

E. Hale Curran Elementary Student/Parent Handbook 2018 - 19



Mrs. P. Roden
Principal

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WELCOME

Dear Parents/Guardians,

All of us at E. Hale Curran Elementary School wish to welcome you to the 2018-19 school year. We are proud of our most recent acknowledgement as a California Distinguished School – the State of California’s highest honor for public schools. 2018-19 brings us into our 5th year of our STEM implementation. We believe that our focus on Science, Technology, Engineering and Math prepares our students for the 21st Century. Our goal is to contribute to the happiness and academic success of each child. Everyone at Curran is here to help support your child towards this goal.

The purpose of this Student/Parent Handbook is to acquaint you with the procedures, rules and policies of our school. Please take a few moments to read and discuss the contents with your child/children.

Parents are the most influential factor in any child’s success in school. We need your support for their attendance, good behavior, structured study habits, and the desire to excel in school. Parent membership and participation in the PTA, support of School Site Council, and parent volunteers are crucial to the success of our students. We would like to invite you to volunteer to help in our classrooms or for the school at large. Please join us so that together we can continue to make E. Hale Curran Elementary School a dynamic educational setting for all children.

We are committed to open communication with parents so that your children will have successful academic and social experiences. We believe that communication is important so that the parents and the school can work together as a team to help each student. By working together, we can make your child’s educational experience a positive one.

We are looking forward to working with you and your child in order to make this an awesome school year. Again, welcome!

Sincerely,
Mrs. P. Roden
Principal

ANIMALS AT SCHOOL

We respectfully request that parents do not bring family pets on school grounds when dropping off or picking up children after school. This includes the office and lower loop. This policy is in place to protect everyone's safety and security.

Animals may be brought to school for educational purposes ONLY and must be brought in a pet carrier or container. Before a pet of any kind may be brought to the classroom, district policy requires an "animal permission form" to be completed by all parents in that particular classroom. The teacher will send this home for signature in the event he/she is including pets in the classroom. Parents/guardians must bring the animal to the classroom, stay with the animal during the entire visit, and then take the animal off campus when the visit is over. Students/parents must have prior approval from the teacher before bringing any animals to school. Neither the school nor the District assumes any liability for the safety of animals voluntarily brought to school.

ARRIVAL TO SCHOOL

Students should not arrive to school before 8:10. Please be aware that students arriving before 8:10 are not supervised. Students are to proceed to the school playground or 300 POD Computer Lab at 8:10 once the gates are opened. If you must drop your student off before 8:10, please consider our on-site child care program SEED.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials, therefore, the student and parent should make every effort to avoid unnecessary absences. Perfect attendance includes both absences and tardies (arriving late or leaving early).

If a student is going to be absent from school for more than 4 days and less than 16, a parent may apply for an Independent Study Contract to avoid absences being coded as "unexcused". An **Independent Study Contract** must be applied for at least 5 days prior to the absences through our attendance clerk.

Student Absence

Parent/guardians are encouraged to call the school office if a student is absent and/or send a note.

Parent/guardians may leave a message on the school phone system (951) 696-1405 regarding a student's absence and excuse for the absence. Our attendance clerk is always available at extension 2294 to assist you with questions or concerns.

Excused Absences – State Approved

- Student illness or injury
- Student medical/dental appointment
- Death in the immediate family (1 day in state; 6 days out-of-state)

Unexcused Absences

- Unexcused absences are those which do not come under any of the definitions of excused absences. Trips to theme parks, the river and trips out of town are unexcused absences. Students who have unexcused absences may be denied make-up privileges. This may be reflected in the student's final grade.

Truancy will be reported to the attendance supervisor or the superintendent as defined in the Education Code 48260. Attendance letters are sent weekly to parents/guardians of student who are truant as stated above. **Three or more unexcused** absences generates the first absence letter from the school. **Five or more excused absences** generates the first excessive excused absence letter from the school. If a student is absent for **10 or more excused absence days**, the second attendance letter is generated and the principal may require that further absences may require a medical note. These notifications are in place to communicate with families and ensure that students attend school regularly and are able to experience success in school.

Leaving Early

When students leave early from school it is documented as a tardy. Leaving early interrupts the classroom and interferes with learning. Leaving school early is VERY disruptive to the classroom. We do NOT encourage early release of students. Students will not be dismissed early from school 10 min prior to dismissal. Please plan accordingly.

Tardiness

PROMPTNES TO CLASS IS EXTREMELY IMPORTANT. Tardies interrupt the classroom and interfere with learning. We also find that arriving to class late puts undo stress on the child. 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 shall be marked tardy to school if they are not in their classrooms when the bell rings to start the school day. Students shall report to the office for a tardy permit if they arrive at school after 8:30 AM. Our first bell for students to proceed to class rings at 8:25 AM and our gates are locked promptly at 8:30 AM.

AWARDS

Once each semester, our students will be recognized for their academic achievements as well as for their effort. The following are a few of the awards that students can work towards:

- Academic Awards – Reading Counts; i-Read; i-Ready; Lexile; Quantile**
- STEM Awards**
- Attendance Awards**
- Mindset Awards**
- Positive Behavior Awards (PBIS)**
- Academic Growth**

Awards will be presented to students during grade level award assemblies, during Friday Flag assemblies and/or in class.

BACK TO SCHOOL NIGHT

Back to School Night is a family event. As parents attend classroom presentations, where teachers share curriculum and expectations, children will be participating in a pajama and movie event in the MPR. Students are welcome to bring pillows and blankets. A schedule of times will be forthcoming.

