

Chapman Hills Elementary School Student/Parent Handbook 2017-2018 Jana Saenz, Principal

Please review the student parent handbook located on our school website with your child. www.orangeusd.org/chapman_hills

Yes, I have read and reviewed the school handbook with my child for the 2017-2018 school year.

Student's Name

Student's signature

Parent's signature

I need a hard copy of the student handbook. Please send a copy home with my student.

Chapman Hills Elementary School Student/Parent Handbook 2017-2018 Jana Saenz, Principal

Refer to this handbook as a handy reference throughout the year.

Remember our motto:

Bobcats ROAR

Respectful Organized Appropriate Attitude **R**esponsible



PLESE NOTE OUR MODIFIED SCHEDULE SCHOOL HOURS. EVERY WEDNESDAY IS A MODIFIED DAY.

SCHOOL HOURS:

Office – 7:30- 4:00 Library – 8:10-2:30

Primary Grades (K-3) Mon, Tues, Thur, Fri.

Kindergarten8:10 AM - 2:10 PMGrades 1-38:10 AM - 2:20 PM*Minimum day - noted on district calendar

8:10 AM - 12:30 PM

Intermediate Grades (4-6) Mon, Tues, Thur, Fri.Grades 4-68:10 AM – 2:30 PM*Minimum day – noted on district calendar8:10 AM – 12:30 PM

MODIFIED WEDNESDAY SCHEDULE: *Grades K-6 8:10-12:35

Chapman Hills' website: www.orangeusd.org/chapman_hills



Expectations to Ensure Success



Academic:

- Attend school every day Each day a student is absent, your child loses valuable learning experiences that cannot be made up through homework assignments.
- Be **on time** to school in the morning and leave promptly at the end of the day.
- If your child is tardy more 5 times in a trimester a letter will be sent home. If your child is tardy more 15 times during the school year your will be referred to SARB (School Attendance Review Board) at the District Office.
- Minimum days are clearly marked on the school calendar. Please pick up your child promptly to avoid undue stress.
- Protect the learning environment by following classroom rules
- Complete all assigned work on time
- Make homework a priority *Personal responsibility is a number one indicator to academic success in college*
- Protect school materials
- Dress properly for school each day

HEALTH ATTENDANCE GUIDELINES



For ultimate success in school, our clinic staff feels students need to be at school and in the classroom. There are times; however, a student must stay home! A child that is sick cannot learn effectively and is unable to participate in a meaningful way. Keep a sick child home prevents the spread of illness in the school community and allows the child opportunity to rest and recover. Please us the following guidelines when deciding if your child should attend school.

Fever:

Although an elevated temperature is not in itself an illness, it is a good indicator the body is fighting an illness or infection. Combined with other symptoms such as sore throat, nausea, or rash your child may have a contagious illness. Students with a temperature 100 F or greater should stay home until fever-free for 24 hours without the aid of a fever suppressing medication (e.g. Tylenol, Motrin, acetaminophen, ibuprofen).

Vomiting or Diarrhea: more than once in 24 hours

Many viruses and bacteria cause disease that involve vomiting and diarrhea. Students should be free of vomiting or diarrhea for 24 hours without the use of medication.



Behavioral Guidelines and Expectations:

Bobcat ROAR- Respectful, Organized, Appropriate Attitude and Responsible "PAWS"itive Praise – P Prepared A Act Safely W Work Together S Show Respect

- Show respect toward teachers, supervisors, adults, and peers.
- Keep hands, feet and objects to yourself at all times.
- Use only kind words.
- Refrain from deliberate injury to others and from dangerous play.
- Use only appropriate language no indecent language is permitted.
- Show respect toward school and private property.
- Bully Free School Zone
- Absolutely no weapons or "toy-style" weapons are allowed on campus at any time. These will result in suspension and possible expulsion.

Bullying Prevention:

Students are to treat each other with respect. Using kind words and being accepting of differences will help remind all of us that we are a community of unique individuals. If a student chooses to intimidate or disrespect another, they will be counseled by their teacher and parents will be contacted. Continuing problems will result in appropriate consequences being implemented by the principal and school district if necessary. School-wide assemblies will educate our students and staff with the goal of all students feeling safe and respected on our campus.

Before School:

- A. Students are to arrive **no earlier than 7:55 a.m**. Parents of students arriving before 7:55 will be contacted. Our school age care program provides before school care for a fee starting at 7:00 am.
- B. Students are to walk around the school building not through it.
- C. Students are to walk inside the gate upon arrival.

