

CHAPMAN HEIGHTS ELEMENTARY SCHOOL



PARENT – STUDENT HANDBOOK 2015-2016

Chapman Heights Elementary School
33692 Cramer Road · Yucaipa, CA 92399
(909) 790-8080 · fax: (909) 797-3755

“Together We Can”

Cali Binks, District Superintendent
Andy Anderson, Principal

Chapman Heights Elementary School

2015-2016

Important Dates

Regular Day Schedule (Grades 1-5) 8:00AM to 2:20PM
 Minimum Day Schedule (Grades 1-5) 8:00AM to 12:10PM
 AM TK/ Kindergarten Regular Day Schedule 8:00AM to 11:35PM
 PM Kindergarten Regular Day Schedule 10:45AM to 2:20PM

- July. 27 PTSA Planning Meeting 4:00 p.m.
- Aug. 7 Class assignments mailed home
- Aug. 11 “Chill Out with the Chargers” Ice Cream Social Welcome (6:30 p.m.to 7:30 p.m.)
- Aug. 12 Kindergarten and Transitional Kindergarten Orientation at 8:30a.m., for AM and PM Kindergarten
- Aug. 13 First day of school: School Spirit Day! (Wear red, black and/or white colors)
- Aug. 14 Second day of school: Hats Rock! (Wear your favorite hat to school.)
- Aug. 14 PTSA meeting at 12:30 p.m. in the CHES Library
- Aug. 14 H.U.G.S. (Huge Undertakings Great Successes) assembly at 8:05 a.m. on the outdoor stage
- Aug. 19 Minimum Day for grades 1st-5th / Back to School Night at 6:30 p.m.
- Aug. 19 Back to School includes: CHES PTSA Welcome, opening remarks, teacher introductions at 6:30 p.m. Classroom visits at 6:45 p.m., 7:05 p.m., and 7:25 p.m.
- Aug. 21 “Hula Friday” (Wear colorful or Hawaiian clothing to school.)
- Aug. 21 H.U.G. S. 8:05 a.m.
- Aug. 24-Sept 4 PTSA Fall Fundraiser
- Aug. 25 Volunteer Meeting at 8:15 a.m. in the MPR
- Aug. 27 Picture Day by Lifetouch Studios
- Sept. 7 No School / Labor Day
- Sept 10 ELAC Meeting 6:30 p.m.
- Sept. 11 Minimum Day / Teacher Collaboration
- Sept 16 PTSA Executive Board meeting at 2:45 p.m. in the CHES Library
- Sept 24 PBIS Leadership Meeting 2:35 p.m.
- Sept 25 HUGS assembly 8:05 a.m.
- Sept. 29-Oct.1 CELDT Testing
- Oct. 2 Minimum Day/Teacher Collaboration
- Oct. TBA PTSA Meeting 2:45 p.m.
- Oct. 20 Make-up Picture Day
- Oct. 26-30 Red Ribbon Week
- Nov. 5 End of the First Trimester
- Nov. 10 Minimum Day/ Teacher Collaboration
- Nov. 11 No School / Veterans Day Holiday observed
- Nov. 12-13 Minimum Days/ Assessments and Report Cards
- Nov. TBA PTSA Meeting 2:45 p.m.
- Nov. 16-20 Minimum Days/Parent-Teacher Conferences
 - Dismissal for Grades 1-5 at 12:10 p.m.
 - Kindergarten remains on their regular schedule
- Nov. 16-20 Fall Book Fair
- Nov. 23-27 No School / November Recess and Thanksgiving Holiday
- Nov. 30 School Resumes

