PICKUP.**

ATTENDANCE

Supervision begins on the school grounds at **8:05 a.m. and 11:05 a.m. for PM Kindergarten**

Supervision is provided after school for students waiting for buses and those enrolled in the Child Care Program. All other students are expected to go home when school is dismissed, unless detained (parent/guardian notified) by the teacher.

Students may NOT leave school grounds without a parent/guardian for any reason including lunch. The parent/guardian must sign the student out in the office. Consequences will be serious for those who leave school without permission. Your child's safety is our priority!

Parents/guardians are encouraged to call the school office **EACH DAY** to verify the student's absences. **It is our goal to account for each student each day.** Our Connect Ed phone system will automatically call you if an absence has not been cleared. If you receive a call after you already cleared the absence, understand that the message may not have been picked up yet and should be cleared by the end of the day. Our attendance clerk makes every effort to call home regarding your student's absence, if a message isn't retrieved from the attendance line. Parents/guardians please leave a message on the school phone system (**696-1421 press 1**, regarding the absence and excuse, e.g.: ill, doctor's appt., etc.). The school's funding is based on **positive student attendance.** The state reimburses for students who are at school and does not reimburse for absences of any kind. **PLEASE HELP OUR SCHOOL'S FUNDING BY COMING TO SCHOOL IN THE MORNING AND LEAVING EARLY IF NECESSARY.**

Excused Absences - State Approved

1. Student illness or injury
2. Student medical/dental appointments
3. Death in the immediate family (1 day in state, 3 days out-of-state)

Excused Absences - School Approved

Justifiable personal reasons including, but not limited to: appearance in court, observance of a holiday of his/her religion.

All students shall be allowed to make up assignments and tests in a timely manner; full credit shall be given upon completion.

Unexcused Absences

Unexcused absences are those which do not come under any of the definitions of excused absences. Students who have unexcused absences may be denied make-up privileges. Such absences may be reflected in the student's final grade.

Truancy

Pupils subject to State compulsory full-time education or to compulsory continuation education shall be considered truant for the following reasons:

- **absent/tardy from school without valid excuse more than 5 days**
- **tardy to school in excess of 30 minutes on each of more than three days in one school year**

Truancy shall be reported to the attendance supervisor or the superintendent as defined in the Education Code 48260. School Attendance Review Board letters are sent routinely to parents of students who exceed the absent/tardy rule.

Tardiness to Class

PROMPTNESS TO CLASS IS EXTREMELY IMPORTANT! Tardies interrupt the classroom and interferes with learning. Continued tardiness on the part of any student will be viewed as a very serious matter and will be reported to the **School Attendance Review Board**. Students are expected to be in their places, ready for work, at the bell. A tardy, excused or unexcused, must be explained by a note from parent/guardian or staff member responsible for detaining the child.

AWARDS

Students who demonstrate appropriate school behavior will be recognized on a daily, weekly, and/or monthly basis, in the classroom and/or at school assemblies, but we encourage all students to value the importance of doing the right thing whether they receive a reward or not. (Responsibility)

School-wide awards include:

1. "TRRFCC" student tickets to be entered into drawing for a prize and special assembly with Mr. Marble and Mrs. Ciabattini.
2. Classroom awards/recognition by teachers
3. Monthly awards/certificates for academic achievement

BIKE, SCOOTER, HEELIES & SKATEBOARD RIDERS

All students riding a bike, scooter, or skateboard are **required to wear a helmet**. **All vehicles must be locked in the Bike Yard**. Teachers do not have space for scooters or skateboards in the classroom. Heelies are not allowed on campus. Students must keep heeie wheels in backpacks until after school and off campus.

If you know you are going home early, do not bring a wheeled vehicle to school, as it is difficult to retrieve during the day. Exceptions are made for students who become ill during the school day and must go home.

Wheeled vehicles MUST be walked while on the campus and when using the cross walks and up/down the bus loop ramp.

BOOKS/SUPPLIES

Textbook Policy for Grades K-5

Textbooks become the student's responsibility from the moment that the student takes the book out until the moment he/she returns it to the classroom.

Textbooks must be returned to the teacher before the end of the school year.

Students must write their name in the front of their textbooks on the stamped "This Book Belongs To."

It is the student's responsibility to protect textbooks from rain, moisture, and damage by siblings or pets. Juice boxes in backpacks can break and damage textbooks. Leaving textbooks outside is not recommended. If the book is stolen or someone damages a student's book, the student is still responsible for the loss or damage.

Parents will be sent a bill for damages if their child's textbook is returned with torn pages, underlining, or writing in or on the book. If a textbook is lost or damaged beyond use, full replacement cost (the current price of the text) will be charged. For a damaged and repairable text, up to 25% of the textbook replacement cost will be charged.

If students do not return their textbooks by the end of the school year, they will be billed for the replacement price of the textbooks, per Board Policy 6161.2 and Ed Code 48904.3, and their grades and transcripts are withheld.

Williams Decision:

Per the Williams Decision, all students are entitled to textbooks in the basic core subjects for homework. Any student who does not return his/her textbooks, thereby denying other students access to these materials for homework, will not be issued replacement texts, unless the lost texts are returned or paid for.

Arrangements can be made for other restitution, if the student is unable to pay for lost or damaged textbooks.

Library Book/Supply Policy for Grades K-5

Students are responsible for all library books and supplies distributed to them by the teacher/Library Tech. Students must reimburse the school district for any lost or damaged books and supplies. Failure to comply could result in loss of Library privileges or the student's report card being held until the matter is settled.

BUS

Bus transportation is available for students who live in the bussing area. Any student riding the bus must be registered or they will not be allowed to ride the bus. There is a fee for bus service. To register your child for bus services please contact the Transportation Department (696-1600 ext. 1196).

Procedure for after school buses:

Kindergarten through fifth graders must line up on the sidewalk near the bus loop. Students in bus lines must sit while waiting for the bus. Students should go to bus lines immediately after dismissal bell and follow the directions of teacher on duty. K, 1, 2, and 3rd grade students are to go directly to the bus lines. They may not go to the 4th and 5th grade classrooms. Students must wait for buses in an orderly fashion. School rules apply. Bus citations or memos will be written for inappropriate language or behavior and bus privileges may be suspended.

BUS Rules and Regulations

1. Students will be picked up and let off at their designated bus stop only. Any changes should be communicated to the school office in writing upon arrival at school.
2. Students boarding the bus will form a single line in the designated area 6 feet behind the pick-up point.
3. Students must stay seated while the bus is in motion and until the driver releases them; they may exchange seats only with the driver's permission and when the bus is not in motion.
4. Students must keep all parts of the body inside the bus and hands and feet to themselves.
5. Drinking liquids, eating food, or chewing gum will not be permitted on the bus at anytime.
6. Students may not throw trash or any other article from, or inside, the bus.
7. Any damage caused to a school bus by students will be investigated by school authorities to determine responsibility, and parent or guardian will be held liable.
8. No glass containers, pets, insects, animals, or other living creatures may be taken on the bus.

9. The driver is in complete charge of the bus; students riding the bus must obey the driver at all times.
10. Students may talk to the student next to them at a reasonable volume, no student may talk to the students in front of, or behind them; appropriate language is always required. Continued defiance regarding language may result in Loss of bus privileges.
11. If a student is assigned a seat, he/she must sit in it.
12. On field trips, both the teacher and driver are in charge of the students.

Citations

Students who violate bus rules will be subject to the following disciplinary action:

FIRST OFFENSE: the student will be given a bus citation, which will require the signature of the parent and principal of the school and, at the discretion of the driver will be assigned a specific seat to ensure closer supervision.

SECOND OFFENSE: the privilege of riding the bus will be revoked for 2 days.

THIRD OFFENSE: revocation of bus-riding privileges for 2 weeks.

FOURTH OFFENSE: revocation of bus-riding privileges for the remainder of the school term.

VIOLATION OF ANY SAFETY REGULATION MAY CAUSE IMMEDIATE SUSPENSION OF BUS-RIDING PRIVILEGES.

