

**POWAY UNIFIED SCHOOL DISTRICT
DEER CANYON ELEMENTARY SCHOOL**

A California Distinguished School

**HANDBOOK
FOR STUDENTS AND PARENTS**

2009 – 2010

13455 Russet Leaf Lane
Office: (858) 484-6064
Fax: (858) 538-9453
Absence Hotline: (858) 484-4876
E.S.S.: (858) 484-5972
Preschool: (858) 538-8863
Website: www.deercanyon.org

School Calendar 2009 – 2010

August 20 School Begins

September 7 Labor Day

November 16 – 20 Parent Conferences
(Minimum Day - No Late Start on Friday)

November 11 Veteran’s Day

November 23 – 27 Thanksgiving Recess

December 21 – January 1 Winter Break

January 18 Martin Luther King Day

February 15 - 19 District Recess

April 5 - 9 (Monday – Friday) Spring Break

May 31 Memorial Day

June 8 School Ends

Principal's Message

Deer Canyon Students and Parents:

I want to welcome you to Deer Canyon School and the 2009- 2010 school year.

Whether you are new to our school or continuing, this handbook has been prepared to give you a quick overview of our school. It contains pertinent information about Deer Canyon as well as our expectations for students and parents who are part of our school. Please take the time to review its contents and then save it for handy reference later.

The rules sections of this handbook are nothing more than common sense. The rules will be reviewed in our classrooms at the beginning of the year. If you would like clarification about any aspect of this handbook or the Deer Canyon policies please call me at (858) 484-6064.

I look forward to another wonderful school year and renewing acquaintances with returning families and getting to know those of you who are new to Deer Canyon.

Sincerely,

Terry Worthington, Principal
Deer Canyon Elementary School



Deer Canyon Elementary School Bell Schedule 2009 - 2010



Regular School Hours

ASD Preschool	M - F	8:30 a.m. - 1:30 p.m.
Kindergarten - 5 th Grade	M - Th	8:00 a.m. - 2:15 p.m.
	Friday	9:00 a.m. - 2:15 p.m.
Playground Opens	M- F	7:40 a.m.
1 st Bell	M - Th	7:55 a.m.

Running Club / AM Recess / Lunch

	<u>Running Club</u>	<u>Recess</u>	<u>Lunch</u>
Kindergarten		12:40 - 1:00 p.m.	11:15 - 11:55 a.m.
1st	10:00 - 10:05 a.m.	10:05 - 10:20 a.m.	11:25 - 12:05 p.m.
2nd	10:00 - 10:05 a.m.	10:05 - 10:20 a.m.	11:35 - 12:15 p.m.
3 rd	10:20 - 10:25 a.m.	10:25 - 10:40 a.m.	11:45 - 12:25 p.m.
4th	10:20 - 10:25 a.m.	10:25 - 10:40 a.m.	11:55 - 12:35 p.m.
5th	10:40 - 10:45 a.m.	10:45 - 11:00 a.m.	12:05 - 12:45 p.m.

Minimum Day Schedule (November 16th - 20th & June 8th)

	<u>Start</u>	<u>Recess</u>	<u>Lunch</u>	<u>End</u>
Kindergarten	8:00 a.m.		10:55 - 11:25 a.m.	11:30 a.m.
1st	8:00 a.m.	10:05 - 10:20 a.m.	11:00 - 11:30 a.m.	11:45 p.m.
2nd	8:00 a.m.	10:05 - 10:20 a.m.	11:00 - 11:30 a.m.	11:45 p.m.
3rd	8:00 a.m.	10:25 - 10:40 a.m.	11:05 - 11:35 a.m.	11:45 p.m.
4th	8:00 a.m.	10:25 - 10:40 a.m.	11:05 - 11:35 a.m.	11:45 p.m.
5th	8:00 a.m.	10:45 - 11:00 a.m.	11:10 - 11:40 a.m.	11:45 p.m.

Kindergarten first 14 days (August 20th - September 9th)

	<u>Start</u>	<u>Lunch</u>	<u>End</u>
M - Th	8:00 a.m.	10:55 - 11:25 a.m.	11:30 a.m.
F	9:00 a.m.	10:55 - 11:25 a.m.	11:30 a.m.

K - 5th Grade Minimum Days: November 16 - 20 & June 8 (Teacher Conferences & Last Day of School)

NOTE: Students may not remain at school following dismissal unless they are enrolled in ESS or enrichment classes.

