

Castle View Elementary School

Parent Handbook
2017 - 2018



Castle View Elementary School

2017-2018

PARENT/STUDENT HANDBOOK

PRINCIPAL'S MESSAGE

Welcome to the 2017-2018 school year at Castle View Elementary School. We are pleased to have you with us. This handbook represents one of the many ways we have of maintaining communication with our community. **Please take the time to review its contents and keep it for reference throughout the school year.**

Castle View Mission Statement

Our mission is to promote global citizenship for all students by providing a high-quality teaching and learning environment that prepares them to be college, career, and world ready. We commit to providing an engaging school experience that includes student, parent, and community involvement. We aim to educate the whole child by providing arts, dual language immersion, character building, and a rigorous standards-based academic program that will prepare our Castle View students for a successful life.

To this end, every child will be provided with quality instructional experiences that recognize, support and maintain high expectations for all students.

Parent involvement has always been important at Castle View Elementary. Students benefit from parents who play an active role in their child's education. We hope that you will choose to become involved by volunteering in the classroom or serving as a member of one of our parent groups.

As we work together throughout the year, I encourage you to stay in contact with your child's teacher. Through teamwork, open communication and a dedication to continuous improvement, Castle View Elementary will continue to be a school where each child is challenged, nurtured and provided with a safe and stimulating learning experience.

Feel free to contact us by phone or note if you have any questions, concerns or suggestions.

Ms. Farris
Principal

Castle View Elementary School
Schedule for recess/lunch/assemblies
2017-2018

RECESS

K at 9:30-9:50
1/2/3 at 9:10 – 9:30
4/5/6 at 10:00 –10:18

LUNCH

	Regular schedule	Rainy Day Schedule
Kinder	10:50 – 11:35	10:30 – 11:00
1/2	11:05 – 11:50	11:05 – 11:35
3/4	11:30 – 12:15	11:40 – 12:10
5/6	11:55 – 12:40	12:15 – 12:45

School starts at 7:45 for all students
School Dismisses at 2:05 Monday, Tuesday, Thursday and Friday
School Dismisses at 12:50 on Wednesdays

Trimester Dragon Assemblies

December 8 – March 23 – June 8
1/2 at 8:00
3/4 at 8:40
5/6 at 9:20
K at 10:00

Honor Roll - 1:30

December 15
March 30
June 8

PARENT INVOLVEMENT

VISITING SCHOOL: Parents are urged to visit our school. Classroom visitations need to be arranged in advance through the teacher or administrative staff. Classroom volunteering needs to be arranged through the teacher and all volunteers must attend a mandatory orientation offered every September before being able to volunteer. The office is pleased to assist you in this matter. We require that any person coming on the Castle View campus check in through the office. This procedure is a precaution for the safety of our students. *For liability reasons, it is the policy of RUSD not to permit children who are non-students to come onto campus when parents are serving as volunteers, attending class parties or observing in their child's classroom.*

PARENT ORGANIZATIONS: Parents are encouraged not only to get involved at a classroom level, but also at a school level. We have many organizations that support our students and their achievement.

English Language Advisory Committee (ELAC)

Members of the ELAC plan, modify, and evaluate Castle View's educational program for Academic English Learners. This committee will meet 5 times during the school year. We encourage parents of Academic English Learners (AEL) to participate in this important committee to offer ideas, observations, and suggestions.

LPAC Parent Advisory Committee

Parent who would like to be involved in an advisory role regarding the LPAC commitments for our school can be a part of this new committee that is starting district wide this school year.

Parent-Teacher Organization (PTO)

What is PTO?

Parents, teachers, and students working together to: 1) promote the education, health, and welfare of children in the home, community, and place of worship, 2) raise the standards of home life, 3) secure adequate laws for the protection of children and youth, 4) improve the public schools that children attend.

The Castle View PTO sponsors programs such as the school carnival, assemblies and guest speakers, parent workshops, Book Fairs, student recognitions and fund raising events. It is with your support and involvement that we can make these things happen. Meetings are once a month. All parents are welcome and encouraged to attend.