VIOLATION OF ANY ELEMENT COVERED IN PARAGRAPH 48900 OF THE CALIFORNIA EDUCATION CODE MAY RESULT IN IMMEDIATE SUSPENSION OR EXPULSION FROM SCHOOL. (See Discipline Policy)

CALENDARS:

A school calendar highlighting school events (Back to School Night, PTC meetings, SSC meetings) is available on our website at www.murrieta.k12.ca.us/cole/ Due to budget constraints we will not be sending home a full newsletter each month.

CAMERAS:

Students may NOT have cameras of any kind at school. They may violate the confidentiality of students.

CELL PHONES/electronic devices

Recent legislation allows students to have cell phones on campus for emergency situations. Therefore, cell phones are allowed on campus. During school hours, cell phones **MUST REMAIN TURNED OFF AND PUT AWAY.** Students will not be given permission to leave class to return or answer a cell phone call. Students **MAY NOT HAVE CELL PHONES OUT DURING CLASS** for checking time, calculating, taking pictures, text messaging, incoming/outgoing calls, or for any other reason. Cell phones may be used after school is dismissed for the day.

The school strongly discourages bringing other electronic devices to school that have no educational purpose. This includes any audio or video devices such as headphones, MP3/MP4 and CD players, games, etc. They may not be used in school without specific permission from staff. If you choose to bring a cell phone or any other electronic device, you do so at your own risk. The school does not have the staffing to investigate or be responsible for loss or theft of any electronic devices. Any loss or theft of any item should be reported to the Murrieta Police Department.

Education Code Section 51512 provides for disciplinary action to be taken if a student uses, without expressed permission from a teacher, any electronic recording or listening device:

"The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person other than a pupil, who willfully violates this section, shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action."

Consequences:

First offense- Device may be confiscated, the offense will be reported to the Assistant Principal, and device will be returned to the student/parent at the end of the day.

Second offense- Device may be confiscated, the offense will be recorded, and the device must be picked up by a parent. Any offense after the first will be considered an act of defiance and may result in suspension.

Parents... While inside the office and classrooms, please refrain from using your cell phone as it is disruptive. Thank you.

If a family supports sending a child with a cell phone, you agree to the following conditions:

1. Cell phones could be a disruption to the learning environment and must be in the "off" position.
2. Students may not use camera phones or any type of cameras to take pictures on campus, unless part of a class assignment or approved school activity with the advanced permission of the principal.
3. Cole Canyon Elementary and the Murrieta Valley Unified School District are not liable for cell phones that are lost, damaged or stolen.
4. Cell phones may only be used before and after school in the office or in front of the school.

5. Proper documentation must be turned into the principal to authorize a cell phone that must remain "on" if determined to be essential for a student's health by a licensed physician. Usage would be limited to health-related purposes only.
6. Students who do not abide by these rules will have their phone confiscated. When this occurs, parents may pick the phone up from the office.

DISMISSAL PROCEDURES:

Students who do not ride buses are expected to WALK to their dismissal areas immediately after they are dismissed from class. Students may not loiter in the walkways or play on the playground. The dismissal areas include:

- a) Drive-thru loop near the multipurpose room (Front Flag Loop)
- b) The E04 and E09 gate areas and
- c) The exit at the bus loop.

***** PARENT/GUARDIAN Pick-up must be timely.** We do not have adequate staff to provide supervision for students after 3PM. Parents will be contacted and this policy will be enforced. Daycare is available through the district if needed.

In all areas, students must remain seated while waiting for their ride. **First, second and third grade students are requested to meet their older brothers and sisters at either the bus lines, 3rd grade gate, or the area at the front of the school by the MPR. (Front Flag Loop)** Grades 1, 2, and 3 are released early to allow them to get to these places BEFORE the 4th a 5th graders are released. **Students must BE SEATED while waiting for their ride.**

1, 2, and 3 teachers, for the first week or so will walk students to each dismissal area and the bus area, to help students find their way. Students who walk home need to exit by the office gate or the gates by the first or third grade classrooms.

Duty personnel monitor the safety of students waiting to go home by the MPR pick up loop, the bus gate, and gates E04 and E09. Other locations are unsupervised. Duty personnel will NOT allow students to cross Via Alisol alone. Students must remain seated while waiting to ensure the safety and well-being of ALL students. (See Inclement Weather Section for Rainy Day procedures)

DRESS CODE

The school is committed to maintaining standards of dress, which will be fair to everyone while maintaining an appropriate learning atmosphere free of unnecessary distractions and interruptions.

Standard Dress Code

STUDENTS WILL WEAR CLOTHING THAT IS CLEAN, SAFE, HEALTHY (INCLUDING JEWELRY, ACCESSORIES, ETC.) AND ALLOWS FOR PARTICIPATING IN AN ACTIVE LEARNING ENVIRONMENT.

CLOTHING ITEMS NOT ALLOWED: chains of any kind (such as wallet chains), clothing or jewelry with protrusions that could be considered dangerous, unsafe, or used to cause damage or injury, or extra-long or oversized earrings.

SAFE AND HEALTHY FOOTWEAR WILL BE WORN AT ALL TIMES.

Heelies may NOT be brought to school. Wheels will be kept in office, if students forget. Skate shoes are not safe. If a student has them, they may NOT play on equipment or black top games.

Examples of appropriate footwear: shoes designed to stay on permanently **and enclose the feet** must be worn on the playground to participate in activities. Tennis shoes, sandals, flip-flops, etc. without heel straps are considered hazardous and students **will not be permitted** to participate in active recess or P.E. games. For safety reasons girls' shoes should not be higher than 1 inch to 1.5 inches.

CLOTHING WILL MAINTAIN SOCIALLY ACCEPTABLE STANDARDS OF MODESTY.

New styles of "trendy" clothing seem to be emphasizing shoulderless tops, tiny "spaghetti" straps which expose the back, the shoulders, and chest area. Midriff showing tops, short-shorts and other revealing clothing are popular. At Thompson Middle School and MVHS straps must be 1 to 2 inches wide. We want to help you prepare for your middle school experience. Students may NOT wear strapless tube tops, halter tops, spaghetti straps or narrow strapped clothes, tank tops with excessively large neck or arm openings, sport-tanks or belly shirts, and extremely short-shorts are also not permitted. Low riding pants which inappropriately reveal parts of the anatomy or under garments will result in a call to parents.

ANY CLOTHING WHICH MAY OR DOES CAUSE A DISRUPTION TO OUR SCHOOL'S LEARNING ENVIRONMENT WILL RESULT IN A CALL HOME FOR ALTERNATIVE CLOTHING.

CLOTHING, ACCESSORIES, AND OTHER PERSONAL ITEMS MAY BE DECORATED WITH MESSAGES, SLOGANS, LOGOS, ETC. ONLY IF THEY ARE APPROPRIATE FOR SCHOOL.

Examples of inappropriate messages: reference to any race, symbols of racial supremacy, references to drugs, alcohol, tobacco or any other controlled substance, reference to weapons or explosives, messages that promote tagging or other

defacing or damaging activities, violent messages, sexual overtones, or offensive language.

CLOTHING OR OTHER ITEMS WHICH CAN BE INTIMIDATING TO OTHERS OR IS ATTRIBUTED TO GANG AFFILIATION OR PUTS THE WEARER IN DANGER WILL NOT BE ALLOWED.

Examples not allowed: excessively oversized shirts and pants, baggy or sagging pants, bandannas, knit caps, beanies, hair nets, items with graffiti, tagging or similar style writing.

Guidelines used to determine oversized, sagging, or baggy clothing: pants which have a waist size so large that the pants will not stay on without a belt, or shirts and sweatshirts which are more than two sizes over a student's normal size are considered oversized. Pants which are worn with the crotch at or lower than mid-thigh are considered sagging, and pant legs which can be wrapped from the outside seam around to the inside seam in the area just at the top of the knee are considered bagging.

It is important to understand that some decisions regarding gang-related or inappropriate apparel will be at the discretion of the site administration. Behavior of the student or group of students may be a criteria upon which a decision is based.