Parents are to say good-bye to students at the walk-though GATE

- D. Students are to walk bikes when on the school grounds. (Grades 4-6 only may ride bikes)
- E. Scooters and skateboards may **not** be ridden to school.
- F. Students are not to be inside the building before school unless it is a rainy day.
- G. Gate will be closed at 8:10 am

After School:

- A. Students are to leave campus in a safe manner as soon as they are dismissed (NO playing on equipment)
- B. Parents should promptly pick up their children as supervision ends ten minutes after the close of the school day.
- C. Students are not allowed or should not be told to wait at the lunch tables or anywhere other than the painted waiting area on the sidewalk.

Students are to exit the gate promptly and NOT play on the structures outside. Parents are asked to wait either in their cars or outside the GATE to pick up their student.

- D. Cars in the drop-off and pick-up lane **must** pull all the way forward to the white line. Students waiting to be picked-up will be in the painted "box" on the sidewalk at the top of the lane.
- E. Parents should clearly note minimum day schedules on their calendars at the beginning of the school year, as students become worried when not picked up on time.

<u>Rainy Day:</u>

- A. Students are to enter the Information Center and sit down in the appropriate area.
- B. Students may talk in whisper voices to neighbors.
- C. When the bell rings, students are to listen for and follow directions.

Recess:

A. Students and parents **are not** to be in a classroom/computer PODS without a teacher or other school personnel.

- B. Students are not to be in the Information Center unless permission has been given by the librarian. Students in the Information Center during recess/lunch must have a written pass.
- C. Students who need to finish work or study are to do so at the lunch tables.
- D. Students are to follow all playground and school rules and the direction of adults in charge.
- E. Students who forget play equipment, jackets or snacks may not enter classes.
- F. Snacks should be eaten at the lunch tables.

Lunch:

- A. Students going to the lunch line are to walk around the outside of the building, unless it is a rainy day.
- B. Students **<u>must</u>** sit at assigned classroom tables.
- C. Students are to wait quietly once the whistle is blown to be excused from the tables. They will not
- be dismissed until their trash has been picked up and thrown away.
- D. Food should only be eaten at the lunch tables no food on the playground.
- E. No soda or glass containers we encourage healthy snacks.

F. Parents MUST leave forgotten or dropped off lunches at the office in the forgotten items

basket. We will make sure that the student receives their lunch at their lunchtime. We want to protect and respect our instructional minutes with as few interruptions to the classroom as possible.

Dress Standards

- A. Students should wear clothing, jewelry and footwear that allow them to participate in games in addition, <u>do not draw attention away from the learning environment</u>.
 - Bare midriffs, spaghetti straps, short skirts and short-shorts are not appropriate clothing for school.
 - Tank tops on boys and girls should have a two inch width on the top of shoulders.
 - Hats on boys and girls are to be worn facing forward and for protection from the sun only. Hats are to be removed upon entering any building.
 - Pants are to fit at the waist and be size appropriate.
- B. Shoes are to be worn at all times and must be appropriate for all school activities. Sandals, backless shoes, open-toed shoes, high heels, platform shoes, and shoes with wheels are not appropriate footwear for school activities. Tennis shoes are highly recommended for everyday wear.
- E. Wearing make-up is not appropriate at elementary school level and not be worn.
- F. Logos on clothing must be appropriate for school wear and must not distract from the instructional program.

Students who choose to wear inappropriate clothing will be asked to phone their parent for a change of clothing. If a parent is not available to bring appropriate clothing, the school office will loan the student an appropriate replacement for the remainder of the day. The administration makes the final decisions on appropriateness of attire.

Parent Volunteers and Visitors:

- A. All visitors and volunteers **MUST** sign in at the office when arriving at school and wear a volunteer sticker at all times
- B. Visitors and volunteers must wear a sticker to identify them on campus. This is a safety issue.
- C. ALL VOLUNTEERS must fill out a volunteer Assistance Request form and Volunteer Emergency card and provide a copy of a government Issued ID. Volunteers MUST pre-arrange their volunteer time with the teacher or administration.
- D. When on campus, they must put their cell phones on vibrate and not use them while working in the classroom, with students, or on field trips.
- E. Siblings are not allowed in the classroom or while volunteering as this is a liability issue.
- F. Visitors are welcome at Chapman Hills. In order to limit disruptions to our instructional day, all classroom visits will be limited to 20 minutes in length and MUST be arranged through the administration ahead of time. The principal or principal designee may refuse to allow any visitor whose acts or presence is judged to be disruptive to the normal operation of the school threatens the health in addition, safety of students and staff, or causes property damage.