GENERAL PARENT & COMMUNITY INFORMATION

STUDENT ARRIVAL/DISMISSAL PROCEDURES

Our first priority is the safety of all students. Please obey all signs and drive slowly and carefully. Refrain from cell phone use while driving. It's the law! Visitors and Parents must check in at the office before entering campus for any reason. Thank you for your cooperation.

- Pupils should arrive at school between 7:25 a.m. and 7:40 a.m. The first bell rings at 7:40 and instruction begins at 7:45. **There is no supervision of pupils prior to 7:25 a.m.**
- Curb side drop-off and pick-up is available for your child's safety and your convenience. We encourage all families to use it. Please pull all the way forward and be sure your child is ready for quick unloading at arrival and loading at dismissal. *Students are to exit and enter cars on the passenger side only.*
- **Parents are not to leave their car for any reason.**
- If you are walking or choose not to use the curb side drop-off/pick-up, you may park in the residential area and use our crosswalks to walk your child to the front of school at arrival or meet your child at the front of school at dismissal. Our crossing guards are there for your safety; please follow their instructions.
- Children may not leave the school grounds once they arrive at school and during the school day without an adult (parent/guardian) present.
- All pupils are expected to go directly home after school, unless otherwise directed by their parents.
- **Parents are discouraged from removing their children from school before dismissal time unless it is an emergency or for important medical appointments. Parents must sign the student out in the office. A secretary will then call the student from the classroom. We will ask to see picture identification. This is a safety and security precaution to protect our students.**

- For student safety, animals are not allowed on campus at any time. This includes the pick up and drop off areas in front of the school.
- Kindergarten parents will need to pick up their child from the designated area in the front of the school and sign them out daily.
- We need your patience and cooperation in following our arrival/dismissal procedures. Please remember that children look to you as an example. Use the crosswalks! Refrain from cell phone use while driving! It's the law!

PARENTS/VISITORS ON CAMPUS:

As required by State Law (Penal Code 627.2, Education Code 32211) and RUSD Policy/Rules y Regulations (BP/RR 1250), the District requires all visitors to sign in at the office and obtain a visitor's badge, which is to be worn at all times while on campus. School gates will be locked from 7:45 am till 2:00 p.m. All visitors must come through the office to gain access to the campus one hour before school begins, during school, and one hour after school ends. For this reason, starting the second week of school, per District policy, parents will not be allowed on campus without registering in the office and for a valid reason such as volunteering or a teacher conference. Only students will be able to enter the gates of the school at 7:25.

Parents checking their children out before the dismissal bell must sign their child out through the office. Only parents or guardians may pull their students out of school during the school day. If someone else will be picking up your child early, you must notify the office by note or email. The secretary will call your child's classroom and have the student come to the office. Early check out is intended for medical appointments and emergencies only.

Any concerns that a parent may have regarding a child other than their own must be brought to the attention of the principal. Parents may not speak to another child regarding a discipline concern or an incident between their own child and another student. By approaching a child on campus, you violate his/her rights to be safe and secure, and open yourself to possible criminal charges of assault. Since parents have no authority over any other parents or children, you must address your concerns through school officials who do have the necessary authority and responsibility for seeing that issues concerning students are properly addressed.

We will have a Volunteer Orientation on September 13th at 8:00a.m. that **ALL** parents who plan to **volunteer in their children's classrooms or on campus during school hours** must attend in order to be able to volunteer. During the meeting, we will discuss expectations for all volunteers and have you fill out all the paper work that is required to volunteer. **ONLY** parents will then be able to start volunteering in classrooms starting Monday, September 18th.

CHANGE OF ADDRESS:

Please notify the school when you change your address or telephone number. Proof of residency is required for change of address. If you no longer live in our attendance area, please notify the office and complete the transfer paperwork.

ATTENDANCE:

(RUSD Policy #5112)

California State Law requires attendance at school. Compulsory Education is legally required for pupils between the ages 6-18. Parents/ guardians shall be responsible for seeing that their child(ren) comply with the attendance rules and regulations of the school and for cooperating with the school in requiring their child(ren) to attend school regularly and on time. Students who have excessive tardies, excessive absences, or excessive early pick-ups will be scheduled for a SART meeting with the principal to discuss the problem. For students to receive perfect attendance, they must not have any absences and must have a medical excuse for tardies or early outs.