BEHAVIOR EXPECTATIONS

In order to keep a school climate free from disruptions that interfere with the learning process, students, staff and parents must share the responsibility and support the following student expectations which are centered around being Safe, Respectful and Responsible.

It is expected that individual students will assume responsibility for self-discipline in accordance with stated expectations. However, when violations do occur, discipline will be administered in order to correct disruptive behavior, to protect other students, school employees, or property, and/or to maintain a positive learning environment.

Student discipline shall be administered fairly and equitably after a careful assessment of the circumstances of each case. Factors to be considered include:

1. The seriousness of the offense
2. The student's age
3. The frequency of misconduct
4. The student's attitude
5. The potential effect of the misconduct on the classroom/school environment

Social Events and behavior expectations

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and the person inviting the guest will share responsibility for the conduct of his or her guest.

BELL SCHEDULE

Curran's bell schedule is available from the school office.

BICYCLES, SCOOTERS AND SKATEBOARDS

Bicycles, scooters and skateboards must be walked onto and off of the school grounds. They must be parked in the bike rack area and **should be securely locked**. The school is not responsible for stolen bikes, scooters and skateboards. Students will not be allowed to ride bikes, scooters or skateboards without a helmet. This is the law.

BIRTHDAY PARTIES

In an effort to maximize classroom learning time, we will not be allowing birthday treats or balloons for birthday parties for students. Teachers have a variety of ways to recognize children on their birthdays. If you wish to recognize your child's birthday you are welcome to make a donation to your child's class in recognition of their special day. Your child will also be recognized for this donation by their classroom teacher.

BRING YOUR OWN DEVICE

We have adopted a **Bring Your Own Device (BYOD)** policy. Under teacher direction, this policy will allow students to bring many of their own technology devices to school for use in our classrooms. We will now be incorporating the use of such items as laptops, iPads, netbooks and cell phones with browsing capabilities for **educational purposes only**. Similar to other personally owned items, the district is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.

BULLYING:

Bullying is not tolerated. All cases of bullying should be reported to administration or be reported on Sprigeo on our school website. Our counselor delivers lessons to every student regarding bullying. See appendix for MVUSD bully definition.

BUS RIDERS

The goal of our transportation system is to provide a safe and enjoyable experience for the children and adults who ride school buses. Student misconduct distracts the driver and jeopardizes the safety of the trip as well as the safety of the pupil within the bus. Because of these threats to safety, misconduct may cause the loss of a student's privileges to ride the bus.

The following rules will apply to student conduct on school transportation:

1. Follow the driver's directions at all times.
2. Board and leave the bus in an orderly manner at the designated bus stop nearest home.
3. Keep hands, feet, and other objects to yourself and out of the aisles. (KAFOOTY)
4. Always follow regular school rules while on the bus.

CAFETERIA

We strongly encourage prepayment of lunches on a weekly or monthly basis. Pre-paying helps keep the lunch lines moving quickly during lunch and eliminates the risk of your child losing their money during the school day.

Visit www.myschoolbucks.com to create or view your account.

Create your child's account with a unique login and password and the child's birth date and name. Balances and purchase history are only displayed after the account is validated with the first payment and correct user login and password are entered. A 3% convenience fee is charged for this service at the time of deposit. Note: www.mySchoolBucks.com needs to be completed the day before it is needed in the account. It takes at least one day to get posted into your child's account.

You may also pre-pay in the school cafeteria before school starts by putting the money or check in an envelope and writing the student's first/last name and Meal I.D. number on the envelope. No need to wait in line – just drop it into our locked mail drop on the wall in our school office. The cashier will enter the pre-payments into the computer prior to lunchtime. Please make checks payable to MVUSD plus the school name your child attends. There is a \$25 fee for returned checks.

If you believe that your children may qualify for the Free or Reduced Lunch and Breakfast Program, please fill out an application. Applications are available in the office. Only one (1) application per family is needed. Be certain that you list **ALL** children enrolled in the district. **APPLICATIONS for Free or Reduced Lunch MUST BE RENEWED EACH YEAR.**

CHILDCARE

There is childcare available before and after school through Family Services SEED Program. Please call (951) 304-1624 for information.

CLOSED CAMPUS/STUDENT RELEASE

For the protection of the students, E. Hale Curran Elementary School has been designated as a closed campus. This means that **ALL** visitors must check in at the office and may NOT go directly to the classrooms. During the school day, students will only be released to adults, through the office, who are listed on the emergency card and have proper identification. Gates to our campus are locked from morning bell until the dismissal bell.

COMMUNICATIONS

Administration will utilize our Blackboard communication system to communicate by email. Weekly reminders and general announcements will be made through these emails. Parents are encouraged to read the e-mails when they are delivered as they contain important information for the upcoming week.

Our website, Facebook, and Twitter accounts also reflect current school information. If you are not currently receiving emails from the school, please contact the office to ensure we have an updated email address. Our school newsletter highlighting school events is available on our website.

CONCERNS & COMPLAINTS

We are committed to providing a safe learning environment for all students. Usually concerns or complaints can be addressed by a phone call or a conference with the teacher. If your child is having a problem, which involves the classroom (example: a problem with other students or on the playground, completing assignments, grades, etc.), please contact the teacher first. If it is unresolved, then please call the office.

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 school administration to file a complaint. Any parent can file a complaint on behalf of their child. For those complaints and concerns that cannot be handled at the school site level, the district has adopted a standard complaint policy; forms are available at each school office. The complaint form can also be downloaded from the district website and submitted to site administrators.