<u>Library:</u>

Library hours:

8:10-2:30 Monday, Tuesday, Thursday and Friday 8:10-12:35 Wednesday



Library & Textbook Charges:

Book Rebind Fee:	\$15.00
Graffiti:	\$3.00 per page (up to total book replacement cost)
Water damage major with mold:	Book Replacement Cost
Torn Pages:	\$3.00 per page (up to total book replacement cost)
Pages missing:	up to total book replacement cost
Barcode damaged or missing:	\$5.00
Cover Damage:	Minimum \$5.00 (up to total book replacement cost)
Lost Library Book:	Total book replacement cost
Lost Textbook:	Total book replacement cost

- 1. No refunds will be given for obsolete books or books returned later than one year after the original due date.
- 2. Books purchased from an outside vendor by parents or students to replace lost books must be clean with no other school markings or stamps, including stickers to cover school stamps.
- 3. ALL students in grades 3rd-6th have their textbooks checked out to them. **They need to have a book cover on them at all times.**
- 4. Reading Counts quizzes **CANNOT be taken** before or after school in the library and/or PODS; the students are given time during class as well as during the weekly library time.

PHONES ON CAMPUS



Cell phones:

We discourage students from bringing cell phones to school, however, if they are brought, they must be turned off and kept in backpacks during the <u>entire</u> school day, including recesses. Cell phones may only be used in emergency situations identified by staff. Forgotten items from home are not considered emergencies. The school is NOT responsible for any lost or stolen cell phones. If students have cell phones out during the day, the staff will hold on to them until a parent is able to pick the phone up. *It is the parent's responsibility to be aware of and monitor what texts and phone calls your child makes from their cell phone*.

Use of Office Phones:

Office phones may be used for emergencies only. Responsibility issues will allow students to understand natural consequences for forgetting items.

The following are \underline{not} emergencies and students will not be allowed to use the phone for these responsibility issues:

- Forgetting homework
- Forgetting musical instruments
- Making after school play dates

BIRTHDAY RECOGNITION



We realize a child's birthday is very important. If you would like to send a birthday treat for sharing at school, please contact your child's teacher <u>at least one week in advance</u>. Birthday snacks may be distributed <u>during recess playtime</u>, but may not infringe on instructional time. Items that are easy to pass out may be sent, including cupcakes or cookies. Please DO NOT SEND birthday cakes (we cannot cut them.) <u>Balloons</u> or flowers will not be delivered to class, as they are a distraction to the educational day. Birthday party invitations may not be passed out at school.

PARKING SAFETY



Drop-offs and Pick-ups at school – Our children's safety is a top priority!

Please read the following to help us make our school a safer place for children and parents.

<u>USE OF CELL PHONES WHILE DRIVING IN THE PARKING LOT IS DISCOURAGED AS IT</u> <u>DISTRACTS FULL ATTENTION FROM OUR CHILDREN!</u>

- Please follow all posted signs
- Speed limits are **5 mph**
- The right curbside lane is for pick-up and drop-off only. You <u>MAY NOT</u> park and leave your car in this lane at ANYTIME. <u>DO NOT</u> signal your child to run between cars to meet you. You must meet your child on the sidewalk and escort them through the parking lot via appropriately marked crosswalks.
- Teachers are on duty to see that students get safely to their cars. <u>Please follow their directions</u>.
- Please pull forward in the parking lot as far as possible before stopping, to allow cars to enter behind you. This allows more cars into the lot and decreased dangerous congestion in the intersection.
- Parking and leaving your car is permitted ONLY in designated parking spaces.
- <u>Pedestrians must use crosswalks or sidewalks around the school</u>. Do not cross with your child in the middle of our lot. Teachers monitor the crosswalks.
- Patience equates to safety for all. Remember that our children's safety is our number one priority!
- Our crossing guards will not supervise children while they wait for parents to arrive. They may only cross children. <u>Direct your child to wait for pick-up where the teacher is supervising.</u>
- If your primary aged student is waiting for an intermediate student to leave together, they must wait inside the side gate nearest the cafeteria for <u>their safe</u>ty and to <u>avoid classroom distractions</u>.
- If you are going to be late picking up your student, please call the office to let them know. Please do not tell your students to wait somewhere for you if you are going to be late.
- All students waiting for parents to pick them up are to wait by the crosswalk at the front of the school parking lot. There will be no picking up/dropping off at the kindergarten gate.

Classroom Reward System:



Each teacher uses his/her own system within the classroom. Reward systems are created with positive reinforcement as the basis for encouraging students to do their best.