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| Dec. TBA | PTSA Holiday Boutique opens |
| Dec. 5 | Saturday School |
| Dec. 10 | PBIS Leadership Meeting 2:35 p.m. |
| Dec. 10 | ELAC Meeting 6:30 p.m. |
| Dec. 11 | HUGS assembly 8:05 a.m. |
| Dec. 16 | PTSA Executive Board Meeting 2:45 p.m. |
| Dec. 18 | No School for students / Teacher Prep Day |
| Dec. 21-Jan.1 | No School / Winter Recess |
| Jan. 4 | No School /Teacher Prep Day |
| Jan. 5 | School Resumes |
| Jan. 6 | PTSA Meeting 2:45 p.m. |
| Jan. 9 | Saturday School |
| Jan 11-Feb 5 | Jump Rope for Heart |
| Jan. 15 | Minimum Day/Teacher Collaboration |
| Jan. 18 | No School / Dr. Martin Luther King Jr. Holiday observed |
| Jan. 20 | PTSA Executive Board meeting at 2:45 p.m. in the CHES Library |
| Jan. 21 | PBIS Leadership Meeting 2:35 p.m. |
| Jan. 27 | 100 th Day of School- Can Drive/Restaurant Night |
| Jan. 29 | HUGS assembly 8:05 a.m. |
| Jan. 30 | Saturday School |
| Feb. 5 | HUGS assembly 8:05 a.m. |
| Feb. 18 | CHES Science Fair |
| Feb. 20 | District Science Fair |
| Feb. TBA | Winter Music Concert (4 th and 5 th grade students) |
| Feb. 8 | No School / Abraham Lincoln's Birthday Observance |
| Feb. TBA | PTSA Meeting 2:45 p.m. |
| Feb. TBA | PTSA Val-O-Grams sale |
| Feb. 12 | HUGS assembly 8:05 a.m. |
| Feb. 15 | No School / President's Day Observance |
| Feb. 19 | Minimum Day/Teacher Collaboration |
| Feb. 19 | Spring Pictures |
| Feb. 20 | Saturday School |
| Feb. 23 | Spring Picture Day + class pictures |
| Feb. 25-26 | Minimum Days/Assessments -Dismissal for Grades 1-5 at 12:10 p.m. -Kindergarten remains on their regular schedule |
| Feb. 26 | End of Second Trimester |
| Feb. 26 | HUGS assembly 8:05 a.m. |
| March 1 | 2 nd Trimester Report Cards sent home w/ students |
| March 4 | HUGS assembly 8:05 a.m. |
| March TBA | PTSA Meeting 2:45 p.m. |
| March 10 | PBIS Leadership Meeting 2:35 p.m. |
| March 10 | ELAC Meeting 6:30 p.m. |
| March 11 | HUGS assembly 8:05 a.m. |
| March 12 | Saturday School |
| March 14-18 | Spring Book Fair |
| March 18 | HUGS assembly 8:05 a.m. |
| March 21-Apr.1 | No School / Spring Recess |
| April 4 | School Resumes |
| April 6 | PTSA Meeting 2:45 p.m. |
| April 4-8 | Fourth grade Tall Ships Week |
| April 8 | Minimum Day/Teacher Collaboration |

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| April 9 | Saturday School |
| April 15 | HUGS assembly 8:05 a.m. |
| April TBA | CAASPP Testing Begins |
| April 18-22 | Earth Week |
| April 22 | No School |
| April 29 | HUGS assembly 8:05 a.m. |
| April 29 | PTSA Spring Family Dance 6:30 p.m. |
| April 30 | Saturday School |
| May 2-6 | Staff Appreciation Week |
| May 4 | PTSA Meeting at 2:45 p.m. |
| May 6 | HUGS assembly 8:05 a.m. |
| May 12 | ELAC Meeting 6:30 p.m. |
| May TBA | Spring Sing |
| May TBA | Volunteer Dessert 1:15 p.m. |
| May 20 | CHES Talent Show |
| May 20 | HUGS assembly 8:05 a.m. |
| May 21 | Saturday School |
| May 27 | No School / District Holiday |
| May 30 | No School / Memorial Day Holiday |
| June 3 | Last HUGS assembly 8:05 a.m. (Celebrate 5 th Grade!) |
| June 6 | 5 th Graders vs. Staff Kickball Game 8:45 a.m. |
| June 6 | School Yearbooks distributed |
| June 6-8 | Minimum Days / Assessments -Dismissal for Grades 1-5 at 12:10 p.m. -Dismissal for all TK/Kindergarten at 11:35 a.m. |
| June 7 | 1 st grade/2 nd grade Recognition Assembly 8:30 a.m. |
| June 7 | 3 rd grade/4th Recognition Assembly 9:30 a.m. |
| June 7 | 5 th Grade Yearbook Signing Party |
| June 8 | Minimum Day / Last Day of School -Dismissal for Grades 1-5 at 12:10PM -Dismissal for all TK/Kindergarten at 11:35PM |
| June 8 | 5 th grade Promotion and Reception 8:45AM |
| June 8 | Report Cards sent home with students. |
| June 9 | No School / Teacher Prep Day |

SCHOOL MISSION, VISION and MOTTO

Our school staff **mission** statement at Chapman Heights Elementary is:

We are dedicated to working together to ensure that CHES is a productive community of life-long learners.

Our school **vision** is a set of beliefs we will embrace to support the mission of our school as well as our District's goals.

At Chapman Heights Elementary **we believe** it is essential to:

- * develop and maintain a safe, caring and respectful environment for all our school's stakeholders,
- * maintain a strong academic and instructional focus leading to high levels of student success,
- * have collaborative planning and collaborative decision-making taking place on a regular basis,
- * help our students clarify and solve problems, and through this process, come to understand the motives and needs behind their behavior,
- * believe that trust is the glue that holds teaching and learning together,

- * lead students in adventurous and rigorous learning, while learning to master the fear of failure,
- * help our students to experience some joy each day.