DISCIPLINE – Please refer to Positive Behavioral Interventions and Supports (PBIS)

DRESS CODE

Cleanliness, personal appearance, and proper dress habits are important in determining the pattern of school and social conduct, and there is a direct correlation between student appearance, attitude and behavior. Our dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for authority. The **District prohibits any clothing or grooming that in the principal’s judgment may reasonably be expected to cause disruption of or interference with, normal school operations.** If the principal determines that a student’s grooming violates the dress code, the student shall be given the opportunity to correct the problem at school with replacement garments or notification to the parents to bring appropriate items to school.

- **Students will wear clothing, jewelry and accessories which are clean, safe, healthy, and allow for participation in an active learning environment.**
- **Clothing and accessories and other personal items may be decorated with messages, slogans, logos, etc. which are appropriate for school.**
Not allowed: messages which reference any race, symbols of racial supremacy; messages which reference drugs, alcohol, tobacco or any other controlled substance; references to weapons or explosives; messages that promote tagging or other defacing or damaging activities; violent messages; messages with sexual overtones.
- **Clothing will maintain socially acceptable standards of modesty in order to avoid causing a disruption to the learning environment.**
Not allowed: exposed midriffs, exposed undergarments, and spaghetti straps less than 1” wide.
- **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.** Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed on an on-going basis.
- **Sunglasses and hats with bills forward may be worn at school, outdoors only.** Dew rags are not allowed at any time.
- **For students’ safety, bicycle helmets must be worn by students riding bicycles, scooters and skateboards to and from school.**

No list of dress and appearance guidelines for students can be written that will anticipate all potential dress and grooming extremes. In the case of questionable dress or grooming that is not specifically covered in the list above, the administration will make the final decision. Appropriate action will be taken at the time and, when necessary, a home contact will be made seeking parental cooperation and assistance.

DRILLS

Fire, Earthquake, & Other Emergencies

From time to time students, teachers and other district employees will participate in regularly-scheduled drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event that natural or man-made disasters prevent the opening of schools, an announcement will be released from the Office of the Superintendent via e-mail, telephone, and to the following radio and television stations: KFRG 92.9, KMYT 94.5; KZSW, Channel 27, KCAL, Channel 9.

FIELD TRIPS

Field trips are educational activities and attendance is required. Students must be prepared to benefit from experience and not create an undue liability for other students, teachers, chaperones, and/or district. All field trips require a parent permission slip. Parent chaperones must check in through our Raptor sign-in system to participate in field trips. Parents may not bring other siblings on the field trip, or transport any child other than their own, in their vehicles. Parents who wish to transport their students must complete a district release form available from the office.

FRIDAY FLAG SALUTE

Every Friday our school community gathers at 8:30 AM in our outdoor amphitheater. During this assembly we celebrate students' accomplishments, have club presentations, PTA announcements and make school related announcements. Families are encouraged to join us every Friday! During inclement weather, Friday Flag will be cancelled.

FUNDRAISING

Any fundraising must be approved by administration. The school district has strict guidelines that need to be followed.

HEADPHONES

We strongly encourage all student to have their own headphones at school. This will ensure your student's health and wellbeing is a priority. In your "Back-to-School" folder, a zip lock bag was provided for storage.

HEAT GUIDELINES

All schools, including Curran, have thermo hygrometers that give us the information we need to determine the heat index specific to our location and will also give us the recommended activity modifications. Please rest assured that Curran staff monitors our thermo hygrometers carefully when temperatures are high and alternative recess and lunch schedules are implemented depending upon the heat index. Records of the daily readings used to determine alternative schedules are kept in the office.

HOMEWORK

At Curran, students participate in an on-line homework program – i-Ready. This allows teachers to assign specific assignments and also allows students to work on their own learning path, allowing for individualized practice.

Although the district recognizes that quality is more important than quantity, the following guidelines related to time are suggested:

The suggested time for homework is:

<i>Grades</i>	<i>Minutes</i>	<i>Days</i>
K	Teacher Selected	Teacher Selected
1 - 3	10 to 30	Up to 4 days each week
4 – 5	30 to 60	Up to 4 days each week

These minutes do not include nightly reading which may also be assigned by the teacher. Homework may be assigned on a nightly and/or weekly basis.

We encourage parents to supervise homework and support their children's efforts.

MAKEUP WORK INSTRUCTION

A student will be permitted to make up tests and turn in projects due in any class missed because of an excused absence.

The teacher may assign the student makeup work based on the instructional objectives for the class and the needs of the individual student in mastering the essential knowledge and skills.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within three days from the returning day back to school.

ILLNESS OR INJURY

If students become ill or injured, they should notify the teacher or supervising adult. The district nurse, the school health clerk, or other school staff member will provide first aid only. If necessary, the parent/guardian will be contacted. In case of a serious illness or injury, unless otherwise requested, your child will be taken to a nearby hospital to be selected at the discretion of the paramedics. Please be sure that your child has CURRENT emergency information on file in the school office for the school year as well as ALL telephone numbers where you can be reached. In addition, parents/guardians are asked to please list at least two separate emergency contacts and their telephone numbers on the emergency card.

STUDENTS MAY NOT HAVE ANY MEDICATION IN THEIR POSSESSION (Including cough drops). If the student is to take any medication during the day, contact the office for proper procedures and forms or refer to the appendix of this handbook, (forms #1 and #2),

INFORMATION UPDATING

In the event of an emergency, we must know where to reach you or a close relative. Please help us by keeping phone numbers (including cell phones) and e-mail addresses updated with the office. Our emergency notification system uses both e-mail and telephone to notify parents in case of an emergency. In addition, it is important for all student medical records to be kept current and up-to-date.

