

## **Canyon Rim Elementary School**

### **2023-2024 Parent/Student Handbook: Guidelines and Procedures**



#### **PRINCIPAL'S MESSAGE**

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

This handbook has been prepared to provide information about policies and procedures at Canyon Rim Elementary School, as well as to communicate to parents and students the standards and behavior expectations we have of all our students while at school. Working together, parents and Canyon Rim staff, create a safe, positive learning environment for students.

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

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

#### **MISSION**

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

## **CHARACTER COUNTS PILLARS**

### **Trustworthiness**

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

### **Respect**

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

### **Responsibility**

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

### **Fairness**

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

### **Caring**

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

### **Citizenship**

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

## **RULES AND PROCEDURES FOR DISCIPLINE**

The rules and regulations were designed to make Canyon Rim a safe and orderly environment in which to learn. Please review the attached matrix with your child. These expectations have been taught at school. The following expectations are inclusive to Canyon Rim's school procedures and policies:

### 1. ZERO TOLERANCE

- NO WEAPONS (Knives, guns, martial arts accessories) or facsimiles are allowed. OUSD holds a zero tolerance policy for weapons.
- NO BULLYING: seek to harm, intimidate, or coerce (someone perceived as vulnerable)
- DRUG USE including vaping

- NO THREATS. OUSD holds a zero tolerance policy for these types of threats. Threats of violence and bullying behavior are taken as a serious issue and will be dealt with as such by the principal.

2. INAPPROPRIATE LANGUAGE - Inappropriate language will not be tolerated and will be dealt with as such by the principal.

### **3. Kissing/Holding Hands/Affection**

3. FIGHTING - Fighting at school will not be tolerated. Habitual fighters may lose the privilege of attending school at Canyon Rim Elementary School.

4. DISRESPECTFUL BEHAVIOR – Disrespectful behavior may include eye rolling, heavy sighs, ignoring direct requests, talking back, inappropriate responses, classroom disruptions and damaging school property will not be tolerated.

5. MOBILE PHONES - Students have access to school phones to contact parents. Students who bring phones on campus must keep phones in the off position, in their backpacks and not take them out during school hours. Mobile phones must be used outside of school gates. Mobile phones will be confiscated from students not following these rules. Parents can pick-up their child's phone after school in the office. Canyon Rim is not responsible for any lost, stolen or damaged device.

6. WALK BICYCLES to and from bike racks while on school property. Students in grades 3-6 may ride bikes, bikes are to be locked. Helmets must be worn.

7. TOYS - Toys are not to be brought to school, including trading cards. No personal balls may be brought to school. No personal electronic devices such as computers, laptops, iPods, iPads or AirPods etc.

8. COMPUTERS - Users shall not gain unauthorized access to other student's ID number or data. IF a student uses another student's ID number, they will be sent to the principal and use of technology will be taken away. Students are only permitted to use their school issued devices on campus. Students should not be using their device to send personal emails, messages, play games or visit unauthorized websites during instruction.

9. STUDENTS MUST LEAVE SCHOOL AT THE END OF THE DAY. Those waiting for rides or siblings are to wait on the sidewalk in front of the school - NOT ON THE PLAYGROUND. Students need to be picked up promptly at dismissal to allow teachers time to prepare for the next day's lessons. OUSD child care options are available through the CARES department.

10. CHEWING GUM is prohibited.

## DISCIPLINE

### MISBEHAVIOR

Corrective steps to be taken for repeated behavior:

1. Teacher Warning
2. One day loss recess for student to complete a reflection log, and detention slip sent home by teacher to be signed by parent
3. Wednesday after school detention (12:40 - 1:40)
  - Admin referral
  - Meeting with mental support staff
4. In school suspension
  - Referral for weekly counseling
  - Behavior contract (one month)
  - Behavior recorded in Aeries
5. Multi-day suspension or at home suspension
6. Any student on a behavior contract will not be permitted to participate in special activities such as PTA events, field trips and camps.

MALICIOUS BEHAVIOR -Any behavior resulting in injury including fighting, harassment or physical threats, cyberbullying or threats on social networking sites.