As a school community we will strive to help our students grow and develop academically and emotionally by emphasizing our *Six Charger Traits* inside and outside of the classroom. Our Charger Traits are:

Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship

Our school **motto** is, “*Together We Can*”. The Chapman Heights Elementary staff and I look forward to working together with parents to help our students have an exceptional 2015-2016 school year.

Sincerely,
Mr. Anderson, Principal

ACADEMICS

Homework

Homework is an extension of instruction in the classroom. It provides practice and further development of the concepts. Homework may be differentiated based upon a student's individual needs. Teachers will always provide guided practice in the classroom prior to these assignments being given. The following are general guidelines about weekly homework.

1. Time Guidelines:

When is there homework?

Homework is typically assigned Monday through Thursday evenings, though sometimes there may be homework over the weekend. Instances may occur when the time required to complete homework may exceed the typical time limit. These instances include research reports, science projects, etc...

How much homework is expected?

Kindergarten & First Grade = average of 30 minutes or less per night

Second & Third Grades = average of 30-60 minutes per night

Fourth and Fifth Grades = average of 60-90 minutes per night

2. Level of Involvement of Parents & Guardians:

Parents and guardians should provide a quiet place for their child to do homework that allows him or her to concentrate and focus. Students should have some supervision during homework time to ensure they are working and in the event they should have questions or need assistance. Resources for completing homework include a dictionary, atlas, pencil, and paper. Other resources include crayons/colored pencils/markers, scissors, and glue. A computer also serves as a helpful tool.

3. Informing Parents & Guardians:

Homework Expectations - Students are expected to complete daily homework assignments the day it is assigned. Long-term projects may be assigned over the course of several days or weeks. If students are experiencing difficulty, the students should complete as much of the homework as possible. Parents/guardians are asked to add a note indicating there was difficulty with the work.

How Homework Relates to Student's Grades - Homework is a contributing factor in a student's grade. This factor varies from teacher to teacher. Assessments tend to carry more weight when calculating a final mark on the report card.

How Best to Help Your Children - Parents and guardians should communicate regularly with the teacher. In addition, parents and guardians should listen to their child read nightly, practice math facts to build speed and accuracy, and maintain and monitor a daily or weekly assignment sheet.

4. Techniques that will be Taught to Help Students:

Students will be assigned homework on a day-by-day or weekly basis. Teachers will establish how they pass out and collect the homework, and they will communicate these procedures to students and parents. Assignments will be collected, and feedback will be provided in a timely manner.

5. Resources Available to Students:

All students will have access to school resources including the library and the computer lab during the week according to the class' schedule as well as additional time if available. Class time will be given to answer questions about homework and for the student to practice with the guidance of the teacher. Each teacher is available to assist students with questions during the day throughout the school year. Parents and guardians may contact the teacher to determine when the teacher might offer additional support, either before or after school, or during a break. Other programs that support students include Differentiated Instructional Time (DIT), various school interventions and enrichment opportunities, and Student Intervention Team (SIT) participation.

6. Coordination of Assignments:

Every effort will be made to coordinate long-term assignments and other special activities with the student's regular homework. Special activities that students may choose to participate in include the site "Family Nights", the district Science Fair, the PTA "Reflections" program, contests for various service groups, art activities, and more. Parents and guardians are encouraged to contact the teacher if their child is spending an excessive amount of time doing homework.

7. Extent That Homework Will Emphasize Independent Research, Reports, Special Reading, and Problem-Solving Activities

The classroom teacher will teach independent research skills when research is required for class work or for homework. These skills vary from class-to-class depending on the assignment and grade level standards. Teachers typically require students to read independently (with parent support if necessary) for ten to thirty minutes per night Monday through Thursday. Teachers use district adopted textbooks and supplemental materials to instruct grade level content standards to all students. Problem solving skills are taught and practiced at all grade levels.

8. Feedback from the Teacher:

All teachers will make every effort to provide students feedback in a timely manner. Results will be used to identify concepts and standards that need re-teaching and/or extension. Teachers regularly meet to plan instruction that is designed to meet the needs of each student in their classes.

Class Expectations

Teachers, as skilled, trained professionals, have established classroom rules to maintain an orderly learning environment. These rules are outlined for students at the beginning of the school year and are available upon request. Rules to ensure maximum learning include:

- Obeying promptly all the directions of teachers and any others in authority.
- Being diligent in study.
- Being kind and courteous to classmates and adults.
- Remaining in the classroom and at school until allowed to leave.
- Respecting the school facility by not chewing gum.
- Respecting the property of others.
- Observing good order by walking and talking softly in the corridors and avoiding horseplay.

Promotion

Students shall be promoted to the next grade level by meeting grade level standards per YCJUSD Board Policy/ Administrative Regulations.