LEAVING SCHOOL

Students are to leave the school grounds upon dismissal from their classroom unless they have parental permission. Leaving school early is VERY disruptive to the classroom. We do NOT encourage early release of students. Students will not be dismissed early from school 15 min prior to dismissal. Please plan accordingly.

A student shall not be allowed to leave school unless a parent or guardian has been contacted, shows proper I.D. and signs the checkout form in the office. Students can not be called out of class until a parent arrives to the office.

Leaving Campus During The School Day

If a student becomes ill, or for any reason finds it necessary to leave campus during the school day, the student shall report to the front office for permission to leave. If a child leaves school, during the school day for a medical appointment, we encourage students to return to school with a medical note. This will keep the student from being marked absent or tardy.

LIBRARY INFORMATION

Your library technician, Jeanne Russel, is eager to help you use the library and find the books and information you need.

Library Classes

- Each class will have an assigned library period for book exchange. Your teacher will tell you when your library period is scheduled
- Reading Counts quizzes may be taken in the students' classroom during their designated library time or during before and after school computer lab.

Recess

- Students may use the library during their recess times.

Behavior

- Follow school rules and library rules in the library.
- Use good library etiquette.

Book/Materials Check Out

- Check out library books and materials before leaving the library. • Return books and materials as soon as you are finished with them. This prevents loss and allows for use by others.
- Book checks outs are reserved for registered Curran students only. Parents and siblings will be referred to the public library.

Lost and Damaged Materials

- Students are responsible for items checked out to them.
- Don't trade library books and materials with other students. Return them to the library and let the other person check them out from the library. Remember, you are responsible for the item until it is returned to the library. Student may not check out a new book until the previously checked out book is returned.
- Lost books and other materials must be paid for.
- Books and materials damaged beyond repair must be paid for.

Withdrawal from School

- Students withdrawing from school must return all library books and materials, pay for lost or damaged books and materials, and obtain clearance from the librarian before leaving.

Fees for lost or damaged textbooks/library books

The teachers and librarian will supply the office with a list of those students who owe for textbooks or library books. Parents of the students will be notified.

INTERRUPTIONS

In order to maximize student learning and minimize disruptions, classrooms will not be called to communicate transportation changes or items dropped off in the office such as instruments, lunch or homework. Please ensure that all of your child's needs and directions are met before dropping him/her off at school. In the event you do need to drop of an item, please do so at the office. Students are expected to check in with the office to receive items delivered to the office as classrooms will NOT be disrupted for deliveries.

LOST AND FOUND

Students who find objects such as jewelry, money, keys and other small items must turn them into the office. Money found and turned into the office will be returned to the finding student within two weeks if left unclaimed. Other lost and found items such as clothing, backpacks, and lunch kits will be placed in the lost and found and donated to a worthy cause at the end of each month

MISUSE OF COMPUTERS AND THE INTERNET

The following are examples of the misuse of computers and the internet that will be responded to in a disciplinary matter as deemed necessary by administration:

- Violating computer use policies, rules, or agreements signed by the student and/or agreements signed by the student's parent.
- Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program.
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

OPEN HOUSE – STEM EXPO

This event is held in the spring. This is an opportunity for students to share and celebrate with their parents/guardians. The date for this event will be advertised in our school newsletter and on our school website.

PEANUT BUTTER

Many children and staff have peanut allergies that can lead to anaphylaxis. Anaphylaxis is a severe systemic, potentially life threatening allergic reaction affecting multiple systems including the respiratory system that can cause death within minutes. Therefore, caution needs to be taken with regards to unnecessary exposure to peanuts or peanut products.

Curran has students with severe peanut allergies. Therefore, to reduce or eliminate the possibility of exposure to sensitive individuals, our district advises our school that no peanut butter or peanut products be used in the classroom for any projects, etc. Individuals can still bring peanut butter for their own consumption but **there should be no use of peanut butter or peanut products in the classroom.**

PERSONAL PROPERTY

Please put your child's name on articles such as lunch boxes, backpacks, coats, notebooks, etc. We do have a lost and found for personal items which are lost.

PESTICIDES

Curran Elementary, periodically, has pesticide treatments to help control problematic pests such as rodents, gophers, squirrels, ants, bees and wasps. Bi-annual pesticide treatments for ants are scheduled during the spring and summer breaks. Notification of pest control treatments must be posted at the school site at least 24 hrs. in advance. The purpose of this notice is to inform staff, students, parents and the general public that a pest control treatment is to be conducted at the site. A Material Safety Data Sheet (MSDS) is available upon request from the school office for the intended product to be used for the pesticide treatment. Re-entry to treated areas will be based on the product label's recommendation. This applies to both academic and extracurricular school activities.

PHONE MESSAGES FROM PARENTS TO STUDENTS

Please limit phone messages to your child for emergencies only. Give your child instructions about meals, transportation, etc., before they leave for school. **We will not be interrupting classes to deliver messages.**

PHYSICAL EDUCATION

Physical education contributes to the total growth, development and adjustment of all children and is an essential part of the school program. Students in grades 1 – 5 participate in 100 minutes of PE/week.

There will be times when it is best for your child not to participate in active games. Please send a note and he/she will be excused for a short time. If he/she is to be excused for a prolonged period, an excuse signed by a doctor is necessary. During bad weather, students will have their physical education in the classroom or MPR.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

Curran believes in dealing with all discipline issues through PBIS. The main focus of PBIS is to provide a clear system for expected behaviors in all school settings. Through PBIS, we work to create and maintain a school culture in which all school community members have clear expectations and understandings of their role in the educational process.