Daily attendance is precious and it is difficult for students to make up instruction that is missed. We urge you to have your child in school at all times unless he or she is ill. If your child is absent, please call the school at (951) 788-7460 or have your child bring a note explaining the absence the day of his or her return to school. If your child has seen a doctor or dentist, please send in verification.

Continued irregular attendance to school is a violation of Education Code 48200 and may be cause for a referral of the pupil's case to the School Attendance Review Board. (SARB)

CAFETERIA SERVICES:

A well-balanced breakfast and a lunch, including milk, is served daily in the cafeteria. Breakfast is served at 7:25 a.m. Lunch occurs during the school day. Yearly breakfast and lunch menus are available on the website. Meals may be purchased each day, by the week, or by the month. You may pay with cash, check or use the online payment services on the RUSD website. Make checks payable to R.U.S.D. Cafeteria. Students should place their money in a sealed envelope with the student's first, last name and teacher written on the outside and place the envelope in the cafeteria lock box located outside the cafeteria. Students use a computerized system during breakfast and lunch. Pre-payment is encouraged for multiple meals in order to reduce the need for frequent deposits and daily cash. Free and reduced meals are available for those who qualify and fill out the necessary application forms. **Applications must be completed annually.** Online applications may be completed on the RUSD website at <https://riversideusd.rocketscanapps.com/default.aspx>. If a student forgets his/her lunch or money, the cafeteria will charge the student's account for up to two lunches. After two days, an emergency lunch which consists of milk, and fruit or vegetable will be served. All pupils are assigned a 6-digit code, which they must memorize and learn to keypunch into an automated keypad before obtaining their meals. Please help your children to memorize their number. Proper conduct is expected and required of all students.

Cafeteria Rules:

1. Walk to cafeteria with your class in an orderly manner.
2. Talk quietly while in the cafeteria and at the lunch tables. Only those next to you should hear your voice.
3. Use good table manners and keep your area clean; trash on and under your table must be thrown into the trashcan.
4. When you are finished, raise your hand and wait to be excused by the supervisor.
5. Walk directly and quietly to the playground, being careful not to disturb any classrooms which are in session.

"FORGOT MY LUNCH" PROCEDURES:

From time to time, students do forget to bring their lunch to school. If this occurs, parents should bring the lunch to the office labeled with your child's name and teacher's name. At the beginning of lunchtime, the lunches will be taken to a table in the back of the Castle View Cafeteria specifically labeled, "Check here if you forgot your lunch." At lunchtime, students check the table for their forgotten lunch. This procedure works very smoothly, and valuable class time is uninterrupted.

LIBRARY PRIVILEGES:

Students are encouraged to check out materials. It is expected that books are treated with respect and returned on time. District policy is that students pay for lost or damaged materials. Students who have lost materials will lose the privilege of checking out materials until the item is returned or paid for. Students with unpaid fines will not receive report cards at the end of the year.

CLASSROOM INTERRUPTIONS:

At Castle View Elementary School, student achievement is a focus and a priority. Toward that end, we make every effort to reduce classroom interruptions. Please do not call the office to relay messages to your child unless it is an emergency. Make every attempt to schedule medical/dental appointments, court visits, etc., for before or after school hours, if possible. This will eliminate having to call the classrooms for early dismissals.

Therefore, we are asking you to help us by informing your children before they leave for school in the morning of any plans for after school that they may need to know such as:

- Who is picking them up after school and where?
- Do they need to ride the bus or walk?
- Who are they to go home with?
- Do they need to go to daycare?
- What do they do if it rains?
- Do they have their homework?

Make sure lunch is taken care of by:

- Seeing that they take their lunch with them to school.
- Checking if they have enough money for that day.
- Having extra money in the student's lunch account to pay for a forgotten lunch.
- Responding promptly to "low account" notices from the cafeteria.