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

### CHEATING/ACADEMIC DISHONESTY

1. Teacher makes documented parent contact via email or phone call
  - Zero on assignment
2. Teacher sends referral to office
  - Zero on assignment
  - Parents and students meet with the admin.
3. Teacher sends referral to office
  - Zero on assignment
  - Parents and students meet with the admin.
  - Behavior plan developed
  - 1-5 day in-house suspension

## CANYON RIM DRESS CODE

1. Any clothing depicting violence, weapons, blood, drugs, alcohol, inappropriate insinuations or language is not allowed.
2. Shirts must cover midriffs and undergarments. Tank tops should have at least one-inch straps. Halter tops, tube tops and spaghetti straps are not allowed.
3. Pants and shorts must be appropriate to allow safe movement for school activities. Pants must fit at the natural waist.
4. Shorts or skirts that are immodest when sitting down or bending over are not appropriate for school. Shorts should have at least a 3 inch inseam.
5. Clothing with rips, holes and tears above the knee are not allowed.
6. Students are to wear shoes that allow them to participate in all school activities. No sandals, open-toe or open back shoes. Toes and heels must be completely covered. Crocs are not permitted at school.
7. Long dangly earrings are not allowed.
8. Hats, caps and hoods are permitted on the playground. It is the teacher's discretion whether hats, caps and hood are permitted inside the classroom.
9. Make-up and extreme hairstyles that distract others from the educational process are not allowed. They may be worn for school approved fun days, talent shows or class plays with teacher/school permission.

If a student violates dress code, his/her parent/guardian will be called to bring appropriate clothing, or the student will be able to check out clothing for the day. Borrowed clothing will need to be washed and returned to school the following day, or the parent will be charged the following replacement fee.

Shorts \$15.00

Shirts \$10.00

## ATTENDANCE AT SCHOOL

Regular and punctual school attendance allows your child the best opportunity to learn the vast quantity of information required by our rigorous state standards. Canyon Rim Elementary School is proud of their high academic performance. Please ensure your child's adherence to punctual arrival and departure from school. School will start promptly at 8:10 am. If students are not in their assigned classroom at 8:10 am, they will be marked tardy. Perpetual tardies or absences will result in meeting with the School Attendance Review Team. In the event of an absence, please call the school office to report the absence by 9:00 am.

## AWARDS

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

Presidential Academic Awards – For 6th Grade Students – These awards are presented to students on behalf of the U.S. President and U.S. Secretary of Education during the 3<sup>rd</sup> trimester

awards ceremony. For the 2022-23 Presidential Academic Awards, honorees will be selected on the following criteria: Students had to achieve Exceeds Standard on the SBAC in language arts OR math in 4th AND 5th grade. Plus, students must earn between a 3.5 and 4.0 grade point average for all trimesters from 4th grade, 5th grade, and the first two trimesters of 6th grade. Note: letter grades that include a + or - are calculated using a straight number scale. So, an A+, an A, or an A- are all worth 4 points.

Note: There was no 4th grade SBAC testing in 2020-21, so that measure will not be used for this year's sixth grade students.

### **BIRTHDAY CELEBRATIONS**

The teacher should be notified of the date and type of treat along with ingredients a minimum of 24 hours before treats are sent to school out of respect for alternative dietary needs. Treats will be distributed at recess or the end of the day.

If notice is not given the treats will be sent to the office to be picked up by the child at the end of the day. The student may disperse the treat outside of the gate at the end of the day.

### **PICTURES AND VIDEOS**

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

### **VISITING SCHOOL**

Visitors are welcome, but there are state-mandated procedures, as well as district policy, that must be observed. Visitors must come to the school office to get a visitor's pass. By law, no one is allowed on school campus during class hours that is not a registered student, staff member, or approved visitor. Volunteer parents need to sign in at the office and wear a visitor's badge. If you wish to observe a class, please contact the teacher and the principal to arrange the best time. The observation will be limited to 25 minutes each visit to minimize disruption. If you have questions or wish to conference with a teacher when you visit, please arrange for another time. Teachers cannot meet with parents during class time. School-aged children who are not enrolled at Canyon Rim cannot visit classes (visiting relatives or former students, etc.).