The purpose of implementing PBIS is to:

- Create a positive school culture
- Create consistency among adults
- Strengthen family and community partnerships
- Reduce office discipline referrals
- Identify students in need of more support

Repeated minor behaviors will be reviewed by administration and/or our school counselor and parents will be notified. Major offenses are dealt with by school administration and/or our school counselor. Any major offenses are documented in our school data base and parents are notified.

PTA

Curran has a Parent Teacher Association. This organization plans and organizes a multitude of programs for students each year such as assemblies, Red Ribbon Week, Cougar Run, STEM fieldtrips and activities through various fundraisers.

All parents are welcome and urged to volunteer to help with these events. Contact the PTA president, Shannon Raymond, by leaving a message at the school office if you have any questions.

REPORTING STUDENT PROGRESS

Educating your child is a partnership between school and home. We strongly encourage you to communicate frequently with your child's teachers.

In grades K-5, student progress is reported utilizing a 4 quarter reporting timeline. Student progress is reported to the parent or guardian at the close of each 9 week period. The first and third 9 week reporting period reports student progress using a progress report. The second and fourth 9 week reporting period reports student progress through the use of a standards based report card. Every parent will be invited to a parent conferences in October, in alignment with the 9 week reporting period, to discuss their child's progress with the teacher. Parents are welcome to request a parent/teacher conference at any time of the school year to discuss your child's educational needs.

RESTROOMS

Student restrooms are for students only when students are on campus, including before and after school. Adults that are volunteering are welcome to use our staff restrooms.

RIGHTS AND RESPONSIBILITIES OF STUDENTS, PARENTS AND SCHOOL PERSONNEL

Students have the responsibility to:

1. Attend school regularly and on time.
2. Be prepared for each class with appropriate materials and assignments.
3. Be well groomed and dress appropriately.
4. Exhibit respect towards others.

5. Behave in a responsible manner at school, on school buses, and at all school functions.
6. Obey all class, school and safety rules.
7. Cooperate with staff in maintaining safety, order and discipline.
8. Uphold our school expectations.

Parents have the responsibility to:

1. Make every effort to provide for the physical needs of their child.
2. Teach their child to respect authority, pay attention and obey rules.
3. Assure their child attends school regularly and report and explain absences and tardiness to school personnel.
4. Be sure their child is appropriately dressed for school.
5. Submit a signed statement that they received and reviewed the behavior expectations and support school personnel in the enforcement of discipline imposed in accordance with school policy and behavior expectations.
6. Bring to the attention of school personnel any concerns or condition that may relate to the child's education or well-being.
7. Discuss report cards, and assignments with their child and participate in conferences with school personnel regarding the child's progress, behavior and welfare.

Teachers and other certified personnel have the responsibility to:

1. Be knowledgeable of and uphold behavior expectations.
2. Develop, and communicate classroom rules and discipline management procedure and follow said procedure.
3. Remove from class a student who presents a danger to self or others.
4. Maintain an orderly classroom.
5. Establish rapport and an effective working relationship with parents.
6. Notify parents when student behavior needs parental intervention.
7. Report in writing to the principal any known serious violation of the behavior expectations.
8. Maintain confidentiality upon receipt of sensitive information.
9. Work with colleagues to provide positive behavior supports.

SAFETY ON CAMPUS

Students must practice safety each day. Many accidents and injuries could be avoided if students would always think **safety first**. Some safety rules are as follows:

1. Please walk on all "hardtop" areas of campus.
2. If a sidewalk is provided, please use it.
3. Use all safety precautions when getting in or out of vehicles.
4. Use playground equipment properly.
5. Always follow the directives of crossing guards and traffic signs. Look for a signal that it is safe to cross before crossing.
6. Please avoid reckless behavior. It can lead to a student getting hurt or in trouble.
7. KAHFOOTY – Keep Hands Feet and Other Objects To Yourself

SCHOOL SITE COUNCIL

The School Site Council is composed of an equal number of elected school personnel (principal, teachers, and other school personnel) and elected parents/guardians. The Site Council has an ongoing responsibility to review the implementation of the Single Plan for Student Achievement and other issues of concern to the school. The Site Council usually meets four times a year to discuss the important issues facing the school and makes recommendations on such things as curriculum, parent-student handbook, and other related issues.

SNACKS

Students are encouraged to bring a healthy snack as part of a balanced and nutritious meal plan. Candy and soda are strongly discouraged for snack or lunch; gum is not permitted on campus. Examples of healthy snacks include: fresh fruit, low-fat granola bars, pretzels, crackers and cheese, cut-up vegetables with low-fat salad dressing.

STUDENT RECORDS

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Parents/guardians wishing to review cumulative records must make an appointment with a site administrator and give five (5) days advance notice.

STUDENT SUCCESS TEAM (SST)

This general education team acts on referrals from staff for students who require extra support either in the area of academics, behavior, or both. It is composed of teachers, administrators, support staff, the student (when age appropriate) and his/her parent(s)/guardian(s). A systematic process of problem solving is used to develop and implement successful programs for these students.

SPECIAL EVENTS and FOOD

On occasion, a grade level or individual class will hold an academic celebration or culminating event at the end of a unit of study where food is part of the event. All food MUST be store bought, prepackaged and unpeeled/uncut (fruit/veggies). This is district policy and we appreciate your support.

TEACHER-PARENT COMMUNICATIONS

Teacher-parent conferences are strongly encouraged in order to achieve better parent and student understanding of the policies and procedures used in grading and promotion. It is beneficial for parents to confer with their child's teachers. Parent conferences should supplement the progress report to develop mutual understanding of various aspects of student progress and to encourage cooperative planning toward effective solutions to problems that may exist.