HATS THAT SHADE THE FACE MAY BE WORN OUTSIDE AT COLE CANYON ELEMENTARY. HATS MAY NOT BE WORN INSIDE THE CLASSROOM.

Hats may only be worn when you are outside, you may not wear a hat indoors except for special designated days. Baseball style hats are allowed at Cole Canyon Elementary, **but the bills must always face FORWARD.**

General Rules for riding bicycles, scooter, or skateboards:

1. Each student is required to fill out a permission slip and agreement form if they will be riding to and from school.
2. Students are required to wear helmets while riding to and from school. Students who fail to wear helmets will have their bicycle, scooter, or skateboard confiscated until they bring a helmet to school. Repeated violations may result in loss of privilege.
3. Students may not ride these on campus at any time, especially up and down the bus loop ramp.
4. Bicycle and scooter wheels must be kept on the ground while they are being walked.

NO TATTOOS WITH VIOLENT OR INAPPROPRIATE SYMBOLS (SUCH AS KNIVES, DAGGERS, SKULLS) MAY BE WORN TO SCHOOL.

FIELD TRIPS

May be curtailed this year, due to budget constraints. No student shall be prevented from participating in a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330)

--- **Field trips are educational.** Students must be prepared to benefit from the experience and not create a liability for other students, teachers, chaperones, and/or the district. Therefore, the following rules are in effect:

- * Parents must fill out and sign a field trip permission form for each trip in order for the student to attend. Students who are at school and going on a field trip, must use district provided transportation to the field trip.
- * Parents **MAY NOT** transport their own or other children on a field trip during the school day either going to or coming back from a school trip.
- * Phone call permissions on the day of the trip will not be accepted, unless the student was absent the day before the trip.
- * Students who misbehave and create a behavior risk on the bus, grounds, or in class prior to a field trip may be left at school with appropriate curricular assignments to complete.
- * Students who are behind in general academic assignments, or who have failed to complete preparation work for a specific field trip, may miss the trip and need to finish work in an assigned classroom. In such cases, two weeks prior notice will be given to parents, and an opportunity will be provided for the student to make up the work.
- * Students who do not participate in the field trip will be supervised at school by another teacher or the principal. Their attendance will be credited.
- * Parents are encouraged to attend field trips as chaperones. Without adequate parental participation, the field trip will be canceled. Individual teachers will set their own criteria for selecting parent chaperones.
- * Children, other than those in the participating class, **may not attend** a school field trip.

GENERAL RULES OF BEHAVIOR AND CONSEQUENCES

The 6 Pillars of character are the foundation principles for behavior

1. TRUSTWORTHINESS

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

2. RESPECT

- Treat others with respect.
- Follow the Golden Rule.
- Be tolerant of differences.
- Use good manners, not bad language.
- Be considerate of other people's feelings.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults and disagreements.

3. RESPONSIBILITY

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

4. FAIRNESS

- Play by the rules.
- Take turns and share.
- Be open-minded; listen.
- Don't blame carelessly.
- Don't take advantage of people's mistakes or weaknesses.

5. CARING

- Be kind.
- Express gratitude.
- Forgive others.
- Help people in need.
- Be compassionate and show you care.

6. CITIZENSHIP

- Cooperate.
- Stay informed; vote.
- Be a good neighbor.
- Obey laws and rules.
- Respect authority.

- Protect the environment.
 - Make your school and community better.
1. Tag, chase and such games involving touching others are **NOT ALLOWED AT ANY TIME**. (Respect)
 2. Students will observe appropriate standards in all forms of expression such as speech and writing. Profanity and vulgar language or actions **WILL NOT** be tolerated and students may be suspended for habitual offenses. (Respect, Responsibility, Citizenship)
 3. Students must keep hands, feet, and objects to themselves. No hitting or kicking is allowed. Play fighting is not allowed. (Respect, Responsibility)
 4. Students will call other people by their given name or an acceptable family nickname. Any other name is not allowed. This is considered teasing and bullying (Respect, Citizenship)
 5. Gum, candy, and soda are not allowed at school except at designated school activities. (Responsibility, Citizenship)
 6. Orderly behavior in corridors and near buildings is mandatory and vital to the safety of students and the smooth functioning of school. (Citizenship, Responsibility)
 7. Students will walk on sidewalks, not on the planter areas - please respect our landscaping! Also, running in the hallways is not allowed. (Citizenship, Responsibility)
 8. Sitting, swinging, or leaning on stair or ramp railings is not allowed. (Citizenship, Responsibility)
 9. Good behavior is required at all functions held at the school including activities scheduled at night or on weekends. Standards and regulations are the same as those during school hours. The dress code will be observed. (Citizenship, Responsibility, Trustworthiness)
 10. Students will use school equipment with permission of a teacher and only for the purpose for which it is intended. (Citizenship)
 11. Proper use of equipment is expected of all students (i.e., jump ropes should only be used for playing jump rope/playground balls may not be kicked on the blacktop.
 12. Possession of any substance, object or container (e.g.: glass containers, aerosol Cans, sharp objects) dangerous to the health, safety or welfare of students, is forbidden on school grounds, buses and at bus stops. (Citizenship, Responsibility)
 13. Students may not loiter in or around the restrooms; students **must** keep voices down; students **must** flush the toilet they use. Causing damage to the bathroom is a suspendable offense. K-2 restrooms should not be used by 4th & 5th grade students. (Citizenship, Trustworthiness, Responsibility)
 14. With the exception of approved calculators, electronic devices such as IPODS, C.D. Players, electronic hand-held games are not to be brought to school. Cell phone/picture phones are not to be used during school hours. Cell phones may be used after dismissal.
 15. Toys may not be brought to school except for designated share day and then those toys must remain in the classroom during recess and lunch. (Citizenship, Responsibility)

16. Absolutely no selling/trading of items without prior approval from the Principal.
(Responsibility, Citizenship)

SCHOOL DISCIPLINE POLICY

Awards for Good Behavior

Students who demonstrate appropriate school behavior will be recognized on a daily, weekly, and/or monthly basis, in the classroom and/or at school assemblies, however, we encourage all students to want to do what's right whether they receive a reward or not because they value the opportunity to make a positive difference for their school community and themselves. (Responsibility)

Character Counts

"TRRFCC" Tickets are given to reward appropriate behavior and great "6 pillars' conduct." Coyote Coins are also awarded for exemplary behavior above and beyond the normal. Recipients may return them for a reward recess each month.

Discipline

When a child's behavior becomes a disciplinary problem, the teacher has the authority to take disciplinary action. A student may be sent to speak with the Assistant Principal. Appropriate action is taken to address each issue.

Discipline Memos will be given for:

1. Disrespectfulness to staff member/students
2. Disruption of class environment
3. Defiance of authority/not following suggestions
4. Chronic refusal to do classwork
5. Truancy from school/class/class activity
6. Habitual lack of preparedness for class (books, materials, homework)
7. Profanity or vulgarity or offensive acts
8. Fighting, kicking, hitting, pushing, throwing rocks, spitting
9. Defacing or destroying school property/private property
10. Violation of state law, school and district policies
11. Any of the offenses found in Ed Code section 48900 (see below)

Possible Consequences:

1. Parent/teacher and/or principal conferences (either in person or by phone)
2. Denial of privileges
3. Performance Contract
4. Behavior memo resulting in appropriate consequence.
5. Alternative Learning Environment/In-School Detention
6. Restitution
7. Suspension as per CA ED CODE section 48900.
8. Referral to appropriate agency when applicable

9. Referral to Administrative Hearing Panel with recommendation for expulsion.

SUSPENSION OR EXPULSION OF PUPILS: (E.C. 48900) A teacher may suspend a pupil from class for the day and the day following, or a principal or his designee may suspend a pupil from school for not more than five (5) days for a "good cause." The parent or guardian of the pupil must attend a conference with a school administrator. The principal who suspends a pupil **SHALL NOTIFY IN WRITING** the parent or guardian of such suspension. Incident for Suspension under Education Code 48900:

- (a1) Caused, attempted to cause or threatened to cause physical injury to another person; or
- (a2) Willfully used violence on the person of another, except in self-defense.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold or otherwise furnished or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, alcoholic beverage or intoxicant of any kind.
- (d) Unlawfully offered, arranged or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind and then either sold, delivered or otherwise furnished to any person another liquid, substance, material as a controlled substance, alcoholic beverage or intoxicant.
- (e) Committed or attempted to commit a robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel..
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead to a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault.
- (o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.
- (q) Engaged in, or attempted to engage in, hazing.
- (s) Aiding or abetting injury, as defined in Penal Code Section 31.
- (.2) Education Code 48900.2, Sexual Harassment. This code provides for suspension or expulsion of students for committing sexual harassment, which is defined as behavior that is "sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or create an intimidating, hostile or offensive educational environment."