### **VOLUNTEERING AT SCHOOL**

We welcome parents, grandparents and community volunteers at Canyon Rim Elementary. Volunteers may work in the classrooms, the library, the office or help with special projects. Please contact your child's teacher, the librarian or the principal if you are interested.

Volunteers need to contact the staff member regarding times and activities. Volunteers must sign the Volunteer Book in the office when arriving/departing and wear a volunteer badge while on campus. Younger children are not allowed to be in the classrooms while parents volunteer. Volunteers may not use the teacher work room during recess and lunch times unless the area is vacant. Teachers are often busy trying to prep during breaks and need to have use of all machines. It is EXTREMELY important that information gleaned about any student at this school by volunteers be kept, totally confidential! Students' academic, behavioral or social challenges should not be the topic of gossip or shared with anyone. Please consider how you would like your own child to be talked about if you were to be put in this position by others.

### **PARKING LOT PROCEDURES**

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

- Pick-up/Drop off zone: The right lane of the parking lot is for the immediate drop off and pick-up of students only.
- NEVER park or leave your car unattended while in the “pick-up/drop off zone.”
- Pull all the way forward in the pick-up/drop off zone.
- Do not stop in the crosswalk.
- Students will exit vehicles on curbside only.
- Parents need to place a placard in their dash with their student name/teacher.
- Arrive at your student's scheduled dismissal time. Do not arrive early unless you intend to park in a parking stall.
- Left Hand Lane: This is a drive through lane only. Do not drop off or pick up student in this lane.
- Do not park behind cars that are parked in parking stalls.
- Use the crosswalk while walking in the parking lot and crossing the streets.
- If a bus is present, please observe the bus loading area and do not drop off/pick up students in close proximity.
- Children are to be picked-up promptly after school. There is NO SUPERVISION on campus 15 minutes after dismissal.

### **COMMUNICATIONS**

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

### **DAYCARE (CARES)**

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

### **STUDENT FEES**

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

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

## **HEALTH INFORMATION**

### **Medication**

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

### **Health Services**

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

## **HOMEWORK POLICY**

We, the teachers and administration of Canyon Rim Elementary School, join with the OUSD Board of Education in acknowledging the role homework plays in a student’s education. Its primary purpose is to reinforce academic skills taught in school. Students, teachers and parents each have essential roles with respect to homework. The responsibility of the student is to



complete all homework, develop regular study and work habits, and do most assignments independently or in cooperation with others when directed by the teacher. Parents may be involved to provide assistance and structure without diminishing the student’s sense of responsibility. Parents are also a valuable resource for their child’s learning through monitoring homework completion. Homework should always be completed. Failure to do so will negatively impact their grade and academic progress. Consequences will be determined by each individual grade level.

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

- Set a regular study time each day that is not to be interrupted by family plans, extracurricular activities, computer/i-pad, or television time.
- Establish a study area, away from household distractions, with good light and space.
- Have the student organize school materials: study notes, assignments, books, backpacks.
- Check student agenda, Parent/Student Portal, Google Classroom, and any other platform to monitor progress on a regular basis.
- Help the student work to find the answer rather than doing the work just to get it done.
- Be supportive when student gets frustrated without doing the work for them.

**If students are managing their time, and homework is taking too long, please notify the teacher to discuss possible solutions.** The chart below lists the average amount of time of homework per day by grade level.

<b>Grade Level</b>	<b>Average Homework Min.</b>	<b>Additional Reading Min.</b>	<b>Total Time</b>
Kindergarten	10 min	10 min	20 min.
First	15 min.	15 min.	30 min.
Second	20 min.	20 min.	40 min.
Third	30 min.	20 min.	50 min.
Fourth	40 min.	20 min.	60 min.
Fifth	50 min.	20 min.	70 min.
Sixth	60 min.	20 min.	80 min.

**MAKE UP WORK DUE TO ABSENCES**

**Excused Absence - According to the Calif. Ed. Code 46010 and 48205.** A student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence. Upon satisfactory completion, the student shall be given full credit earned. The

tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. The student has one extra day per each day absent to complete any missed assignments upon returning to school.