Teachers will contact the parent/guardian of their pupils, either by note, e-mail, or telephone, to establish good parent-teacher-student relationships. Conferences will be held as needed. Purposes of the conferences may include commendation, physical or emotional adjustment to school living, decline in achievement, or unsatisfactory progress.

Conferences will be well planned. Teachers will have samples of the student's work at hand for review and will have in mind details of behavior patterns, proficiencies, classroom participation, etc. which are to be discussed. Since the problem is one of joint concern to the parent, teacher, and principal, a "we" approach tends to establish a good relationship.

TECHNOLOGY USAGE - ACCEPTABLE USE

As a part of our daily work, students are given access to a variety of devices. The following are each and every student's responsibilities as they related to acceptable usage of our technology:

1. I will use the computers only to do school work, and not for any other reason.
2. I will use the Internet only with my teacher's permission and only access sites as directed by my teacher.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.

4. I will not put on the computer my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others without my teacher's permission.
6. I will not play games that a teacher has not approved.
7. I will be polite and considerate when I use the computer; I will not use it to annoy, be mean to, frighten, threaten, tease, bully, or poke fun at anyone; I will not use swear words or any other rude language.
8. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion or sex.
9. I will not damage the computer. If I have or see a problem, I will not try to fix it myself but I will report to the teacher.
11. My teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer.

VOLUNTEERS and VISITORS

All adults who wish to visit or volunteer at our district's schools are required to check in through the office's Raptor System. All visitors on campus must wear an identifiable visitor label or badge.

We encourage parents to volunteer on a regular basis in the classroom for the purpose of promoting an active learning environment. **When volunteering, please utilize staff restrooms. Student restrooms are for students only.**

Individual teachers and programs within our school have unique guidelines for volunteers. Volunteer policies are specific to each teacher and program. Please consult with your child's teacher regarding their volunteer policy.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and the teacher.

All visitors and volunteers are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

WITHDRAWAL OF STUDENTS

When a student withdraws from school, the parent should email, telephone or send a written request to the principal specifying the reasons for withdrawal and the final day the student shall be in attendance. If possible, two days notice shall be given to provide teachers time to compute grades and clear all records. The student shall turn in all books that were issued and pay all fees for lost textbooks, library books, or cafeteria charges.

Notes from the Nurse

*"Healthy Children Learn Better,
School Nurses Make It Happen!"*

Welcome to Curran Elementary! To help better care for your student during the year, the following information may be useful to keep handy for reference.

HEALTH OFFICE: A Health Technician is on campus during school hours to care for your child. The School Nurse, Lisa Van Ryzin covers several schools, but may be contacted at any time if needed. The health technician, Ms. Kleinman can be reached at (951) 696-1411, ext. 2593

MEDICATION ADMINISTRATION: If it is necessary for your child to receive medication at school, it is important that we follow certain procedures to ensure the proper administration of that medication. All medication must come to school in its original, labeled container (no baggies, etc.) California state law (E.C. 49423) requires that any child who takes medication at school must have written permission from both the parent *and* the physician (this includes over the counter medications). These procedures are required so that your child receives their medication exactly as your physician prescribed. We do not allow baggies due to the possibility of confusing one baggie with another and improperly medicating your child. A baggie also does not securely keep the medication and it could spill out and get mixed with other medication. ****Important reminder****A parent or another adult must bring the medication to school. Students are not allowed to bring medication to school. This is for your child's protection. Thank you for your cooperation in this!

EMERGENCY FORMS: In order to care for your child, California Education Code 49403 requires that all parents submit an emergency form with information as to home phone, work phone, emergency contacts, etc. **IT IS IMPERATIVE THAT WE RECEIVE THIS INFORMATION BEFORE THE FIRST DAY OF SCHOOL.** Without an emergency form on file, if your child is injured or ill, we are forced to call 911 for treatment, at the parent's expense. Please include at least 2-3 local numbers of persons who could care for your child if you are not available.

HEALTH CONCERNS: In order to ensure your child's health and safety, it is important that we are aware of any health condition that they may have. Please note **ANY** health problem on the back of the emergency card. This information is necessary in order to protect your child and also for any emergency personnel that may care for your child. This information is confidential and will only be shared with staff that have a need to know. Please contact the school if you have any questions regarding this.

IMMUNIZATIONS/KINDERGARTEN PHYSICAL REQUIREMENTS: In order for your child to enroll in school, they must have received all of their necessary immunizations. This is extremely important to safeguard your child from diseases. If your child is in need of immunizations, there are free clinics available. Please feel free to contact the school if you need those locations. Also, prior to enrollment in kindergarten, students must show proof of a physical received within 6 months prior to starting school. Low cost CHDP physicals can be obtained through the local health department. Early recognition and treatment of problems can frequently prevent serious complications.

ACCIDENT INSURANCE: As a reminder, injuries frequently occur with children and your medical insurance may not cover all the costs. A low cost accident insurance policy is available for parents to purchase to help offset those costs. Please review what your medical coverage is and consider accident insurance if your family has a need. This information is sent home at the beginning of the school year and is also available in the school office.

VISION AND HEARING SCREENING: Students in grades K, 2, & 5 are screened annually for vision and hearing problems by the School Nurse. Boys in the second grade are screened for color vision deficiencies. If your

child fails the screening, a note will be sent home informing you of the results. If you do not wish your child to be screened, please notify the school in writing at the beginning of the school year.