TELEPHONE FACILITIES AND EMERGENCY MESSAGES:

Students are permitted to use the phone only if an emergency situation exists. **Please do not call the office with a message unless it is an absolute emergency.** If an emergency exists and a parent must contact a child, we will give the child a message to call a phone number specified on the student's registration information. When following this procedure, we can verify that the person making the phone call is actually the child's parent or the emergency contact person. Children are not permitted to call for homework or band instruments during instructional time.

CELL PHONES:

Children are permitted to have cell phones on campus. However, they must be turned off and remain in their backpacks while on campus unless being used for instructional purposes under the supervision of the instructor. In an emergency, please contact the school office. Do not contact your child via cell phone during instructional hours.

LOST AND FOUND:

Lost items, including clothing, may be claimed at the Lost and Found area in the Multi-Purpose Room. Lunch pails, jackets, etc. should be clearly labeled for easy identification.

PARTICIPATION IN PROMOTION AND END OF YEAR ACTIVITIES:

The principal of a school may deny a student's participation in *end of the year* student activities including: participation in promotion activities, participation in promotion ceremonies, and any other *end of the year* student activities for students who owe money for fines or damages to school district property. In addition, the principal may deny a student's participation in end of the year activities due to inappropriate behavior or misconduct (BP#5127).

SUSPICIOUS ACTIVITY:

Please call the police if you notice suspicious activity on campus in the evenings or on weekends. If you notice break-ins, vandalism, damaged utilities such as leaking water, gas or exposed electrical service, please call (951) 788-7496. Please report to the police any suspicious persons on or in the vicinity of the school.

STUDENT RECOGNITION

The Castle View Staff takes every opportunity to recognize student accomplishments and celebrate positive behavior. We accomplish this with the following activities:

- * **TRIMESTER DRAGON ASSEMBLIES** - Each trimester outstanding students are recognized for academic achievement, behavior and good citizenship. Parents are notified ahead of time and invited to attend.
- * **HONOR ROLL** - Students in grades 1-6 have an opportunity to earn a place on the Honor Roll each trimester. Students who receive qualifying grades on their report cards are invited to attend a special assembly with their families.
- * **CHARACTER COUNTS** – Students can earn a Global Citizenship Tickets when a staff member witnesses them showing an exemplary act of character or kindness. Weekly drawings are held to reward students.
- * **FIVE AND ON TIME** – Students are expected to come to school **five days a week** and arrive **on time** daily. One letter a day on the “Five & On Time” class poster can be colored in when all students in the class are present and arrive on time. Once the poster is completed the class earns a class prize and can eat lunch on the grass for 1 day.

Most important is the daily praise and encouragement that children receive from their classroom teachers and school staff. Although students need to face the consequences of inappropriate behavior, we believe that positive reinforcement is much more powerful than negative reinforcement.

GENERAL SCHOOL RULES & EXPECTATIONS FOR BEHAVIOR

At Castle View Elementary, we are committed to providing positive and productive learning experiences in a safe environment for all students. Research and experience have proven that children learn best in orderly environments that reinforce mutual respect, cooperation, and courtesy. We expect all Castle View students to follow school expectations and rules. In order for this to occur, the staff, parents, and students must work together to ensure positive and productive learning experiences in a safe environment.

At Castle View we are a community where the Characteristics of Global Citizenship Count. All students have the responsibility of demonstrating character that will ensure academic and social success. These are the six pillars of character expected from all students:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

Each morning at Castle View students recite the **CV Student Promise** as a reminder of character expectations. Please help your child memorize this pledge and discuss its meaning:

CASTLE VIEW PROMISE

- **KNOW THAT LEARNING IS THE PATH TO SUCCESS**
- **ACT POSITIVELY AND MODEL THE CHARACTERISTICS OF A GLOBAL CITIZEN**
- **THINK CRITICALLY AND COMMUNICATE EFFECTIVELY TO SOLVE PROBLEMS**
- **BE CONFIDENT, COURAGEOUS AND STRONG CASTLE VIEW DRAGONS**

The following rules are in place for the safety and security of all children. While these are general school rules, the specifics of each will be discussed in your child's classroom and at school-wide assemblies.