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

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

### **LOST AND FOUND**

Throughout the school year, we accumulate a large number of sweaters, sweatshirts, jackets, and lunch boxes. We urge parents to label everything with your child's first and last name that is sent to school. Items that are labeled are easier to locate when they are put in the Lost and Found. Unclaimed items are donated at the end of each month.

### **PARENT GROUPS**

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

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

### **PETS AND ANIMALS**

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

### **REPORT CARDS**

Report cards are issued three (3) times throughout the year for elementary school students. They will indicate both academic and effort grades for the student. Elementary students' parents

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

**Canyon Rim Elementary**  
School-Wide Behavior Matrix

*Roadrunners are Respectful, Responsible and Ready to Learn!*

	<b>Respectful</b>	<b>Responsible</b>	<b>Safe</b>
<b>All Settings</b>	<ol style="list-style-type: none"> <li>1. Use kind words</li> <li>2. Respect property</li> <li>3. Respect &amp; help others</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow directions</li> <li>2. Be a problem solver</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow directions</li> <li>2. Hands and feet to self</li> <li>3. Walking feet</li> </ol>
<b>Bathroom</b>	<ol style="list-style-type: none"> <li>1. Give others privacy</li> <li>2. Keep bathroom clean</li> </ol>	<ol style="list-style-type: none"> <li>1. Flush the toilet</li> <li>2. Wash hands with soap</li> <li>3. Put trash in trash cans</li> <li>4. Return promptly</li> </ol>	<ol style="list-style-type: none"> <li>1. Report problems to an adult</li> <li>2. Wait your turn</li> </ol>
<b>Playground</b>	<ol style="list-style-type: none"> <li>1. Include others</li> <li>2. Take turns</li> <li>3. Follow supervisor directions</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow game rules</li> <li>2. Return equipment</li> <li>3. Stay on playground</li> <li>4. Walk at all times</li> </ol>	<ol style="list-style-type: none"> <li>1. Freeze at bell</li> <li>2. Walk to line at whistle</li> <li>3. Line up safely</li> </ol>
<b>Walkways &amp; Courtyards</b>	<ol style="list-style-type: none"> <li>1. Give others personal space (arms apart)</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk quietly</li> <li>2. Go directly to where you are going</li> </ol>	<ol style="list-style-type: none"> <li>1. Face forward</li> </ol>
<b>Lunch Line</b>	<ol style="list-style-type: none"> <li>1. Follow adult direction</li> <li>2. Wait quietly in line</li> <li>3. Wait your turn</li> <li>4. Use your manners</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay in line in which you arrived</li> <li>2. Touch it, take it, only one</li> <li>3. State name/ number clearly</li> </ol>	<ol style="list-style-type: none"> <li>1. Face Forward</li> <li>2. Walk to designated table</li> <li>3. Give space (arms distance)</li> </ol>
<b>Lunch Tables</b>	<ol style="list-style-type: none"> <li>1. Follow adult direction</li> <li>2. Use table manners</li> <li>3. Speak quietly</li> </ol>	<ol style="list-style-type: none"> <li>1. Clean up eating area</li> <li>2. Raise your hand for help</li> <li>3. Eat at lunch tables only</li> <li>4. Listen for supervisor to be excused</li> </ol>	<ol style="list-style-type: none"> <li>1. Eat at assigned table</li> <li>2. Eat own food</li> <li>3. Bottom on bench/ feet on the floor</li> </ol>
<b>Library</b>	<ol style="list-style-type: none"> <li>1. Follow adult directions</li> <li>2. Speak quietly</li> </ol>	<ol style="list-style-type: none"> <li>1. Raise hand for help</li> <li>2. Return books on time and in good condition to designated area</li> </ol>	<ol style="list-style-type: none"> <li>1. Bottom on chair/ feet on floor</li> <li>2. Push in chairs</li> <li>3. Keep food/drink out of area</li> </ol>

<b>Office</b>	1. Follow adult directions 2. Speak quietly	1. Wait quietly 2. Ask for help kindly	1. Keep doorway area clear
<b>MPR</b>	1. Enter quietly 2. Follow adult direction	1. Keep clean 2. Enter only with staff	1. Walking feet 2. Use stairs to get on and off stairs