Thank you for your cooperation! Please feel free to contact the school at any time if you have a question regarding your child's health or safety. **And remember "Healthy children *Do* learn better!"**

ILL OR INJURED STUDENTS

Murrieta Valley Unified School District recognizes that students may become ill or injured at school. An updated Emergency Card must be on file for all students with means for contacting parents and/or emergency contacts. This card must be updated at the start of each new school year. When a student becomes ill or injured, the parent is the first contact attempt. If after attempting to contact the parents with no success, then the emergency contacts should be contacted. When at all possible, the parent should be notified of the illness or injury. If the parent is reached via phone and would like to designate someone other than who is listed on the emergency card to pick up their student, this should be so noted. A non-parent/guardian emergency contact may not designate someone other than those individuals who are listed on the card to come and pick up a student.

If the parent and emergency contact(s) are not able to be reached (and it is a non-911 situation), administration should determine the appropriate action. This can include housing the student until a parent/emergency contact is reached, contacting 911 if the injury or illness needs immediate medical treatment, referring the situation to the police department for possible temporary care of the student.

The following are guidelines in regards to when a student should be sent home. This list is not all inclusive and other situations may deem it necessary to send student home:

- Fever of 100 degrees or greater (if a student has just come in from PE, they should rest for 5-10 minutes and then take their temperature to rule out false positives).
- Rash of unknown cause that is systemic in nature or accompanied by a fever.
- Suspected conjunctivitis (red, itchy eyes with exudates or inflamed conjunctiva)
- Contagious conditions such as untreated ringworm, head lice, impetigo, etc.
- Vomiting and/or diarrhea when accompanied by malaise or fever.
- Any suspected fracture unless the parent requests the student to stay in school (obvious displaced fractures must be sent home)
- Head injury with any loss of consciousness (brief-otherwise 911 should be called), severe headache, visual disturbances or other behaviors that indicate change in behavior that may need medical follow up.
- Cuts or gashes that are greater than 1" long and ½" wide or if any underlying structures are visible or bleeding is not controlled within 5 minutes.
- Puncture wounds that are deep or serious in nature.
- Medical conditions that are not 'under control' such as asthma that has not responded to inhaler treatment or excessive blood sugar levels with no insulin available, etc)

Students who are ill or injured should not be allowed to walk home, even with parent's permission (due to District liability). If a parent insists, administration should be contacted for consultation. Health Office staff should not transport home students. Students should be transported only in approved District vehicles. Any variation in this should be decided by administration and only with staff's agreement.

Students may return to school when they have been afebrile for a minimum of 24 hours and are asymptomatic. Students who have had contagious conditions such as head lice, ringworm, chickenpox, impetigo or other conditions deemed to be contagious, must be cleared through the Health Office prior to readmittance to school. A note from a physician may also suffice for a clearance.

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

A. GENERAL POLICY

1. No student shall be given medication during school hours except upon written request from a licensed physician/healthcare provider who has the responsibility for the medical management of the student. All such requests must be signed by the parent/guardian.
2. A new form is required for each prescription change and at the beginning of each school year.

B. RESPONSIBILITY OF THE PARENT/GUARDIAN

1. Parent/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medications at school will be minimized or eliminated.
2. Parents/guardians will assume full responsibility for the supply and transportation of all medications.
3. Parents/guardians may administer medication to their child on a scheduled basis arranged with the school. Students are not permitted to carry prescribed or over-the-counter medication on a school campus.
4. Parents/guardians may pick up unused medications from the school office during and at the close of the school year. Medication remaining after the last day will be discarded.

C. RESPONSIBILITY OF THE PHYSICIAN AND PARENT OR GUARDIAN

1. A request form for prescribed medication must be completed by the pupil's physician, signed by the parent or guardian, and filed with the school administrator or his designated representative.
2. The container must be clearly labeled by the physician or pharmacy with the following information:
 - a. **Student's name**
 - b. **Physician's name**
 - c. **Name of Medication**
 - d. **Dosage, schedule (specific to school) and dose form**
 - e. **Date of expiration of prescription**
3. Each medication is to be in a separate pharmacy container prescribed for the student by a California physician.

D. RESPONSIBILITY OF SCHOOL PERSONNEL

1. The school administrator will assume responsibility for placing medications in a locked cabinet.
2. Students will be assisted with taking medications according to the physician's instructions and the procedure observed by a school staff member.

(Form #1)
**AUTHORIZATION FOR PRESCRIBED AND OVER THE COUNTER
 MEDICATION ADMINISTRATION AT SCHOOLS
WITHIN THE COUNTY OF RIVERSIDE**

Name of Student	Date of Birth	Grade	School
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Education code 49423 authorizes that any pupil who is required to take, during the regular school day medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the matter set forth in the physician's statement.

I request medication prescribed be administered to my student and agree to hold Murrieta Valley Unified School District, it's officers or employees harmless from all liability or claims which might arise out of these arrangements. I give my permission to contact the physician for consultation as needed. I understand that all medication will be destroyed at the end of the school year unless other arrangements are made and it is picked up by a parent or designee.