SCHOOL OFFICE

The school office is open from 7:00 a.m. until 3:00 p.m. Monday through Friday, excluding holidays. Our doors are always open to parents; be sure to sign-in whenever visiting the school. The school phone number is: (858) 484-6064. Fax: (858) 538-9453.

VOLUNTEER PROGRAM (PTA)

The Deer Canyon volunteer program provides opportunities for parents and community members to help children, support teachers, and enrich lives. Volunteers can work directly with children or on a variety of other tasks or projects. Work can be done in classrooms or at home. All volunteers **must** provide evidence of a negative TB test to be verified by school office staff and volunteer screenings are based on level of involvement. Also, a Level I-Volunteer Application Megan's Law Background Check Form **must** be completed prior to volunteering. This form can be downloaded off the PUSD website or can be obtained in the school office.

TRAVELING TO AND FROM DEER CANYON

Children who walk to school should obey traffic rules. Use marked crosswalks wherever possible. If you must cross where you do not have any help, make sure it is safe to cross. Students approaching the school from the Calderon – Ellingham intersection are encouraged to cross with the aid of the Student Safety Patrol.

Drivers approaching school should slow down and use caution. Little people don't always behave predictably around traffic. The traffic along neighboring streets and the school driveways are heaviest on rainy days and in the minutes near the beginning and end of the school day. Please allow extra time and remember that driver courtesy goes hand in hand with driver safety.

CARS - CAR POOLS

Most accidents occur as students are entering or leaving the car. Parents should stop in an area that allows for maximum safety – along a curb and never while “double parked.” Discourage children from crossing through the parking lot except at crosswalks or when accompanied by an adult. Dropping off is permitted only in our loading and unloading zones. **Parking is not permitted along red curbs or in loading zones. Parking is permitted in our parking lot in designated spaces only.**

VEHICLE CODE

Private vehicles may not block school bus access. It is state law that drivers may not pass a bus with red lights flashing even in the loading zone of the school driveway. The driveway in front of the school is a Fire Lane and must be kept open at all times. Please note that the San Diego Police Department does enforce all traffic rules around schools and on school property. Your cooperation will keep students safe and is greatly appreciated.

BICYCLES

Students in grades 3-5 are permitted to ride bicycles to school. All students should be aware of and follow the law and a safe route to school in order to ride their bikes. **Helmets are required by state law.**

All bike riders must have signed permission slips turned in to the school office before bringing their bikes.

All bikes must be parked and locked securely at the bike rack.

All bicycles brought to school should have a San Diego city license.

The school is not responsible for damage or loss of bicycles.

Bicycles are never ridden on the school sidewalk, school parking lot, or on the playground. They must be walked to the bicycle rack area. "Walked" means the rider has dismounted and both feet are touching the pavement on the same side of the bike.

BRINGING THINGS TO SCHOOL

Gum is not permitted at school.

Playthings such as balls, marbles, cards, toys, radios, tape recorders, ipods, computer games, skateboards, rollerskates, roller shoes, rollerblades, etc. are not to be brought to school without prior teacher approval.

Weapons, including squirt guns, knives, air-powered guns (BB, pellet, paintball), and other dangerous objects, are not to be brought to school.

To avoid the many complications which may arise, there is to be no selling, trading, buying or giving away of items at school.

USE OF FACILITIES

Parents and youth group leaders wishing to use the school facilities, classrooms or playground areas must go to www.powayusd.com/requests to submit a facilities request or go to the Facilities Office at: 13626 Twin Peaks Rd. – Bldg. R, Poway, CA 92064 between the hours of 8:00 am – 3:30 pm, Monday through Friday. All facilities usage requires both school and district approval and may require a fee.

AFTER SCHOOL ENRICHMENT PROGRAM

A variety of activities and enrichment classes are offered each semester to Deer Canyon students. Classes are held after school on school grounds and a fee is charged for each class. Watch for flyers throughout the year announcing the course offerings.

EXTENDED STUDENT SERVICES (ESS)

Our ESS (extended day care) program is available before school beginning at 6:15 a.m. and again after school until 6:00 p.m. For additional information, please call (858) 484-5972 and ask the ESS Coordinator, Jennifer DeRosier.