Victims of harassment can report harassment in writing or verbally to any teacher, counselor, or administrator. A school administrator at each school is designated as the person to respond to all such complaints. That person's name, location and contact number should be posted and distributed. (Grades 4-12)

- (.3) Education Code 48900.3, Hate Violence. This code provides for the suspension and expulsion of students who "caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (Grades 4-12))
- (.4) Education Code 48900.4, Harassment... Students may be suspended or expelled if the student "intentionally engaged in harassment, threats or intimidation directed against a pupil or group of pupils, that is sufficiently pervasive to have the...effect of disrupting class work, creating substantial disorder and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.. (Grades 4-12)
- (.7) Education Code 48900.7, Terrorist threats against school officials or school property, or both.

A pupil may be suspended or expelled for acts which are enumerated in Education Code 48900 and related to school activity or attendance which occur at any time including, but not limited to: (1) while on school grounds, (2) while going to or coming from school, (3) during the lunch period, whether on or off campus, (4) during, or while going to or coming from a school sponsored activity.

SAFE SCHOOL:

(e.c. 48900) Murrieta Valley Unified School District embraces a philosophy of safe schools with regard to expellable offenses related to drugs, alcohol and dangerous objects. The "Safe Schools" philosophy is defined to mean that students who are found in violation of Education Code Section 48900, subsections (b), (c) and (d) under certain conditions may be expelled **on the first offense**. It is within the authority of the Governing Board to recommend rehabilitative programs as part of the readmission requirements.

EXPULSION IS MANDATED UPON THE FIRST OFFENSE FOR VIOLATION OF THE PROVISION OF EDUCATION CODE SECTIONS 48915(C)(1), (2), (3) AND (4) WHICH ARE:

- (1) Possessing, selling or otherwise furnishing a firearm;
- (2) Brandishing a knife at another person;
- (3) Unlawfully selling a controlled substance; and
- (4) Committing or attempting to commit a sexual assault.
- (5) Possessing explosives.

EXPULSION CAN BE RECOMMENDED ON A FIRST OFFENSE FOR ANY VIOLATION OF EDUCATION CODE 48900 INCLUDING BUT NOT LIMITED TO:

* Using, possessing, selling, furnishing or being under the influence of any controlled substance (illegal drugs or alcoholic beverage) or intoxicant of any kind. (Ed. Code 48900C)

* Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object. (Ed. Code 48900 b)

THESE REGULATIONS APPLY TO STUDENTS IN ALL SCHOOL-RELATED ACTIVITIES, INCLUDING, BUT NOT LIMITED TO THE FOLLOWING:

- (1) On school grounds (this includes the parking lot, as well as vehicles on school property);
- (2) Going to or coming from school;
- (3) On lunch or break, whether on or off campus; and/or
- (4) At, going to, or coming from a school-sponsored activity.

HOMWORK POLICY

Homework is defined as an assignment in a subject area that has been taught and learned sufficiently so that the student does the work correctly rather than reinforcing errors or incorrect work. Homework is completed outside of class time.

Goals of Homework

1. Extension or reinforcement of classroom learning.
2. Aid in the mastery of skills.
3. Teach students to budget time and use time wisely.
4. Involve parents/guardians in the education of their child, but not require the parent/guardian to provide initial instruction.
5. Provide opportunities for parent/child interaction.
6. Enable a student to make up work missed due to excused absences, not including suspensions.

Time

Although the Murrieta Valley Unified School District recognizes that quality is more important than quantity, the following guidelines related to time are suggested:

Grades 1-3: 10-30 minutes up to 4 days per week

Grades 4-5: 30-60 minutes up to 4 days per week

Homework assignments are to reflect the same high standards of legibility, neatness, content, and completeness as expected in the classroom.

Responsibilities regarding homework assignments:

Student-

- * Listen to directions and ensure that assignments are understood before leaving school.
- * Take home all materials available from school, which are needed to complete assignments.
- * Take proper care of school books and equipment and return them in good condition.
- * Complete all assignments according to school standards and turn them in on time.
- * Make up work missed due to excused absences from school, including suspensions.
- * Communicate any specific problems with your teacher or parent.

Parent-

- * Establish a daily homework routine
- * Provide a place where your child can work productively
- * Assist in the acquisition of basic resources; contact your child's teacher if help is needed in obtaining materials
- * Regularly review homework to see that it is neat and complete
- * Maintain regular communication with the teacher
- * Encourage and support your child

Teacher:

In addition to communication sent by the Murrieta Valley Unified School District regarding the District homework policy, teachers will notify students and parents/guardians of their classroom homework policy during the first three weeks of school. This is to include homework schedules, significant due dates, time allowances and grading review practices. Parents/guardians are also to be kept informed if their student is not turning in homework assignments. The local school principal has responsibility for ensuring that the class homework policy is congruent with District philosophy and administrative regulations.

Review of Homework:

1. All assignments are to be acknowledged by the teacher in a timely manner.
2. An indication of the quality of the student's work will be made. It can be a grade, a comment, a symbol to indicate the work was acceptable or an indication that credit for completion was granted.

INCLEMENT WEATHER

Rain/Flood

Bus riders: If buses cannot run in your area, bus riders will be kept in the multi-purpose room until they are picked up by a parent or guardian.

Parents should contact the school (696-1421) or Transportation Department (696-1600 ext. 1196) with questions.

Walkers/Bike Riders: If a student's walk or bike ride home is deemed unsafe due to heavy rain, the student will be kept in the multi-purpose room and can be picked up by a parent or guardian. During light rain students will be allowed to walk or ride home.

Heat

-All classrooms are air-conditioned.

-Students may eat indoors.

-Students are allowed to sit in shaded areas or remain in the MPR during Recess and at lunch.

-During excessive heat, 97° and above, "inside" lunch with no outside play will be called. (Inclement recess or lunch)

INJURY / ILLNESS / MEDICATION

If a student becomes ill or injured he/she should immediately notify the teacher or aide for permission to go to the health office.

NOTE FROM HEALTH TECHNICIAN

1. HELP STOP THE SPREAD OF DISEASE AT SCHOOL

Please keep your child at home for at least 24 hours if he/she is/has:

- a. Vomiting
- b. Diarrhea
- c. Rash that is oozing
- d. Suspected Pink Eye
- e. Temperature greater than 99.9

This applies to testing days as well since there are make-up days available

2. ED CODE 49423 PROCEDURES FOR MEDICINE ON CAMPUS

- a. In order to have any medication at school, the Parent needs to submit a completed medical authorization form signed by the Physician and the Parent, indicating the name of the medication, the health condition requiring the medication, the dosage, and the times to be taken.
- b. For your convenience, the form can be faxed to your physician to be completed - physician can then re- fax to our office.
- c. Medications will not be dispersed unless they are brought to school in the original container. If the medication the Physician prescribes is over-the-counter medication,

it must match exactly with the Physician order and be received by the Health Technician in an unopened container.

- d. All medications must be picked up by the end of the school year as they will be discarded after that.