Parent/Guardian Signature Home Phone Work Phone Date

FORM #1

(Form #2)

Physician Authorization
ONE MEDICATION PER FORM

Name of Medicine	Health Condition for which medicine RX
Time(s) to be taken	Dosage
Method of Administration	Precaution-Possible untoward reactions
Date to be discontinued	Physician's Telephone Number
Name of Physician (Please print)	Date
Physician's Signature	

Please return this form to your child's school health office signed by the physician and the parent or guardian.
NO MEDICATION WILL BE ADMINISTERED WITHOUT THESE REQUIRED SIGNATURES.
PLEASE SEE RESPONSIBILITIES ON FORM 1

FORM #2

PLAYGROUND GAMES AND RULES

General Rules

1. All games must be played by the school rules; no “special” game rules are allowed
2. Disputes about who is out in a game will be settled by either the students in line or by the yard supervisor. Students may use Rock/Paper/Scissors to settle game disputes. Students in line help to settle the dispute; players do not.
3. You may not leave your place in line except to ask for help from the yard supervisor. You will forfeit your place if leave for any other reason.
4. There is a 30 count wait on the bars or the swings when other students are waiting in line.
5. Balls are not to be thrown at anyone unless the person is trying to catch it.
6. You may not kick any ball at any time on the blacktop during recess except with express permission from aides for specific games. Balls may be kicked only on the grass field.
7. Interference on purpose is not allowed in any games at any time.
8. Lines are out in all games.
9. No sliding or diving in any games.
10. NO TAG, NO CHASE GAMES, NO FIGHTING GAMES. Hands, feet, and objects must be kept to yourself.
11. Freeze when the bell rings – wait for the whistle or hand signal. Walk to the line-up area.
12. After the freeze bell rings you may no longer play with the ball. The person holding the ball at that time must take it back to the ball box and place it there.
13. Students must remain on the playground during recess; they may not go to classrooms. No helping in classrooms without teacher permission.
14. No playing, running, or walking in the amphitheater at any time. It is used for classroom purposes only.

Safety Rules

Equipment

1. Equipment is to be used for the original purpose for which it is designed.
2. There is no running or playing tag around equipment areas (swings, bars, slides, etc.)
3. Only rubber playground balls are to be used on the blacktop.
4. Play equipment may not be brought from home. No toys! No electronic devices, electronic games, or CD players may be brought to school or used at recess.

Ladder/Bars:

1. Only one person at a time may go across.
2. Travel by hand one direction at a time.
3. Do not touch others while they are on the bars.
4. Start on the side with cross bars or ladder.
5. Do not sit, stand, or hang upside down on the ladder bars.

Slide Safety:

1. Do not walk in front of the slide--Stay clear of the bottom.
2. One person at a time may slide—no doubles.
3. Sit on the slide on your bottom, facing forward.
4. You may not slide on your stomach.
5. You may not walk up the slide or use it as a play area—enjoy it for sliding only!

Swings:

1. Swings are not to be twisted or wrapped over bar or used when found this way.
2. Swingers are not to touch each other or be swung by anyone else.
3. Swingers are to be seated upright in the swings and may not jump out while swinging.
4. Seats may not be turned over to face another direction.
5. Swing back and forth, not side-to-side.
6. Students may not play or run in the swing area.
7. Swingers must face climbing structure.
8. When there is a line at the swings, students may count on the people swinging so that everyone gets a turn. There is a 30 count wait on the swings when other students are waiting in line.

GAME RULES

Basketball: (6 on half court/12 on full court)

1. Everyone must play (substitute as needed).
2. No full court press; you may guard your person beginning at half court.
3. When a foul is committed, the other team takes the ball out. No free throw shooting.
4. No jump ball. During the game, if a player stops dribbling you may not crowd around him and try to grab the ball. If you do, the player with the ball gets to "Take it out" free. If no one crowds around the player with ball, he has 5 seconds to pass or shoot it.
5. The team with the ball has 10 seconds to get the ball over the half-court line.
6. Only one person may guard one person at a time, no reaching to steal the ball. Players must remain 2 feet away from player they are guarding.

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 must be struck, not pushed, with a single hit; NO throws or backstops; set-ups are not allowed.
4. No Fists.

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. A served ball must hit the ground, then the wall, then bounce and return to the blacktop inside the serving line.
4. Games are limited to 2-4 players.
5. Balls may not be kicked on the handball court.
6. After 3 wins, you must leave the court to give others a chance to play.
7. The first player in line is the judge.
8. If the ball is hit over the top of the wall, the player is out.
9. If the ball is hit over the top of the wall for any reason other than playing the game (anger or for fun, etc.) that person may not play handball the rest of the day.
10. All players play against each other. There are no teams or "set-ups"
11. If the ball hits the line or outside the lines, the player that hit the ball is out.

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. No swinging over head, or on the ground. No tying rope to equipment or people.
5. If you cause the rope to stop, you must take an end of the rope.

Tetherball:

1. Wait outside the circle for your turn.
2. First person at a game receives the serve
3. Students must stay inside the half-circle when playing.
4. The ball must be hit with the hand—not thrown.
5. No ropes.
6. Winner serves (Ball must be released, hit, or tossed so that the opponent can hit it before it travels around the pole once).
7. Server must be allowed to hit the ball once after serving.
8. You may hit the ball twice in succession and not again until it has traveled around the pole or your opponent has touched it.
9. Violation of rules 6, 7, and 8, touching the rope, stepping into opponent's court or holding the ball after serving (touching the pole is a foul) is penalized by a free hit by the opponent.
10. After three wins, student must exit game.
11. Only two players allowed in the court at all times. First person in line may drop the ball.

Volleyball:

1. Make sure each student gets a turn serving/hitting the ball.
2. The net may not be touched and players may not step under the net into the opponent's court.
3. Don't hang on or touch the net.

DEFINITION OF BULLYING

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

2014-15

- Bullying is exposing a person to abusive actions repeatedly over time and becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.
- Bullying is a form of violence which involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be *physical* (hitting, kicking, spitting, pushing), *verbal* (taunting, malicious teasing, name calling, threatening), or *emotional* (spreading rumors, manipulating social relationships, extorting, or intimidating).
- Bullying can include any severe or pervasive physical or verbal act or conduct, including: communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.
- Bullying also includes one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined, that has any of the effects described above on a reasonable student.
- Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.
- Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability.