Retention

As early as possible in the school year, the school shall identify students who are at risk of being retained. Identification of students will be in accordance with law, Board Policy, and Administrative Regulations. Criteria considered includes: report cards, grade-level assessments, state-mandated test results, school attendance, and other factors. An intervention team that includes an administrator, the teacher, and a parent or guardian shall review student data and determine an appropriate course of action. Retention is an action to assist the student to accelerate learning and achieve the promotion requirements established by the Board of Education.

Recognition

Each student is recognized as an individual who is special and valued for his or her contribution. Our school community recognizes the accomplishment of staff, parents, and students through: words of encouragement, personal notes, individual awards, classroom awards, and school-wide weekly H.U.G.S. celebrations. We hold end-of-the-year awards ceremonies recognizing students in a variety of areas that may include: academic achievement, outstanding and perfect attendance, community contributions, physical fitness, leadership, and more.

State-Mandated Testing

English proficiency exams are administered each fall to our identified English Learners. Students in grades 3rd-5th will be administered the California Assessment of Student Performance and Progress (CAASPP) online math and ELA tests in the spring of 2016. CAASPP testing should begin approximately the last week in April.

Attendance

The law requires that students attend school between the ages of six and eighteen years or until graduation from high school. It is, therefore, the responsibility of the parents or guardians to assure that their child is in attendance at school. When a student is absent, he or she misses class experiences that can never be duplicated. Success at school is based upon regular class attendance.

Legal, Valid, and Unexcused Absences & Truancies

There are only five specific reasons why an absence is considered excused. They are:

1. Illness
2. Medical and dental appointment absences
3. Family vacation absences where the district's independent study policy is appropriately applied
4. Other justifiable personal reasons, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a representative, and includes, but is not limited to:
 - An appearance in court
 - Observance of a holiday or ceremony of his or her religion
 - Attendance at religious retreats
5. A pupil shall also be excused from school when he or she is the custodial parent of a child who is ill or has a medical appointment during school hours.

With excused absences, school work may be made up in a reasonable time as determined by the policy of the teacher, usually one day for each day absent. Please allow at least 24 hours for homework to be provided.

All other absences are considered unexcused. School work may only be made up in these instances with approval of the teacher. An attendance letter is mailed home to students who have unacceptable attendance, which could be as soon as three unexcused absences or tardies.

Verification of Absences

Verification of absences needs to be made by the parent or guardian of the student within five days of the student's return to school. (In the event that a student misses school frequently, the parent or guardian may be asked to provide a note from a doctor or nurse practitioner.) A written verification should include:

1. Name of pupil
2. Date(s) of absence(s)
3. Cause of absence(s)
4. Name and signature of parent or guardian
5. Date verification was obtained
6. Identity of person obtaining or receiving the information

Truancy: Parent Notification

Parents will be notified if a student has been truant. This will occur by a combination of phone calls, letters from the school, and/or administrative contact. Parents will be informed that the student may be subject to school-assigned consequences. The following are considered trancies:

- Being absent from school without the knowledge and consent of the parent
- Leaving the school grounds during the day without permission
- Staying out of class without permission
- Tardy for more than thirty minutes without a valid excuse on three occasions

Referrals to the School Attendance Review Team (SART)

Students who have multiple trancies will be referred to the School Attendance Review Team (SART). SART is a panel consisting of representatives from the school and possibly the sheriff's department. A SART contract may be required when absences exceed ten days or if a student has a record of poor attendance in the prior school year. The objective is to ensure that the student attends school. SART may create a modified educational program for the student. The modification may include referral to the district's Student Attendance Review Board (SARB) for enrollment in the county or district community school, or other alternative programs.

Independent Study

In the event of an extended absence for reasons of personal business, family vacation, or other such circumstances, a student should obtain an Independent Study application from the attendance office at least 72 hours prior to the absence. The length of absence must be between five days and three weeks to be eligible.

Tardiness

Students in Grades 1-5 are expected to be in their classrooms by 8:00 a.m. Morning Kindergarten begins at 8:00 a.m., and afternoon Kindergarten starts at 10:45 a.m. Tardiness of even a few minutes is disruptive to the classroom. Important instructions, announcements, and directions for the day's activities take place during these first minutes. A parent-written valid excuse is required or the student will be considered tardy unexcused. Students habitually tardy to class may be assigned consequences.

Transferring to Another School

Please notify the office before your child's last day if your child is leaving the school. Students must pay all charges and fines and return all school property before checking out of school. Cumulative records and grades will be withheld until all school property is returned or charges and fines are paid.