General Recess Rules:



- Student must freeze when the first bell rings.
- Students should <u>walk</u> to line up after the teacher blows the whistle and be in line by the time the second bell rings do not wait for the last minute to use restrooms or get water.
- All adults and staff on campus should be treated with respect
- Students must follow game rules and treat each other kindly and with respect. Unkind or inappropriate language will not be tolerated.
- Students are to stay on the playground side of the yellow line during recess unless instructed otherwise by a teacher.
- Students may only enter the Information Center if they have a pass from the teacher. They many not return to their classrooms to get a pass from their teacher.



Below is our Bobcat Behavioral Matrix—please review with your child. BOBCATS ROAR!

LOCATION	Respectful	Organized	${f A}$ ppropriate Attitude	Responsible
Library	 Wait patiently Appropriate volume of voices Good listeners 	 Return books on time Use shelf markers correctly Re-shelf books 	 Use good manners Encourage others 	 Take Reading Counts tests during class library time Push in chairs when leaving tables Stay on task Go straight to the carpet for directions
Lunch Table Cafeteria	 Walking the yellow line Wait your turn in line if buying lunch Clean up after yourself 	 Bring lunch and all materials outside Stand in line Clean up after yourself 	 Appropriate noise level Follow supervisor's directions Have good manners Keep your hand and feet to yourself 	 Gather all trash Clean up after yourself Only eat your food don't share with friends
Playground/Recess	 Use appropriate language Be kind to others Be inclusive HFO (Hands, feet, objects) to yourself 	 Ensure playground balls put away Throw trash away Walk on the yellow line Eat snack at tables 	 Be a good sport Rock-Talk-or- Walk to solve problems 	 Walk the yellow line Must have library pass to enter the building Freeze and take a knee at first bell Walk to class when whistle is blown Use the restroom at recess
Hallway/ Pods	 Hands and Feet and Objects to yourself (HFO) Respect artwork and objects on walls Quiet voice— reminder this is a shared space 	 Walk with purpose Stay in line Keep up with the class Walk in correct direction Push in chairs when done using the computers Return keyboard to tray Return headphones to ensure they are not tangled Clean up trash 	 Smile or give a PAW Be courteous Follow all directions in line 	 Be responsible for yourself not others Keep hallways/POD clean Be a good example for others
Bathroom	 Use quiet voice Hands and feet to yourself (HFO) Respect other's privacy 	 Dispose of materials correctly Use time wisely Use restroom at recess or lunch 	 Be tidy Wait patiently Use a quiet voice 	 Wait your turn Flush Wash hands Use only what you need Report problems to adults
Assemblies	 Be a good listener Applaud politely Use performance etiquette 	 Enter/Exit in an orderly manner Wait calmly for dismissal 	 Keep hands feet and objects to myself Be an attentive audience member 	 Respond immediately to the quiet Bobcat signal Sit on your pockets so that others can see behind you Maintain personal space

Playground Warning Citations:

Occasionally a student may break a school rule-not follow the behavioral matrix above. When this happens a warning citation/pink, slip will be issued. Warning citations are to be taken home for a parent signature and returned to school. Typically, there are classroom consequences for receiving a warning citation as well. Students will be sent directly to the principal for fighting, possession of a weapon or look alike weapon, vandalism, disrespect to an adult, or any other serious behavior.

CONSEQUENCES:

First Offense: Second Offense: Third Offense: Fourth Offense: Warning (referral slip signed by parent Teacher consequence and parent contact Referral to principal Teacher/Parent/Principal conference

PLAYGROUND RULES



Play Areas:

A. Swings

- a. Count to 50 with each swing (one count each time forward).
- b. Swing in one direction towards the grass area. No twisting or flipping swings. No jumping off the swings.
- c. Unless swinging, students are to be out of the sand area surrounding swings.

B. Bars

- a. No standing on tops of bars.
- b. Go in only one direction on ladder bars.
- c. One hand on bars at all times.
- d. No jumping off bars.

C. Grass Area (for the following sports) - NO TAG GAMES:

- a. Kickball
- b. Soccer
- c. Running
- Inappropriate or unsafe play will result in loss of the game.

D. Handball Courts

- a. Play only on ball walls, not on any building walls.
- b. No "Butts-Up" games or games where other students are "hit or pegged" by the ball.

E. Blacktop

a. No running/chase/tag.

F. Playground Apparatus

- a. No running/chase/tag on or around the playground apparatus.
- b. One person on the slide at a time, slides are for going down only-no climbing up the slide
- c. No climbing on the outside of the "big toy"

G. Restrooms

- a. Restrooms are to be used to go to the bathroom or wash hands only.
- b. Restrooms are to be left neat and tidy.
- c. No playing in or near the restrooms.
- d. After freeze bell at recess, outside restrooms may not be used.