3. PLEASE ARRANGE TO PICK UP YOUR SICK CHILD WITHIN 20 minutes

- a. You will be notified to pick up your child if he or she is:
 - i. Vomiting
 - ii. Has a fever
 - iii. Has diarrhea
 - iv. Injured

4. PROVIDING UPDATED INFORMATION IS EXTREMELY IMPORTANT

- a. Current home/work/cell numbers of parents
- b. Current phone numbers for emergency contacts

5. STUDENTS WITH CASTS

- a. Physician's notes must include a clearance if your child will be participating in any contact sports during recess or PE. These activities include: wall ball, basketball, tetherball, and soccer

6. EXCUSED ABSENCES

- a. Students missing more than 3 days of PE due to illness or injury must have an authorization from the physician to excuse them.

7. HEALTH OFFICE PARKING

- a. Health office parking stall is reserved for health office **ONLY**.
- b. It is not a drop off for students.
- c. It is intended for health office emergencies or health office pickups

Thank you for your understanding and cooperation. As always, if you have any questions, please call the health technician or school nurse.

INSURANCE /STUDENT

Since the Murrieta Valley Unified School District does not provide accident medical insurance for school-related injuries, it makes available a variety of affordable insurance plans to help you in the event of an accident and urges you to purchase the plan that best fits your needs. Brochures are available in the school office.

LOST AND FOUND

Students who find objects are asked to turn them in to the school office. Jewelry, money, keys and other small items are kept in the school office. Money found and turned in to the school office will be returned to the finding student in one week, if left unclaimed. Other lost and found items will be displayed on the coat rack outside the MPR. Unclaimed items shall be removed from the Lost and Found and donated to a worthy cause at the end of each trimester. **PLEASE LABEL ITEMS WITH CHILD'S FULL NAME.**

LUNCH/SNACKS

Students are encouraged to bring a healthy snack and lunch. Lunch cannot be heated for students. To help minimize classroom interruptions, office staff **will NOT** be calling classrooms to announce a lunch has been delivered. **If students do not have a lunch, they must come to the office to check if a lunch has been delivered.** Students may call home for a lunch.

Students are required to remain seated and eat for 20 minutes of the lunch period. The playground aides then line up the students and release them to the playground.

Cafeteria

We encourage pre-payment of lunches on a weekly or monthly basis. Pre-Payment discounts are given for multiple purchases. Students can pre-pay for lunches in the cafeteria before school starts by putting the money in an envelope and writing the students name and lunch I.D. number on the envelope. They can drop the envelope off in the cafeteria before school begins. Students may NOT pre-pay at lunch time, it slows down the line and creates a hardship for other children.

** You may now pay for lunches on-line at: <http://www.myschoolbucks.com/>

** If you have any comments or concerns regarding nutrition services, please call: Jill Lancaster, Supervisor of Food Services at (951) 696-1600 ext. 1145 Or Nutrition Services ext. 1148.

Behavior

Students are expected to abide by rules for cleanliness at the lunch tables:

1. Sit at the table properly
2. Do not shout or run around the tables creating a disruption
3. Do not take, trade, or share lunches
4. Discard trash in proper containers
5. Eat ONLY in designated areas
6. Commercial delivery of food to the school is prohibited **unless authorized by the principal**
7. Eat food in a tidy manner being careful not to leave food on the tables or floor

NONDISCRIMINATION/HARASSMENT: BP 5145.3(a)

District programs and activities shall be free from all unlawful discrimination, including harassment, with respect to ethnic group, religion, gender, sexual orientation, color, race, national origin and physical or mental disability or the perception of one or more of such characteristics. Acts that amount to any of the foregoing will not be tolerated.

The Governing Board shall provide equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other District or school activities. Eligibility for performance groups shall be determined solely on the basis of objective competencies. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

The schools shall provide girls and boys with separate shower rooms and may provide separate sex education classes in order to protect student modesty and to promote an appropriate academic environment. In physical education, when objective standards have an adverse effect on students because of their gender, race, ethnic group or disability, other standards may be used to measure achievement and create comparable educational opportunities.

The Board seeks to prohibit intimidation or harassment of any student by any employee, student or other person in the District occurring at a school or District related activity or on District property or school premises operated by the District. Staff shall be alert and immediately responsive to student conduct that may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

The District is committed to the equal application of all laws to all persons within the District; accordingly, this policy is not intended to be, nor shall it be construed as, limiting the rights of students, teachers, staff, or other personnel to engage in free expression which does not substantially disrupt school operations or interfere with the rights of others. The District acknowledges the diversity of its employees, students, parents or other community members through their religious, ethnic, cultural and other forms of expression and discourse. The District actively promotes and seeks to foster the free, open and civil exchange of ideas among its various diverse groups and individuals.

HARASSMENT DEFINITIONS; EXAMPLES OF PROHIBITED CONTACT:

RACIAL, SEXUAL, AND OTHER FORMS OF HARASSMENT DEFINITIONS

- A. **Racial Harassment:** As used in this policy, racial harassment means conduct which substantially disrupts school operations or interferes with the rights of others, consisting of physical, written or verbal conduct relating to an individual's race, color, national origin or ethnicity, or perceived race, color, national origin or ethnicity, when the conduct occurs at a school or District related activity or on District property or school premises operated by the District and:

1. is severe, persistent, or pervasive in affecting the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive environment; or
2. has the purpose or effect of interfering with an individual's academic performance; or
3. otherwise affects an individual's learning opportunities in an adverse way; and
4. is determined to have occurred as a result of an objective review of credible information considering the totality of the circumstances.

Racial harassment may include but is not limited to the following conduct when such conduct results in substantial disruption to school operations or interference with the rights of others:

1. using racial slurs or similar name calling at any curricular or extracurricular activity;
2. threatening or intimidating conduct directed at another because of the other's race, color, national origin or ethnicity;
3. creating written or graphic material including graffiti containing racial or ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
4. engaging in any act of aggression or assault upon another because of, or in a manner related to, race, color, national origin or ethnicity.

B. Sexual Harassment: As used in this policy, sexual harassment means conduct that substantially disrupts school operations or interferes with the rights of others, consisting of physical, written or verbal conduct or communication of a sexual nature occurring at a school or District related activity or on District property or school premises operated by the District and when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an educational benefit or service; or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
3. that conduct or communication is sufficiently severe, persistent, or pervasive to affect the student's ability to participate in or benefit from an educational program or setting; and,
4. is determined to have occurred as a result of an objective review of credible information considering the totality of the circumstances.

Sexual harassment may include but is not limited to the following conduct when such conduct results in substantial disruption to school operations or interference with the rights of others:

1. pressuring any individual for sexual activity;
2. inappropriate touching, especially uninvited or unwelcome patting, pinching or other physical contact that is sexually motivated;
3. using sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
4. creating persistent or pervasive written or graphic material containing sexual comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes.

C. Bullying Harassment: As used in this policy, bullying harassment is physical, written or verbal conduct that is intentional, repeated and deliberately harmful when the conduct substantially disrupts school operations or interferes with the rights of others occurring at a school or District related activity or on District property or school premises operated by the District and:

1. is persistent in affecting a student's ability to participate in or benefit from an educational program or activity, or has the purpose or effect of creating an intimidating, hostile or offensive environment; or
2. has the purpose or effect of interfering with an individual's educational performance; or
3. otherwise adversely affects an individual's educational opportunities; and,
4. is determined to have occurred as a result of an objective review of credible information considering the totality of the circumstances.

Bullying harassment may include but not be limited to the following conduct when such conduct substantially disrupts school operations or interferes with the rights of others:

1. **physical**: shoving, hitting, kicking, grabbing an individual, taking or hiding belongings, damaging someone else's belongings.
2. **verbal**: taunting, defaming, using profanity, insulting or using other deliberately inciting remarks;
3. **emotional**: intimidating, extorting, defaming, terrorizing or blackmailing individuals due to their race, disability, ethnicity, religion, or perceived sexual orientation.

D. Religious Harassment: As used in this policy, religious harassment is conduct that substantially disrupts school operations or interferes with the rights of others by means of physical, written or verbal conduct which is related to an individual's religion or perceived religion occurring at a school or District related activity or on District property or school premises operated by the District and when it:

1. has the purpose or effect of creating an intimidating, hostile or offensive environment; or
2. has the purpose or effect of interfering with an individual's educational performance; or
3. otherwise adversely affects an individual's educational opportunities; and,
4. is determined to have occurred as a result of an objective review of credible information considering the totality of the circumstances.