Attendance Recovery / Saturday School

In order to improve the achievement of students who are absent and those students who may be behind in their school work, Chapman Heights Elementary plans to offer the Saturday Attendance Recovery Program (SOAR). Students who have one or more unexcused absence will receive letters inviting them to attend the program, which will take place once a month, on a Saturday, from 8:00 a.m. to 12:00 p.m. The time is spent working on standards-based assignments that match the child's grade level and/or work the student is currently missing. Though this is certainly not a replacement for the instruction that was missed in the classroom, it does reinforce the material that students are expected to know. Students benefit from the additional instruction. At the same time, the program allows students to earn back days that were missed and still qualify for perfect attendance awards.

Chapman Heights Attendance Awards

Increasing student learning is a goal at Chapman Heights Elementary. One way to increase student learning is to improve student attendance. Several incentive programs are in place at Chapman Heights to promote attendance. Each month, students with perfect attendance records for the month are recognized. Annual "zero absences" attendance awards for students who have attended each day of the school year, and "perfect" attendance awards for students who have not missed a minute of the school day, are presented their awards at the Recognition Programs at the end of the year. The "perfect" attendance award means that the student has not been absent, late, or left early the entire school year. We look forward to being able to offer attendance incentives this year to help increase student learning at Chapman Heights.

BEHAVIOR GUIDELINES

Discipline & General Rules

Discipline is a form of guidance administered in the best interest of the child. Self-discipline is our goal for all students. While the individual child is important, he or she must recognize his or her responsibility as a member of a larger group. The safety of all students is of primary importance to the school administration. The following general rules are for the safety and well-being of all students:

1. Do not arrive at school before 7:30 a.m. (unless attending Kid's Club or a school intervention class). There is no supervision before this time.
2. Always treat others, and their belongings, with respect, including school buildings and the grounds.
 1. Do not play in the restrooms. Keep the restrooms neat and clean.
 2. Pets are not to be brought to school.
 3. Playground equipment is to be used properly and according to the rules. Students are to sit in the swings. They should not swing sideways, and they should never jump from the swing. Students are expected to share playground equipment.
 4. Students are not permitted to play games that could lead to injury such as tackle football, wrestling, piggyback riding, or throwing objects at each other. Running on the blacktop is only allowed for certain activities.
 5. Balls are to be bounced only on the blacktop or the ball walls, not in hallways or against buildings.
 6. Students are not to bring hard baseballs or bats to school.
 7. Eat food in our designated lunch table areas only. Do not play with your food or throw it. Clean up your area when you are done by throwing away your own trash.
 8. When standing or walking in line (at lunch, after recess, when going to another room, etc...), keep hands, feet, and other objects to yourself. Do not push, shove, or crowd others around you. Respect other students' personal space
 9. Respect our school-wide "Quiet Zone" rules: have quiet hands, quiet walking and quiet talking.
 10. Respect our MPR expectations: 1) Always walk and never run in the MPR, 2) Keep your hands and feet to yourselves, 3) Only five students at a time inside the kitchen serving line area.

Dress Code

Students are expected to dress appropriately and in good taste. The following dress code has been adopted by the YCJUSD Board of Education on. An administrator or designee will determine if the student's attire is in violation of these guidelines:

- Shoes must be worn at all times. A substantial sole is required. Footwear with an enclosed toe and heel is highly encouraged.
- Clothing shall be sufficient to conceal undergarments at all times, including when the student is seated.
- Clothing that is sheer, see-through, fishnet, or form-fitting such that the shape, color or undergarments may be seen, including leotards or swimwear worn outside of the appropriate physical education class or extra-curricular activity are prohibited; tube tops, halter tops, spaghetti straps, off-the-shoulder, and/or any top or dress that reveals the midriff, breasts, shoulders, or back is prohibited. Shoulder straps on garments must be at least two inches in width.
- Pants may not fall more than two inches below the natural waistline.
- Skirts or shorts shorter than the student's fingertips when the student is standing are prohibited.

- Hats, caps, and other head coverings shall not be worn indoors unless there is a medical reason.
- Clothing, jewelry, or accessories with obscene statements or designs are prohibited.
- Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc...) shall be free of writing, pictures, or any other images that are crude, vulgar, profane, or sexually suggestive, or which bear drug, alcohol, or tobacco company advertising, promotions, and likenesses, are prohibited.
- Earrings, jewelry, or accessories that present a safety hazard to the wearer or others are prohibited.
- Sunglasses may be worn on campus outside of class. Prescription sunglasses may be worn in class only with a written explanation from an ophthalmologist or optometrist stating why clear or light-sensitive lenses cannot be worn.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by coloring that will rub off or drip when wet.