PROGRESS REPORTS AND PARENT CONFERENCES

Progress Reports indicate achievement in relation to the PUSD academic exit standards for that grade level. Progress Reports are issued three times a year (November, March, and June), and parent conferences are scheduled this year in November. Parents requesting additional conferences are encouraged to contact their child's teacher for a convenient time to meet.

BACK-TO-SCHOOL NIGHT/OPEN HOUSE

A special night for parents to meet their child's teacher and learn about the curriculum will be held at the beginning of the school year. It is a time when teachers will explain their programs and expectations. Parents are encouraged to make babysitting arrangements on Back-To-School Night, Thursday Sept. 3rd.

Open House, Thursday, May 13th is a time for the entire family to attend. This will be a wonderful opportunity for students to share their work and what they have learned with their parents.

HOMEWORK POLICY

Teachers at Deer Canyon Elementary School assign homework in accordance with the Poway Unified School District Homework Policy. We believe homework should:

- Provide an opportunity to practice, reinforce or apply previously taught skills and knowledge
- Develop regular study habits
- Foster the ability to complete assignments independently

We also believe homework is the responsibility of the student and that parents can best support their children by monitoring completion of assignments, encouraging their efforts and providing an appropriate space and materials to study at home.

We expect that in the early grades direct parent involvement will be necessary. However as students enter grades two and three their independence with homework should be developing. We acknowledge that all students are different and some students will require more intensive help at home but their total time spent on homework should not exceed the time recommended for the grade level.

Homework will not be assigned on weekends or holidays. Long-term projects and homework packets are structured to allow students to complete them Monday through Thursday. Students may choose to complete homework on Fridays, weekends or holidays if it fits better with family schedules as long as it is completed by the due date.

The expectations for homework at Deer Canyon are as follows:

Grade	Approximate Daily Time	Guidelines
K	20 min.	Students should be read with by an adult daily for fifteen minutes with appropriately leveled readers supplied by the teacher. Complete Math home-links and other home activities as assigned.

1	30 min.	Students should be read with by an adult daily for twenty minutes with appropriately leveled readers supplied by the teacher. Writing, Math and other activities will be part of a weekly contract.
2	30 min.	Students should read independently twenty minutes a day. Math, Writing, Spelling and other activities will be part of a weekly contract.
3	40 min.	Students should read independently twenty-five minutes a day. Math, Language Arts, Science and Social Science activities will be assigned daily.
4 and 5	50-60 min.	Students should read independently thirty minutes a day. Other work will include Spelling, Math, Social Science, Science, Writing and long-term projects. Expectations for long-term assignments will be clearly communicated to students and parents. In addition students who participate in band will be assigned 30 minutes of practice nightly.

PUPIL ABSENCES

All absences from school must be accounted for by a telephone call, a note to the office, or direct contact with a parent. You may call our special “**ABSENCE HOT LINE**”, **484-4876**, any time day or night. Please include in your message your child’s first and last name, teacher name, date of the absence, reason for absence, and relationship to the student.

Should your child need to be absent for any reason other than illness, doctor/dental appointment, or funeral for 5 days or more, it is important that you request an Off Campus Independent Study Contract (OCIS). A contract changes the designation of the student’s absence from “Unexcused” to “Excused”. Please request the OCIS at least 5 days in advance.

Students absent for “religious holidays” will be allowed time to complete class assignments. Students absent from school due to a contagious disease may need to obtain a release from a physician, public health department, or our school health attendant before returning to school.

PUPIL TARDINESS

Students who are late must check in through the office before going to class. The Education Code specifies that any student who is tardy in excess of 30 minutes on each of more than three days, consecutive or non-consecutive, in one school year is truant and shall be reported to the District attendance official and a letter of truancy will be sent to the parents.

MEDICATION

Any pupil who is required to take medicine during the regular school day (prescribed for him/her by a physician) may be assisted by the health attendant or other designated school personnel if the school receives: (1) a written statement from the physician detailing the method, amount, and time schedules by which such medication is to be taken, and; 2) a written statement from the parent or guardian indicating your desire for the school to assist the pupil. Forms are available at the school office.

Over the counter medication (cough drops, aspirin, etc.) and herbal remedies are considered medicines and treated as a prescribed drug. This precaution is taken for the protection and safety of all students. **Students are NOT permitted to carry any medications to the school office or have them in their possession while at school. Medications must be brought to school by a parent or guardian in their original container and given to health office staff.**

PERMISSION FOR STUDENTS TO LEAVE SCHOOL

Once a student arrives at school, he/she may NOT leave the campus or playground during school hours without permission from the office.