1. **Obedience:** Students will obey all school and classroom rules, participate in classroom activities and follow the directions of all school personnel in a respectful manner.
2. **Arrival:** The playground opens at 7:25 a.m. Students will not be permitted on the playground before then. **Parents/guardians are advised there is no supervision provided on the playground before that time.** Students eating breakfast at school may be in the supervised eating area from 7:25 a.m. to 7:40 a.m.
3. **Dismissal:** Students are to leave school promptly after dismissal unless enrolled in an after school program.
4. **Playground Activities:** Students are expected to stay in the designated playground area and follow playground rules conducting themselves in a safe and orderly manner at all times. No physical contact is allowed on the playground unless permitted by official game rules. Games are to be played in designated areas. Equipment is to be used properly. Students are to get drinks from the water fountain before the bell rings.
5. **Assembly Conduct:** During assemblies, students will be courteous to speakers, classmates and other participants, talk or applaud at appropriate times, and sit or stand quietly in designated areas.
6. **Restroom Use:** Students will use the designated restrooms appropriately and not play or disturb others who are there at the same time. Used paper towels will be placed in the trashcans. Students will be responsible for keeping the restrooms clean and neat.
7. **Bicycle Procedures:** Children in 4th, 5th and 6th grades only may ride bicycles to school. It is the child's responsibility to learn and observe the traffic rules.
 - a) Children riding bicycles must wear a helmet in conformance with California Law.
 - b) Children must observe traffic and other safety laws and rules, and display courtesy toward drivers of motor vehicles, other bicycle riders, and pedestrians.
 - c) Bicycles are to be locked **TO** the bicycle rack.
 - d) Bicycles **are not** to be ridden on the campus or on the playground.
 - e) Children should not ride or coast bicycles while crossing the street.
 - f) The school does not carry insurance for damage or theft of personal property. Therefore, students choosing to bring bicycles to school should be prepared to assume responsibility for any problems that occur.
8. **Skateboards, Roller Blades and Roller Skates:** For purposes of safety, students may not ride to or from school on skateboards, roller blades or roller skates.

9. **Use of Sidewalks and Ramps:** Students are to walk when on sidewalks, ramps or in corridors.
10. **Bringing Personal Items to School:** Students may not bring personal items to school unless they have prior permission from their teacher. Items brought to school run the risk of being confiscated and held for adult pick up. The school/district is not responsible for lost or damaged personal property. Students may not bring or be in possession of any dangerous objects, including but not limited to weapons, matches, or fireworks. Replica weapons are also not permitted on campus.
11. **Prohibited Items:** No cameras, video cameras, pagers, play stations, electronic toys, MP3 players, CD players, PSP, or any other electronic devices are permitted to be on school grounds at any time. (Instructional technology such as iPods, iPads, tablets and cell phones governed by District Policy are permitted.) Students found in possession of these items shall be subject to regular school discipline procedures, including: assigned detention, suspension and/or expulsion, for a violation of school rules as permitted by Education Code Section 48900(k). Parents and students are hereby notified that school staff assume no liability whatsoever for electronic devices brought on school grounds in violation of this rule. In addition, school staff will not search for, investigate nor attempt to recover any such item that is lost, stolen or broken on school grounds.
12. **Lunch Areas:** Students will wait quietly in line and exercise good manners. Shouting and screaming will not be allowed. Students will not throw food or remove food from the lunch area. Students will clean up after themselves.
13. **Library:** Students will observe the rules posted in the library at all times.
14. **Gum Chewing:** Gum chewing is not permitted anywhere on school grounds. Candy is highly discouraged and may only be eaten during lunch at the table.
15. **School Property:** All students are expected to take proper care of school property and equipment. Students and their parents shall be responsible for all damage by students to school property or equipment. This responsibility applies in the matter of books and supplies of all kinds as well as equipment, building, and grounds (RUSD Policy 5131.5).
16. **Animals on Campus:** For safety reasons, animals are not permitted on the Castle View School campus.
17. **Bullying:** We are a “No Bullying Zone” school. Bullying will not be tolerated and should be reported to school personnel as soon as possible. (RUSD Policy # 5131.99)
 - Students should not endure any form of bullying at any time or through any method.
 - Students who feel they are being bullied are encouraged, but not required, to inform the person engaging in the conduct that the bullying is offensive and should stop.
 - If direct communication has not worked or would be inappropriate, the students should communicate his/her concern to a teacher, counselor, assistant principal, or principal. The students should also complete a formal, written report. If the student is unable to complete a written report, school staff may help him/her complete it.
 - Any report of bullying will be investigated promptly, thoroughly, and in a confidential manner. The student accused of bullying will be informed of the results of the investigation and given an opportunity to present his/her version of the situation and identify witnesses on his/her behalf. Parents of both the accused and the student filing the complaint will be contacted as appropriate.
 - Upon completion of the investigation, the principal or designee will determine the appropriate action to take; Corrective action may include, but not be limited to, counseling, warning, or initiating disciplinary procedures against the offending student. Corrective action will be taken to prevent recurrence of the bullying.