Unacceptable Behavior

The District's Elementary Disciplinary Action Chart and the district Procedure and Behavior Booklet define unacceptable behavior. Chapman Heights Elementary follows the state law in the suspension and recommendation for expulsion of any student who brings a firearm to school, knowingly brandishes or threatens any person with a weapon, participates in any fighting that inflicts serious bodily injury on another person, and sells or provides alcohol or other drugs at school in accordance with Board Policy 5131.7(a). Other examples of unacceptable behavior include:

- Selling candy or any other items on campus is in violation of Board Policy and Education Code 35291.5(a). This includes the trading of items of value.
- Causing or attempting to cause damage to school or personal property, including graffiti, is considered vandalism and in violation of Education Code 48900(f).
- Use or possession of any dangerous object (such as firecrackers, stink bombs, slingshot devices, lighters, and matches) and/or objects that look like a dangerous object is a violation of Penal Code 626 and Education Code 48915(a)(c).
- Using inappropriate language (such as profanity, teasing, and name-calling) or possessing inappropriate pictures or magazines are forbidden.
- Tape or digital recorders are not to be brought to school. Recording in classrooms without the teacher's permission is a violation of Education Code 51513.
- Electronic devices (including pocket pets, laser light pens, beepers, video games, and/or portable music players) may not be brought to school unless special, previous arrangements have been made with a teacher. Such items will be confiscated and must be picked up by a parent.
- Any item that could contribute to the disruption of the school environment will be confiscated and must be picked up by a parent. If a student uses such an item and causes a disruption, appropriate consequences will be assigned.

Consequences

Students who do not follow good conduct standards will be subject to the following:

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| • Verbal warning | • Time out |
| • Written notification to parents or guardians | • Referral to office |
| • SART Behavior Contract | • Phone call home |

- Detention at recess or after school
- Conference with teacher and parent/guardian
- Saturday School
- Suspension from school
- Placement in an Alternative Program
- CleanSWEEP citation (10-17 year olds)
- Community service at school
- Loss of school privileges
- Suspension from class
- Expulsion from school
- Financial restitution

The Yucaipa-Calimesa Joint Unified School District has adopted the State of California Education Code (currently Education Code sections 48900 et. seq.), as its policy regarding suspensions and expulsions. The Board has determined that it will not issue subpoenas as provided in current Education Code section 48918 (i)(1).

COMMUNICATION HOME / SCHOOL

Chapman Heights Website

The Chapman Heights website will continue to be updated regularly this year as a source of information about our school programs. The website can be reached at <http://ycjusd.chapmanheights.schoolfusion.us>. Parent and student resource pages will be added to provide you with information you may find very useful.

Global Connect Messaging

Recorded messages will be sent out regularly by the Principal to provide information about school events, special notices and calendar changes.

Principal's Newsletter

The newsletter, "The Charger Chronicle" will be published in August for the new school year, and can be downloaded and viewed on our school's website. The newsletter features important information regarding activities and general school information to be aware of. We consider it an essential part of home/school communication.

Parent-Teacher Conferences

Conferences with teachers should be scheduled before or after school and/or during the teacher's conference time. Formal parent-teacher conferences are available for all parents once a year in November at the end of the first trimester. Teachers may be reached by calling the school office or by e-mailing them directly.

Report Cards

Report cards are the teacher's formal notification about student learning, progress towards grade level standards and if a student is at possible risk of failing. Report cards are sent home after each trimester. Please contact your child's teacher immediately anytime you have concerns about your child's (children's) progress.

HEALTH SERVICES

Health Services

When an accident or illness occurs at school, basic first aid 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 may not remain at school. This is not only in the best interest of your 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 should arise. In addition, you are urged to see that the release card is filled out and kept up-to-date. **Please notify the school at once when your address or phone number has been changed.**

Regular Medication

Notwithstanding the provisions of Education Code 49423, any student who is required to take, during the regular school day, medication prescribed for him or her by a physician, may be assisted by the school's Health Assistant or other designated school personnel if the school district receives (1) a written statement from the physician detailing the method, amount, and time schedules by which the medication is to be taken, and (2) a written statement from the parent or guardian in the matters set forth in the physician's statement. All medication brought to school must be kept in the health office.

Immunizations

State law requires that all students be up-to-date on their immunizations before entering school each year. Please check that your child is current with his or her immunizations before the start of each school year. If you have any questions or concerns, please contact our school's Health Technician.

PARENT COMMITTEES

School Site Council

The School Site Council is a group of school staff and parents working together to oversee Chapman Heights Elementary School's "Single Plan for Student Achievement." This council also monitors activities to determine whether or not the plan is working for students. Five parents are elected to serve a two-year term on the School Site Council. In the event that one of our parents cannot serve their full term, we would need a replacement. If you are interested in being a member of the council, please contact the school. If necessary, elections will be held at the beginning of the school year. School Site Council typically meets once a month starting in October.