SCHOOL VISITORS AND VOLUNTEERS

For the security of students and other safety reasons, all visitors to the school, including volunteers, must sign-in at the office. All visitors will be provided with identification badges to wear while on school grounds. Our gates will be closed from 8:30-2:00 p.m. each day requiring visitors to come to the office to sign in.

FIELD TRIP DRIVERS

Many classes use parent volunteer drivers for class field trips. If you would like to be considered, you must be prepared to provide a copy of your insurance declarations (NOT your proof of insurance card), a copy of your valid driver's license, have a current TB test and a Megan's Law clearance. The district requires insurance coverage as follows in order for you to transport any student other than your own: Bodily Injury – 100,000/300,000 per accident, Property Damage – 50,000 per accident and Medical Payments – 5,000 per individual.

DEER CANYON SCHOOL SITE COUNCIL (SSC)

The Deer Canyon School Site Council is made up of elected representatives of parents, teachers, and other school employees who meet once a month to plan and review school goals and programs. Parent representatives are elected by the parent community at large and serve a two-year term.

INVITATIONS

If students are planning to distribute party invitations to all or all of the same sex classmates, they may distribute them via classroom mailboxes. Students planning to invite only a few classmates should distribute invitations outside of the school setting. Birthday functions are not allowed to begin on campus at the end of a school day.

RUNNING CLUB

All 1st – 5th graders participate in the Running Club. The minimum level of participation is one half mile daily at the beginning of morning recess. Students can run before school, during recess and at lunch to earn their incentives.

UP-TO-DATE INFORMATION

Please keep your child's emergency information up-to-date in the school office. (i.e. parent work numbers, emergency numbers, etc.)

EMERGENCY INFORMATION

In case of an earthquake or other disaster, the staff will stay at school until the emergency is over and all children are safely returned to their parents. The staff has been trained in emergency procedures. We feel the safest place for children in an emergency during the school day is on the school campus, under supervision of trained personnel.

We will NOT release students in an emergency unless dismissal can be conducted with complete safety. A parent, guardian, or designee of the parent must sign the student out and a record will be kept of the time the child was taken and by whom.

The students will be practicing Duck, Cover, and Hold and Intruder exercises throughout the year.

FIRE DRILL

Once a month a fire drill will be held, at which time all students, teachers, volunteers, and other employees shall be required to leave the buildings. Children are to file out of their classroom silently and orderly in a single file line and walk to their assigned area.

The principal will dismiss classes to return to their classrooms, or the office will ring an "All Clear" bell.

The captain of the San Diego Fire Department may call a special fire drill at anytime to observe the conduct of students and teachers.

DUCK, COVER, AND HOLD DRILL

Duck, Cover, and Hold Drills will be held a minimum of four times each year. The intercom is used and a voice will say, "This is an alert."

In case of an earthquake, and you are inside the building, get under the desk or table. Drop to your knees and keep knees together. Clasp both hands firmly behind the head, covering the neck. Bury face in arms, protecting the head. Close eyes tightly. Stay in this position until instructed to leave. The instructions will depend upon circumstances and the extent of damage to buildings, and will come from an adult. If outside of a building during an earthquake, get clear of all buildings, sit down on the ground and remain there until further instructions are provided.

Parents who are on campus at the time of any safety drill are expected to follow all procedures.

DEER CANYON ELEMENTARY SCHOOL
STUDENT RIGHTS

- I HAVE A RIGHT TO BE HAPPY AND TREATED WITH RESPECT AT SCHOOL.
- I HAVE A RIGHT TO BECOME THE BEST PERSON I CAN BE.
- I HAVE A RIGHT TO LEARN.
- I HAVE A RIGHT TO BE SAFE AT SCHOOL.

These Rules, the “Deer Canyon Big Five”, will protect your Student Rights.

- 1. Follow directions and obey all adults at the school.**
Follow directions the first time given.
Take responsibility for your behavior and decisions.
- 2. Show respect and be courteous to everyone.**
Use names people prefer.
Courtesy titles for adults (Mr., Mrs., Miss).
No name-calling, put-downs, or other inappropriate language.
- 3. Respect school property and personal property of others.**
Use materials and supplies carefully.
Treat other people’s things as you would like them to treat yours.
- 4. Walk at all times (playground games excepted) and remain in assigned areas.**
Stop games and line up when the bell rings.
Have permission and use restrooms and drinking fountains appropriately.
- 5. Keep hands, feet, and other objects to yourself.**
Hitting, physical horseplay, or bothering others is not acceptable.
All students have the right to be safe at school.