Religious harassment may include but is not limited to the following conduct when such conduct results in substantial disruption to school operations or interference with the rights of others:

1. threatening or intimidating conduct directed at another because of the other's religion or perceived religion;
2. creating written or graphic material including graffiti containing comments, symbols or stereotypes of a religious nature which is posted or circulated and which is aimed at degrading individuals or members of that religion.
3. making taunting, defamatory, threatening or other deliberately inciting remarks towards an individual due to their religion or perceived religion;
4. committing any act of aggression or assault upon another because of, or in a manner related to, religion.

E. Sexual Orientation Harassment: As used in this policy, sexual orientation harassment is conduct that substantially disrupts school operations or interferes with the rights of others by means of verbal, written or physical conduct, directed at the characteristics of a person's sexual orientation or at their sexual orientation, or their perceived sexual orientation, such as taunting and defamation occurring at a school or District related activity or on District property or school premises operated by the District and when the conduct:

1. has the purpose or effect of creating a hostile or substantially disruptive environment; or
2. has the purpose or effect of substantially interfering with an individual's educational performance or access to educational opportunities; or
3. otherwise adversely affects an individual's educational opportunities; and,
4. is determined to have occurred as a result of an objective review of credible information considering the totality of the circumstances.

Sexual orientation harassment may include but is not limited to the following conduct when such conduct results in substantial disruption to school operations or interference with the rights of others:

1. threatening or intimidating conduct directed at another because of the other's sexual orientation;
2. creating written or graphic material including graffiti containing comments, symbols or stereotypes which is posted or circulated and which is aimed at degrading individuals based on their sexual orientation;
3. making taunting, defamatory or other deliberately inciting remarks towards an individual based on their actual or perceived sexual orientation at any curricular or extracurricular activity; and,
4. committing any act of aggression or assault upon another because of, or in a manner related to, a person's sexual orientation.

F. Disability Harassment: As used in this policy, disability harassment is conduct that substantially disrupts school operations or interferes with the rights of others by means of harassment based on a person's disabling mental or physical condition, or perceived condition, and includes any verbal, written or physical conduct, directed at demeaning the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interference with necessary equipment occurring at a school or District related activity or on District property or school premises operated by the District and when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive environment; or
2. has the purpose or effect of interfering with an individual's educational performance; or
3. otherwise adversely affects an individual's educational opportunities, and,
4. is determined to have occurred as a result of an objective review of credible information considering the totality of the circumstances.

Disability harassment may include but is not limited to the following conduct when such conduct results in substantial disruption to school operations or interference with the rights of others:

1. threatening or intimidating conduct directed at another because of a person's disability;
2. creating written or graphic material including graffiti containing comments, symbols or stereotypes which is posted or circulated and which is aimed at degrading individuals based on their disability;
3. making taunting, defamatory or threatening statements or other deliberately inciting remarks due to an individual's disability;

4. committing any act of aggression or assault upon another because of, or in a manner related to, a person's disability.

The Murrieta Valley Unified School District is committed to its primary purpose of providing a safe educational environment for all students, and is committed to the reporting of any known or suspected sexual abuse of minors, including abuse by and between minors. The District does not promote furtherance of any particular sexual behavior at a school or District related activity or on District property or school premises operated by the District, and students and employees are expected to maintain modesty, sensitivity and courtesy in all discussions or conduct that could be objectively identified as relating to sexual behavior while at school or during District related activities.

Students who harass or discriminate against other students shall be subject to appropriate counseling and discipline, up to and including suspension or expulsion.

An employee who permits or engages in discrimination or harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that he/she is **being harassed or discriminated against should immediately contact the principal or assistant principal.** The student and/or parent may file a complaint verbally or in writing under the District "Discrimination/Harassment Complaint Procedure" (AR 5145.3). Upon receipt of a harassment complaint, either written or verbal, the Superintendent or designee will be notified by the principal or designee. Complaints of harassment will be investigated immediately according to the procedures set forth in AR 5145.3.

Each elementary and secondary school's student handbook will include a section regarding the District's nondiscrimination/harassment policy and the "Discrimination/Harassment Complaint Procedure". Student handbooks will be reviewed with students at the beginning of each school year, either in the classroom or in student assemblies or both.

At the start of each school year, this policy will be distributed to parents/guardians.

Legal Reference: CIVIL CODE: 200-262.5 Prohibition of discrimination; 1714.1 Liability of parents/guardians for willful misconduct of minor

EDUCATION CODE: 40 Prohibited sex discrimination; 41 School-sponsored athletic programs, prohibited sex discrimination; 200-262 Prohibition of discrimination on the basis of sex; 48900.3 Suspension or expulsion for act of hate violence; 48900.4 Suspension or expulsion for threats or harassment; 48904 Liability of parent/guardian for willful student misconduct; 48907 Student exercise of free expression; 48950 Freedom of speech; 49020-49023 Athletic programs; 51006-51007 Equitable access to technological education programs; 51500 Prohibited instruction or activity; 51501 Prohibited means of instruction; 60044 Prohibited instructional materials

CODE OF REGULATIONS, TITLE 5: 4621 District policies and procedures; 4622 notice requirements

UNITED STATES CODE, TITLE 42: 2000d-2000d-7 Title VI, Civil Rights Act of 1964; 2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended; 2000h-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34: 100.3a Prohibition of discrimination on basis of race, color or national origin; 106.8 Designation of responsible employee; 106.9 Notification of nondiscrimination on basis of sex

GOVERNMENT CODE: Title VI Civil Rights Act of 1964; name calling based on a person's sexual orientation at any curricular or extracurricular activity; Title VII Civil Rights Act of 1964; Title IX Education Amendments of 1972; Section 504 Rehabilitation Act of 1973; Americans with Disabilities Act of 1990 (Title II); Age Discrimination Act of 1975; 34 Code of Federal Regulations

UNITED STATES CONSTITUTION: Amendment 1

COURT DECISIONS: *Tinker v. Des Moines Ind. School District*, 393 U.S. 503 (1969); *Saxe v. State College Area School District*, 240 F 3d 200 (3rd Cir. 2001) Policy Adopted: 5/18/06 MVUSD

DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE AR 5145.3(a)

Any parent or student who believes that a student has been subjected to discrimination (including harassment) based on race, color, national origin, religion, gender, sexual orientation, or physical or mental disability, or the perception of one of more of such characteristics, in any District program or activity may file a complaint under this procedure.

The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures.

The District acknowledges and respects students' and employees' rights to privacy. Complaints shall be investigated in a manner that protects these rights. The identity of any complainant shall be kept confidential as appropriate.

The Superintendent shall ensure that employees designated to receive and investigate complaints are knowledgeable about applicable laws and regulations. Such employees may have access to legal counsel as determined by the Superintendent or designee. The District designates the principal or his/her designee as the person at each school responsible for receiving and investigating complaints pursuant to this policy.