GATE

As in past years, our school will be providing testing for eligibility into Gifted and Talented Education (GATE). Parents will be notified when a GATE test date is determined. Due to drastic reductions in our state's education funding, our school sites did not have any GATE funding for GATE programs for the last three years. Chapman Heights Elementary School however, was able to continue to provide some

extra curricular GATE activities last year, and we look forward to providing more GATE opportunities of enrichment, challenge and extra curricular activity for our GATE students this year.

English Learner Advisory Committee (ELAC)

This is a committee of parents that meets at least two times a year to review the site's English Language Learner (ELL) program and to gather information from parents, staff, and students. ELL parents serve as members of this committee. A parent site representative from this committee represents Chapman Heights at the district level English Learner Advisory meetings.

Parent Teacher Student Association (PTSA)

The Chapman Heights Elementary School PTSA was officially "chartered" on June 11, 2008. Each month a "general" PTSA meeting is held after school in our library. Our general meetings each month are open to everyone, and we welcome your input and involvement. We have elected this year's officers, developed and adopted bylaws, and have begun to collect PTSA memberships for this school year. Our PTSA needs parent volunteers to help with school activities and other tasks. PTSA works together with teachers and administrators to provide students with a positive learning experience. PTSA fundraisers provide funds to pay for student body activities. The first PTSA meeting for the school year will likely be September , 2014 at 2:45 p.m., in our school's library. PTSA meetings are routinely scheduled on the second Wednesday of the month.

SAFETY

Closed Campus

Students may not leave campus during the school day without being signed out by their parent, guardian, or an adult authorized to do so on the student's Emergency Release Card.

Visiting the School

Adult visitors and/or volunteers are welcome and encouraged to visit their student's classroom after making prior arrangements with the teacher. A one-time visitor is not required to fill out a Megan's Law clearance. Please check in with the front office prior to visiting the classroom or the school grounds. Please contact the teacher the day before you wish to visit the class. Classroom instruction will not be interrupted to obtain approval to visit the classroom. The campus is closed to all student visitors from other schools.

Early Pick-Up

If you need to pick up your child before the end of the school day, please refer to the CHES Regular Day schedule and, if possible, plan to arrive at the office at the

conclusion of recess, instructional time, and/or lunch. Following this procedure allows fewer interruptions of class instruction.

Release Cards

Each year, on the first day of school, parents will receive a blank emergency release card. It is extremely important that emergency cards be filled out completely and returned to school. Emergency contacts and phone numbers are necessary so students are released only to an approved adult, and so the office has contacts to call in the event of an emergency. Please make it a point to update the emergency card if information changes during the school year.

Disaster Plans

Earthquakes, fires, and floods can strike without warning. In most instances, chances for survival are excellent if disaster planning is done ahead of time and individuals know how to act. Such an emergency may occur when school is in session. In that event, the school administrator or designee will determine if students shall be released or retained at school. The school staff will protect your student while at school the best they possibly can with the facilities available. In any event, the staff will remain with students until released. Please direct your student to remain at school until you arrive.

Dropping Off & Picking Up Students

Please enter the school's south parking lot off of Cramer Road to drop-off in the morning and to pick-up in the afternoon. When the driveway is open, please pull up as far forward as possible next to the curb on the right side. Do not park your car and leave it unattended. This reduces the free flow of traffic and causes a safety hazard. Please do not park where the curb is painted red. This area is for emergency vehicles. If you need to walk onto the campus or meet your child after school, please park on the street, or arrive early and park in a designated parking space. Your patience is appreciated as we work to maintain the safest systems for student drop-off and pick-up. You may also use the drop-off and pick-up area on the west side of the campus along Brandon Road. Our parking lot in front of the administration building is closed to entering and exiting vehicles from approximately 2:15 p.m. – 2:30 p.m., in order to provide safer conditions for our students at dismissal. Our parking lot in front of the Administration Office is also closed from 11:25-11:45 a.m., in order to provide safer conditions for our morning kindergarten dismissal. Thank you in advance for respecting the cautionary signs and crosswalks located near our campus and in our campus parking lots.

Personal Property & Valuable Items at School

Articles of value, jackets, book bags, and purses should be labeled. It is best not to bring anything of value, especially large amounts of money. The school is not responsible for any loss or damage. Valuable items such as hand-held video games, MP3 players, cameras, trading cards, recorders, jewelry, collectibles, headsets, radios,

skateboards, cell phones, or other personal mementos are to be left at home. As per Education Code 35213, the district is prohibited from reimbursing students for lost, destroyed, or damaged personal property brought by them onto school grounds. As a result, students bringing valuable property, such as iPods, cell phones, toys, cameras, musical instruments, expensive jewelry, collectibles, etc., onto school grounds do so at their own risk. For this reason, the district discourages students from bringing such items onto campus.