H. Equipment from Home

a. No toys/games/balls should be brought to school.

SCHOOLWIDE INCENTIVES



One of the most important factors in a student's successful learning is their motivation to learn, how hard they will try, and how much effort they will put forth. The more a learner is interested and successful with learning, the more the process of learning will become its own reward.

As a school, we will demonstrate and expect these character traits from our students, staff and parents.

Each grade level will provide curriculum for the character traits. A Bobcat Award will be given out each trimester to the student that exhibits outstanding citizenship and models outstanding overall character for that trimester

The monthly character traits are listed below:

September-Friendship October-Cooperation November-Enthusiasm December-Self-Control January-Intentness February-Loyalty March-Initiative April-Skill May-Confidence June-Poise

"Paw"sitive Praise Tickets:

- Are awarded to students who put forth extra effort to help someone, demonstrate school pride, show kindness, model good citizenship, etc.
- May be distributed by any staff member.
- Student writes his/her name on ticket and keeps them in their desk at school until the next Bobcat Shopping day on Thursdays each week.
- The students will "shop" and select a prize from the menu list in their classroom. They will bring their tickets to the office on Bobcat shopping days during their lunchtime.
- Parents are encouraged to donate prizes.

Bobcat of the Trimester:

- Exemplifies strong moral character and citizenship
- Student is awarded the Bobcat certificate at the Bobcat Award Assembly

<u>Awards</u>

Classroom teachers select students each trimester to receive awards in the areas of academics, citizenship, initiative and the Bobcat award all given at the Bobcat Assembly towards the end of each trimester.

Bobcat Bucks - Each grade level has developed their own system for awarding Bobcat Bucks based upon **academic achievement**. Bobcat bucks are turned into the office. Each Friday student's names will be drawn and those students will be recognized Students receive coupons/certificates redeemable at local area businesses

• ACADEMIC WORK MUST BE OUTSTANDING IN COMPARISON TO THE CHILD'S OWN PREVIOUS WORK.

- Work is neat, legible and accurate.
- Work demonstrates originality in creative writing.
- Work shows perseverance of a difficult task.
- o Must be friendly and helpful and respectful to\others

<u>Perfect Attendance:</u> Students who do not miss a single day of school are rewarded with a special certificate and treat at the End-of-the-Year. This is a very significant milestone and does not go unnoticed.

Bobcat-of-the-Year Award-6th Grade: Several sixth grade students are selected by the entire staff and receive this very special award at Promotion. Students selected exhibit excellent academic, social, leadership and citizenship skills.

Presidential Academic Fitness Award - 6th Grade:

- *Gold:* Grade Point Average of 90% or higher for grades in all academic areas in 4th, 5th and 6th grade. At or Exceeding Standards in both ELA and Math on SBAC
- *Silver:* Outstanding Educational Growth, Improvement, or overcoming special obstacles (it is meant to encourage those who work hard and give their best effort in school.)

Reading Counts!:



In support of our focus on Reading Comprehension and literacy, we will continue to utilize the *Reading Counts!* Computerized comprehension program. We continue to expand our vast quiz base.

We have identified books in our Information Center that have corresponding quizzes and point values (dependent upon difficulty.) Students may take a quiz at school on our computers. Lists of available books can be found at school, on our website and at the local El Modena and Orange Branches of our public libraries. Students are to read the book independently. Parents should encourage their children to read and be available to listen to their child read aloud, when time permits! Grade levels have determined the following minimum expectations for their classroom students.

- Gr. 1 10 points (when ready)
- Gr. 2 25 points per trimester
- Gr. 3 35 points per trimester
- Gr. 4 and 5Students are to read a minimum of 3 books within 100 pts of their Lexile per trimester and take/pass an RC quiz for the booksGr. 6Students are expected to read 3 "Newbury Award" books within 100pts of their Lexile per trimester and take/pass an RC quiz for those books.

Reading Counts! Wall of Fame:

Students who earn the following number of points from our *Reading Counts!* reading comprehension program per **trimester** will have their name posted in the Information Center. The principal also visits each classroom to recognize the students who have made the Wall of Fame. This motivational program encourages all our students to reach their potential in reading.

- Gr. 1 15 points
- Gr. 2 30 points
- Gr. 3 45 points
- Gr. 4 45 points
- Gr. 5 50 points
- Gr. 6 60 points



Go Bobcats!