The District administrator responsible for overseeing the District's response to harassment/discrimination of students is:

Director of Student Support
41870 McAlby Court
Murrieta, CA 92562
(951) 696-1600, ext. 1037

HOW TO FILE A COMPLAINT

Our schools are committed to providing a safe learning environment for all students. Any student who believes that he/she has been subjected to discrimination or harassment (including bullying, intimidation, or retaliation) based on race, color, national origin, religion, gender, sexual orientation, or physical or mental disability in any District program or activity should immediately contact the school principal to file a complaint. Any parent can contact the school principal to file a discrimination/harassment complaint on behalf of their child. The following steps will be taken when a complaint is filed:

Procedures

1. The principal or designee shall promptly investigate all complaints of discrimination or harassment in a confidential and respectful manner. In doing so, he/she shall talk individually with:
 - a. The parent of the complainant, pursuant to board policy and procedure.
 - b. The student who is complaining.
 - c. The person accused.
 - d. Anyone who saw the incident or conduct take place.
 - e. Anyone mentioned as having related information.
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence, and put his/her complaint in writing.
3. If the principal or designee determines that discrimination/harassment has taken place, he/she will take immediate action to protect the safety of the student who has been discriminated against or harassed. To judge the severity of harassment, the principal may take into consideration:
 - a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The number of persons involved
 - d. The age and sex of the person accused of harassment
 - e. The subject(s) of harassment
 - f. The place and situation where the incident occurred
 - g. Other incidents at the school, including incidents of discrimination/harassment

Nothing in this procedure will restrict or prohibit the right of an employee to seek representation in any investigative meeting, pursuant to the collective bargaining agreements with employee groups.
4. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:

- a. The Superintendent or designee
 - b. The parent/guardian of the person accused of the discrimination
 - c. The school resource officer
 - d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth
 - e. Child protective agencies responsible for investigating child abuse reports
 - f. Legal counsel for the District
5. When the parent or student who complained and the person accused so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided.
 6. In reaching a decision about the complaint, the principal or designee may take into account.
 - a. Statements made by the persons identified above
 - b. The details and consistency of each person's account
 - c. Evidence of how the complaining student reacted to the incident
 - d. Evidence of past instances of discrimination or harassment by the accused person
 - e. Evidence of past complaints
 7. If the principal or designee determines that discrimination/harassment has taken place, he/she will implement interventions (during and/or following the investigation, as appropriate) to prevent further discrimination/harassment and/or mitigate the effects of the discrimination/harassment. These interventions may include, but are not limited to, a review of policy with students and staff and/or letter(s) to parents, counseling for the victim, schedule changes, increased supervision, among other steps.

Within 10 days of receiving the complaint, the principal or designee shall write a report of his/her findings, decisions, and reasons for the decisions and shall present this report to the student who complained and the person accused. If he/she verifies that discrimination/harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the discrimination or harassment on the person who was subject to it, and prevent retaliation or further discrimination or harassment.

8. The principal or designee shall give the Superintendent or designee a written report (findings) of the complaint and investigation. Within two weeks after issuing his/her findings, the principal or designee shall determine whether or not the student who complained has been further harassed or discriminated against. The principal or designee shall keep a record of this information and shall continue to monitor as appropriate.

*Legal Reference: EDUCATION CODE: 200-262.5 Prohibition of discrimination
GOVERNMENT CODE: Title VI Civil Rights Act of 1964; Title VII Civil Rights Act of 1964; Title IX Education Amendments of 1972; Section 504 Rehabilitation Act of 1973; Americans with Disabilities Act of 1990 (Title II); Age Discrimination Act of 1975; 34 Code of Federal Regulations*

Regulation Approved: September 14, 2004-F MVUSD

OBSERVATIONS/VISITATIONS (Visitors/Volunteers) See page 41

PARENT TEACHER CLUB (PTC)

Cole Canyon Elementary School has a parent-run volunteer club called PTC. This organization plans and organizes a multitude of programs for students each year. Programs include: School photos, Red Ribbon Week, Bookfairs, Music Center Performances, Young Writers' Conferences, Family Dances, and classroom teacher support. All parents are welcome and urged to volunteer to help with these events. Contact the PTC president by leaving a message at the school office.

PARTIES

OUR GOAL IS TO MINIMIZE DISRUPTION IN THE TEACHING DAY.

- All parties (holiday/birthday) must be pre-arranged with the classroom teacher. This year teachers may have 1 party per month to include birthdays & holidays. **PARENTS PLEASE CHECK WITH YOUR TEACHER before** planning any party or treats.
- All food/beverages **MUST BE COMMERCIALY PREPARED** - not homemade.
- The teacher will not interrupt the class for an unplanned treat or party - Please be considerate and do not show up un-announced.
- All parties must be held at least 30 minutes after lunch (including pizza parties)
- Due to Federal, State, and District Wellness Guidelines we will no longer serve candy or soda at parties. Water or juice are welcome. Cookies, small cupcakes, or ice cream cups are acceptable party fare. One item is desirable, not all three. Candy will be returned to the donating parent.
- Arrangements of balloons or flowers will NOT be delivered nor permitted in classrooms. These items are NOT allowed on campus due to possible student allergies.

Thank you in advance for working with your room parent to make special events somewhat healthier.

PLAYGROUND

General Rules

No "special" game rules; only the specific game and safety rules found in the "Cole Canyon Playground Guide/student handbook. **Creating new rules will result in loss of game privileges - please check (don't argue) with aides for clarification. Student behavior lacking respect or fairness will not be tolerated. Good sportsmanship is the rule. When a student is out, they WILL NOT kick or slam the ball away. There will be disciplinary action taken for such behavior.**

1. Balls and ball games are limited to the playground areas. **BALLS MAY NOT** be used on sidewalks, between buildings, on buildings, or near an apparatus. Balls must be used only for the game for which it is intended.
2. Play equipment **MAY NOT BE** brought from home. No toys! No electronic devices, IPODS, games, or CD players.
3. FAIRNESS is a PRIORITY! Game **disputes** are settled by playground aides. If the aide is not available, then it may be settled with "rock, paper, scissors" between the player and the first person in line.
4. Students in line must stand away from court line to not cause interference.
5. Students may not leave the game line unless they are seeking assistance from an aide; otherwise they will lose their spot in line.
6. One 25-second wait or count is the limit on bars, swings, etc.
7. Nothing is to be thrown over the backstops. No climbing on the backstop.
8. Balls are not to be thrown at anyone unless the person is trying to catch it.
9. Balls may be kicked **only** on the grass field.
10. **Intentional interference** will result in loss of recess play (benching)
11. No sliding or diving in any games.
12. Students must remain on the playground during recess, they may not go to classrooms or hallways. No helping or visiting in classrooms.
13. **Freeze when the bell rings** - wait for the whistle or hand signal. **Walk** to the line-up area. If you have a ball, you must walk it to the basket without bouncing or throwing it.
14. **NO TAG, NO CHASE GAMES, NO FIGHTING GAMES.** Hands, feet, and objects must be kept to yourself.
15. Students must stay in the flat surface of the playgrounds. The slope area is **OFF LIMITS.**
16. No playing, running, or walking in the amphitheater at any time. It is used for classroom and assembly purposes only.
17. **Before school** there is one wall ball court and one tetherball court for just 1st and 2nd graders. **No** older children allowed there.

Equipment Safety Rules

Hand-over-Hand Bars:

Are permanently closed to first grade students. You must cross in one direction only.

Slide:

1. Stay clear of the bottom of the slide.
2. One person at a time.
3. Slide on bottom of torso only, facing forward and feet first
4. Students may not climb up the slide or use of the slide apparatus for anything but sliding.
5. No launching.
6. Students must wait for other students to exit slide before sliding.

Swings:

1. Swings are not to be twisted or wrapped over bar or used when found this way.
2. Students may not touch each other while swinging.
3. **ABSOLUTELY NO JUMPING** off of the swings!
4. Swing back and forth, not side-to-side.
5. Students may not play or run in the swing area.
6. Students must face black top when using the swings.
7. When there aren't any swings available and there is a line, students may count off 25 forward swings.
8. Do not count
8. Swings may not be saved for other students.

GAME RULES

Basketball:

1. On a half court, 2 teams of up to 3 players each may play. On a full court, 2 teams of up to 5 students each may play.
2. When picking teams, the captain may only choose one player at a time.
3. No full court press, you may guard your person beginning at half court.
4. No Fouls. Solve conflicts with rock, paper, scissors
5. When a foul is committed, the other team takes the ball out. Foul shots are only permitted during supervised intramural games.
6. No jump ball - captains may do rock, paper, scissors
7. ONLY 1 on 1 coverage. CROWDING around a player to get the ball is not permitted. This will be strictly enforced
8. A player must be allowed an opportunity to dribble and pass.
9. No contact with other players when guarding. Keep 2 feet away

10. A ten second shot rule will apply, when at the hoop.

Tetherball:

1. Server serves the ball and may not hit it again until the 2nd player hits it.
2. Students in line may not step into the circle.
3. Players must stay inside their box and may not step into the neutral zone or touch the pole- this will result in an "out."
4. Lines are out
5. The ball must be hit with the hand—not thrown.
6. Students who touch the rope are out.
7. No backfires (hitting the ball in the wrong direction)
8. After three wins, students must step out and line up again if they choose to continue playing. No "around the world" - playing until you have played everyone in line.
9. Students may hit the ball once each time it comes into their zone, unless it hits the pole; then they may hit it again.
10. Only two players allowed in the court at all times.
11. When the ball wraps completely around the pole, it is a tether.
12. Only aides may count off to 30.
13. Students may not climb poles for any reason.