Cell Phones

Students are permitted to have a cell phone at school per Board Policy/Administrative Regulations, but it must be turned off during school hours. As indicated in the previous section, the school is not responsible for lost or damaged phones. Cell phones that cause a disruption to the educational environment will be confiscated and require parent pick-up. Our students are to keep their cell phone off until after school and students are outside the school gates. Students who violate the rules for cell phones may have their cell phone taken away by school staff, and parents will then in turn need to pick the phone up from the office. Students who use a cell phone that contributes to a school disruption will receive consequences and may forfeit their permission to bring a cell phone to school from that point forward.

STUDENT SUPPORT

Cafeteria

A hot, well-balanced lunch, including milk, is served for \$2.10. Pupils bringing lunches may purchase milk for 50 cents. Breakfast is served starting at 7:30 a.m. for \$1.25. The monthly “food pass” costs *approximately* \$36.00. Parents may also pay for their child’s meals by using www.myschoolbucks.com and depositing money directly into their child’s account. Free and reduced-price lunches are available for those who qualify and fill out the necessary application forms each year.

Phone Calls

The use of office phone should be for emergencies only. Arrangements to go home with a friend must be made before arriving at school. A phone is available on the front office counter for students to use with permission from their teacher or office staff.

Library

The Chapman Heights Elementary School library will be a learning and resource center where children are encouraged to check-out books and materials. The CHES librarian is one campus five days a week. Students may come to the library with their classes and there may be opportunities for students to visit the library before school and after school. Students learn responsibility by being held accountable for books checked out to them and by paying for any damaged or lost books.

Textbooks

Students will be held responsible for any lost or damaged books. It is imperative that students return the exact same book that was assigned to them at the start of the year. Periodic checks will take place throughout the year to assist students with keeping track of their assigned textbooks. Book fines are posted in the student's file and remain there until paid.

S.T.A.R.S.

The City of Yucaipa provides a before school (6:30 a.m. to 7:30 a.m.) and after school (2:20 p.m. to 6:00 p.m.) program on the CHES campus. S.T.A.R.S. provides children with activities that support literacy, homework assistance, and social and educational enrichment. For more information please contact the Yucaipa Community Center at 790-7460, or visit our campus for a parent information booklet and application. All student must pre-registered to attend S.T.A.R.S.

TRANSPORTATION

Due to the rising transportation costs and reduced state funding, there will be no busing provided to students in the Yucaipa-Calimesa Joint Unified School District again this school year. The only exception to this decision is if bus transportation is a documented service in an eligible student's Individual Education Program (IEP).

Bicycles

Students must follow these rules concerning bicycles:

- Bicycles must be parked in the school bike rack and be individually locked while placed in the bike rack
- Bicycles are not to be rode on school grounds; they are to be walked
- The school is not responsible for theft of parts or damage while bicycles are parked in the bike rack
- The school assumes no responsibility for any stolen or damaged bicycles
- Students are required by law to wear a safety helmet while riding bikes to and from school
- **Skateboards, scooters and roller blades/skates** are not to be ridden on campus either before or after school. Storage and security for these items is the concern. If brought to school, they must be stored away inside a backpack, in the classroom or locked at the bike rack. If this rule is violated at school, these items will be taken away by school staff and parents will have to personally retrieve them.

VOLUNTEERING

Teachers and the Chapman Heights' PTSA are always in need of volunteers to help in the classroom and work on various committees. The more volunteers we have, the better job we do helping students. Contact the school office or your child's teacher if you would like to volunteer. However, there are certain expectations required of someone who wishes to volunteer. These expectations are:

- Complete a **“Megan’s Law”** form and receive clearance if you wish to volunteer on a regular basis or for a field trip. These forms are available in the office or online at www.yucaipaschools.com
- Megan’s Law clearance must be renewed annually.
- Keep confidential any student or staff information observed while volunteering
- Dress appropriately, using the district dress code for students as a guide
- Do not distribute items to anyone unless authorized to do so by a teacher or an administrator
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CHAPERONES

The following rules must be adhered to by all potential chaperones for any school function (AR 6153)

- *Chaperones must be 21 years of age or older.
- *All chaperones must follow the YCJUSD dress code.
- * Chaperones shall not use, consume, or be under the influence of alcoholic beverages or controlled substance, or smoke at any time while accompanying and supervising students on a trip.
- *Chaperones shall refrain from using any vulgar, profane or abusive language when interacting with anyone throughout the trip.
- *Chaperones must act in socially, emotionally, and ethically appropriate ways at all times.
- *A violation of these rules will result in dismissal from chaperone duty or referral to law enforcement if necessary.

At Chapman Heights Elementary we have a tradition of thanking and celebrating our school volunteers with a Volunteer Dessert near the end of the school year. We plan to honor this year’s volunteers in a similar manner this May, in our multipurpose room.

Together We can celebrate students, parents, volunteers and staff for acts of... *Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship at our school this year!* Thank you for your involvement at our school!