Gender Equity:

Consideration in instruction, room and class arrangements, and behavior management is made to ensure an equitable education for all students regardless of color, race, creed, religion, national origin, sex, age or handicap.

Conflict Management:

Conflict management is designed to help the student handle conflicts in a positive manner. It teaches children eight different things to try whenever they find themselves in a conflict situation. Teachers at Castle View teach these eight strategies to the children. The eight strategies are:

- | | | | |
|------------------------|----------------------|---------------|-----------------|
| 1. talk it over-listen | 3. say, “I’m sorry” | 5. take turns | 7. ignore it |
| 2. walk away | 4. do something else | 6. share | 8. ask for help |

Self-defense vs. retaliation - Often times children who are engaged in hitting or hitting back will say that they were practicing self-defense. Self-defense is defined as only using the force necessary to get out of a physical situation. In the school setting, we teach children to get out of those situations by going directly to an adult who is always within very close proximity. More often than not, a child's form of self-defense was really retaliation or getting even. Parents, do not instruct your child to "hit back" as this will result in suspension. Please help us to teach the children the difference between self-defense and getting even. This will be a valuable lesson as they move into secondary schools and adult life.

DRESS AND GROOMING

Castle View recognizes and respects student's clothing of his/her choice; however, students and parents should select attire that is appropriate for a school setting.

The Board of Education believes that dress and grooming contribute to a productive learning environment. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. (E.C. 35183, Board Policy 5136 and 5132).

Students are expected to wear clothing that is appropriate for school and school sponsored activities. Students are required to use good judgment to respect themselves and others and to demonstrate modesty in selecting clothes. Clothing may not advertise, condone, depict or promote the use of alcohol, tobacco or drugs. Also prohibited is clothing with vulgar, obscene, sexual or racist language, images or writings that promote disruption of the educational setting.

Parents or guardians will be notified whenever a pupil appears in violation of the dress and grooming policy.

- All garments should fit appropriately – no overly tight, oversized or improperly fitting garments such as sagging pants, low-cut blouses, blouses that expose the belly or mid-drift area – no skin should be exposed when the student raises his/her arms above his/her head – skirts and shorts must generally be longer than the student's fingertips when his/her arms are held straight down against his/her side. When students bend over there should be no buttocks showing.
- No spaghetti strap blouses – the strap of any top must be at least one-inch-wide and should not show any undergarments
- No strapless tops, single shoulder strap tops, halter tops, or backless tops or dresses
- No athletic jerseys or other shirts with elongated armholes are to be worn except over a shirt or T-shirt
- No clothing that suggests, in any way, any gang, group or idea that may intimidate or offend another student on the basis of race, gender, religion or sexual orientation
- No hoop earrings that have a diameter more than ½ inch; no dangling earrings longer than one inch.
- No wallet chains or other potentially harmful accessories
- No hats or caps may be worn backwards, sideways or inside buildings
- No heeled shoes (shoes with skates in the heels), flip-flops or slippers (Shoes must have backs on them and be appropriate for recess and physical education activities.)
- No make-up

Students arriving at school dressed inappropriately will be sent to the office and parents will be contacted. Students may be asked to change clothes. Continual violation of dress code may result in disciplinary action.

PLAYGROUND RULES

Playground rules for games, behavior and equipment have been developed based on a need for safety and respect for others. All students will be taught the appropriate rules and all adults will enforce them.