Four-Square:

1. Square "A" serves to square "D"; the ball must be dropped then hit with the open hand.
2. Returns must be with open hand(s).
3. The ball bounces once, then is hit with an open hand
4. The ball must be struck, not pushed, with a single hit; NO throws.
Set-ups are not allowed.
5. You may not hit the ball with your fist.
6. If the ball hits the line, the person who send the ball is out.

Handball/Wallball:

1. Utility balls and red rubber balls may be used; Tennis balls and regulation handballs may only be used during supervised P.E.
2. Balls must be served from within the court.
3. The ball must hit the ground and then bounce off the wall back into the court without touching the boundary lines.
4. The ball must hit the wall CLEARLY above the wall line at the serve and may hit the line after that during play.
5. If the ball hits below the line, the player who hit it is out.
6. The server will have 2 tries to make a good serve. If the server fails to serve the ball properly by the second try, he/she is out. It's best for the server to hit a good serve on the first try.
7. 2-4 players may play in a game.

8. Balls may not be kicked on the handball court. If a player kicks the ball they will be asked to leave the court.
9. Straight A's are allowed (hits backwall directly without bouncing first) after serve, but the ball must hit at or above the line and must fall in the court boundaries.
10. Players or 1st person in line may fetch balls that bounce out of play - all other players lose their place in line, if you leave to get the ball.
11. If the ball is hit over the wall, the player who hit it is out.
12. All Players play against each other. There are no teams or "set ups." Such behavior will result in loss of playing privileges. We advocate FAIRNESS!

Hop Scotch:

If markers are placed in 3 squares in a row, the player will move other players' markers in the square closest to the start forward one square. (This is to eliminate the risk in jumping over three squares on pavement with sand on it)

Jump Rope:

1. The person entering the game must take the rope
2. The rope must touch the ground when being turned
3. No running or chasing.
4. If you cause the rope to stop, you must take an end of the rope.
5. PLEASE DO NOT tie the rope to an object or person.
6. No Helicopter - (one person swinging the rope in one direction)

Kick Ball:

- Only same-grade games allowed
- 3 outs and the teams switch places
- The next time a team is "up", the player who made the last out should be at the end of the line.
- Once the ball is controlled, a runner MUST STOP at the nearest base- NO BASE STEALING!
- A player is out if tagged by the ball or if their fly ball is caught or if there is a force and the base is tagged. (baseball rules)

PROGRESS REPORTS

Progress Reports are sent home two times a year.

The purpose of the student progress report is:

1. To provide a formal basis of communication between the teacher and the parent on the student's achievement.
2. To provide parents with an update of the current progress of the student's achievement of academic standards, social skills, and work habits.
3. To provide the parents with an opportunity to intervene as appropriate.

REPORT CARDS

Report Cards are provided two times a year. The first Report Card involves a parent/teacher conference during a minimum day period.

SCHOOL SITE COUNCIL

The School Site Council is comprised of parent volunteers and staff members. This team oversees the Single Plan for Student Achievement and the money provided with it. The School Site Council meets 6 times annually to review various site plans and budgets.

TELEPHONE ACCESS

Students may use the office telephone to call home for lunch or to notify parents of a minimum day, BUT THEY MUST ASK PERMISSION and RECEIVE IT before calling.

VEHICLES ON SCHOOL GROUNDS

Bicycles must be walked at all times on the grounds and at the busloop, and kept in the racks; no one is allowed to loiter at the racks except to park or remove his/her bike or to exit/enter the campus. Riders MUST WEAR A HELMET or lose the privilege.

Skateboarding, skating, or roller blading, biking are not allowed on the school grounds- this includes our parking lot and bus loop. Equipment may be stored in the bike yard & riders MUST WEAR A HELMET.

The safety of all is our priority

VISITORS/VOLUNTEERS

Parents and legal guardians are encouraged to visit the school. Other community members may visit on official business or field trips. However, parents are to check in at the office to receive a "visitor's badge" before visiting any classroom. NO VISITORS ARE ALLOWED ON CAMPUS WITHOUT PERMISSION FROM THE OFFICE. Classroom visits by parents need to be arranged 24 hours in advance. The school principal has the right to limit the length of the visit in deference to the instructional plan for the classroom visited.

Volunteers are welcome and encouraged to help in classrooms, the library, or the computer lab. The Murrieta Valley Unified School District requires all adult volunteers for our school to complete a volunteer registration form at the school office. This information will then be checked against the Murrieta Police Department's "Megan's Law" computer database to assure we have no registered sex

offenders serving in a volunteer capacity working with our students. **Parent volunteers need to provide a copy of their driver's license to the school office.**

Administrative Regulation 1250 outlines the following procedures to be followed:

1. Registration requirements shall be posted at every school entrance.
2. Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while on school grounds.
3. Visitors shall provide upon request: name, address, occupation, age (if under 21), purpose for the visit, and proof of identity.
4. A principal may deny admission or revoke permission to any visitor if the visitor's presence would be disruptive of school activities.
5. Any visitor whose permission to visit was denied or revoked and who then returns to schools within seven days is guilty of a misdemeanor.
6. An appeal procedure is outlined in AR 1250.

In addition to the provision of AR 1250, the following procedures are also in effect:

1. Visitations to classroom must be arranged 24 hours prior to the visit, weekends, and holidays not included; exceptions must be approved by the principal.
2. Visitations by MVUSD students to schools other than their own during school hours is prohibited, unless part of a recognized program and approved by the principal.
3. Visitors must register at the office, providing the required information listed in #3 above.
4. No recording devices are allowed in a classroom or instructional setting as part of a visit without the prior consent from the teacher and principal.
5. Non-student children **may not** accompany a parent on an approved visit.
6. Prospective or new parents to the community may visit classrooms during the scheduled visitation times, or with the principal's consent.
7. **Visitations to the classroom to deliver lunch money, homework, P.E. clothes, etc. are not allowed.** Office staff will expedite the delivery of such items so that instruction is not interrupted.
8. The principal may regulate the length of the visit.
9. Parents may be asked to restrict their presence to a specific area of the classroom or instructional setting.
10. Private assessors, counselors, private psychologists may not visit to observe a student unless conducting an assessment approved by the MVUSD Special Education Department.

11. In the situation of a shared custody, parents may not visit a student in order to fulfill a court ordered or authorized visitation; those must be conducted outside the instructional day.
12. Parents may visit a prospective special education placement only with the prior approval of the Director of Special Education or designee.
13. Parents may only visit the classrooms in which their children are assigned.

After school begins, the school gates are locked as soon as possible. **Our goal is to lock up by 3 to 4 minutes after the tardy bell.** Visitors must enter and exit through the school office.

In order to maintain a productive learning environment, classroom interruptions are discouraged. Parents, please make every effort to communicate with your child before school regarding after-school pick up arrangements.

*We cannot interrupt classrooms to announce the arrival of homework, lunches, or other items such as books, etc. **Please let your child know that if he or she forgets a lunch, book, or homework, to check at recess or lunch in the office to see if it has been delivered.** If the teacher allows a child to call home for an item, the teacher will send the child to the office to retrieve that item at recess or lunch.*

The office allows students to call home for a lunch; however, we cannot allow students to call home to arrange to visit a friend or request homework to be delivered. Students and parents need to make these arrangements outside of school time.

We urge parents to limit taking students out of school early unless it is for health or urgent matters; it is extremely disruptive to their class routine and learning.