All students will

- Adhere to the General School Rules.
- Stay in the designated areas and get a pass from the playground supervisor if they need to leave the area for any reason.
- Show respect for other students and all adults on the playground at all times. Disrespect for the playground supervisor will not be tolerated.
- Use appropriate language at all times.
- Keep their hands and feet to themselves and refrain from any grabbing, play fighting or rough play including chase and tag, tackle football, etc.
- Be actively engaged in appropriate playground activities – large groups of students not taking part in appropriate playground activities are not permitted and must disperse at the direction of a playground supervisor.
- Leave rocks, dirt and sand on the ground.
- Immediately stop playing and line up when the bell rings.
- Take stairs one at a time with no running, skipping, jumping or sliding down rails.
- Walk on the walkways

Students who choose not to adhere to the rules will be subject to the consequences listed in the “School Rules”.

SCHOOL WIDE DISCIPLINE

Students who become involved in misconduct while under the jurisdiction of the school will be subject to appropriate disciplinary action. Depending on the nature of the misconduct, one or more of the following options will be exercised.

1. The student may be counseled and warned about their behavior.
2. The teacher may initiate telephone or letter contact with parent/guardian.
3. The student may be sent to a partner teacher for a time out.
4. The teacher may initiate a special conference with a parent/guardian and possibly administration.
5. The student may lose classroom privileges, recess, assembly, or other privileges.
6. The teacher may refer the student to the principal/designee for disciplinary action.
7. The principal/designee may initiate an Office Referral or personal contact with a parent/guardian. Students may be given consequences related to the misconduct.
8. Parents may be required by the principal/designee or teacher to attend class with their child.
9. The student may be suspended from school by the principal/designee.
10. The student may also be assigned to a suspension classroom maintained by the district.
11. The student may be referred to the School Attendance Review Board (SARB) by the principal/designee.
12. The student may be expelled from school by the Board of Education.

EMERGENCY PLAN

Castle View Elementary has a Disaster Preparedness Plan. It provides for the safety of children in a variety of emergencies. If a disaster occurs, we realize parents and children will want to be together. Until this can be safely accomplished, however, children will be cared for at school. The school will maintain strict accountability for the release of students and will have a process that includes a checkout procedure for student release to an adult listed as an emergency contact on the student data card. In the case of a Disaster, please proceed to the lower campus on Shaker Dr. This is where student checkout will occur. Please be prepared to provide picture identification.

Parents need to assist the school with this plan by providing accurate information on addresses, telephone numbers, baby-sitters, medical conditions, doctors, etc. Please notify the Office of any changes to your child's Emergency contacts. Parents coming on the campus during an emergency will need to strictly adhere to emergency procedures in effect.

HEALTH SERVICES

A district nurse is on call for emergencies only. When an accident or illness occurs at school, emergency treatment is given and the parent is notified. Since the school does not have facilities or staff to care for sick children, a child not well enough to participate in the classroom will be sent home. This is not only in the best interests of the ill child, but serves as a protection for other children as well. Parents should make prior arrangements for someone to transport and care for their child if such a situation arises. You are urged to see that the emergency section of the registration card is filled out and kept up to date. **Please notify the school immediately when your address or phone number has been changed.**

PEDICULOSIS (Head Lice): Students who have an infestation are excluded from school (California code, Title 5, Section 202) until the head is cleared of lice. Any questions regarding this program should be directed to the health clerk. If your child is excluded from school because of head lice, they must be accompanied by an adult while being checked in through the health office before they will be allowed to return to the classroom. The maximum number of days a child may be excused for pediculosis is 3-5 calendar days before the School Attendance Review Board is notified.

SMOG ALERT AND HIGH HEAT PROCEDURES: When Castle View Elementary is notified that a health advisory or smog alert exists, the staff will be notified. Staff members will inform their students of the health advisory or smog alert, advise them of the dangers, and take the necessary action to ensure the curtailment of student participation in strenuous play or exercise.

During high heat conditions, encourage your children to:

- wear light clothing
- limit their physical activity both indoors and outdoors
- remain in areas protected from the sun
- drink large amounts of liquid