CLASSROOM PROGRAMS

Each classroom teacher provides a variety of rewards and incentives for reinforcing appropriate classroom and playground behavior. Repeated or serious violations of classroom, playground, or school rules can result in a referral to the principal.

CHARACTER COUNTS

Deer Canyon students learn to embrace the six pillars of good character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. There are a number of school wide and classroom activities planned to reinforce the importance of being a kid for character. Pillar Fridays are held at the end of each character unit, and students wear the color associated with the character they’ve studied. A Character Counts Family Night is also planned each year.

GENERAL PLAYGROUND RULES

The following rules apply specifically to the playground:

When the bell rings, stop playing and walk to your line. Remain in the designated playground area for your grade level during recesses and lunchtime.

No rough or unsafe play (i.e. tackle football, bump basketball, piling-on, crack-the-whip, piggy back, tag). Use the playground equipment as it was designed to be used.

It is not acceptable to save a student's place in line. Once you are in line, you must remain there in order to keep your place.

Lunch boxes or backpacks are to be placed in their usual line-up area during lunch recess.

The playground is to be shared by everyone. Except under special circumstances determined by the playground supervisors, there are no closed games.

The restrooms are not to be used for hiding or playing. They are to be left as clean as possible. The drinking fountains to be used for drinking, not squirting or playing.

Traveling Bars: Start from one end only. Begin crossing when the person before you is halfway across the bars. Do not sit, stand or climb on top of the bars.

Slide: Only one person on the slide going down. Only one person on the ladder going up. Slide sitting down, feet first. Walking up the slide is not allowed.

Swings: Count to 60 and take your turn. (Forward and Backward = 1 count.) Swing straight – not twisting, no standing, no lying on the swings, no jumping off swings. You may not save swings.

LUNCHROOM RULES

1. Remain seated at the table for the first 15 minutes of the period.
2. Demonstrate appropriate lunchroom manners: reasonable voice volume, clean up any trash or mess, no throwing food or other objects.
3. Raise hand to signal when ready and wait to be dismissed by a lunch supervisor.

PLAYGROUND RULES

The Playground Supervisors will monitor appropriate behavior and enforce proper usage of the playground equipment.

In addition, each classroom will have a playground behavior plan. The teacher may refer students who repeatedly violate classroom or playground rules to the principal.

Noon supervisors may refer students to the principal if they engage in severe misbehavior on the playground during recess or lunch. Willful disrespect, fighting, profanity, physical or verbal abuse of others are examples of severe misbehavior that is never acceptable.

RAINY DAY /SEVERE WEATHER PROCEDURES

MORNING LINE-UP

In event of an early morning rain, students will line up under cover at their rooms or in the MPR. Classrooms may be open earlier than the usual time depending on the teacher's schedule and availability for supervision.

RAINY DAY RECESS

Recess times will remain the same during rainy days. An announcement will be made just before the first recess to inform everyone as to whether recess will be "Blacktop Only" or be in the MP room. If recess is in the MP room, only "quiet" activities (board games, doing homework, reading books, card games, etc.) will be permitted. If recess is "Blacktop Only," playground play is restricted to blacktop only. The grass areas, the swings, climbing structures, and halls are off limits for safety reasons.

RAINY DAY LUNCH

The rainy day lunch period is thirty minutes. All students will eat lunch in the covered lunch area or MP room. When finished eating, students will remain in the MP room for quiet activities and will be picked up by their teacher when lunch is over. Children may be allowed outside to play if the weather clears.

HARASSMENT

The District recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws as well as District Policy and Administrative Procedures.

The District is committed to providing students with an academic environment free from sexual harassment, and will not tolerate such conduct on the part of any District employee or student.

Any student with a complaint of sexual harassment should report it immediately to the principal who will implement the complaint process contained in Administrative Procedure 5.24.1, which is available at each school site. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints. The District will promptly and thoroughly investigate any complaints of sexual harassment and will take immediate action to resolve such complaints.

ACADEMIC HONESTY

In support of the District's Academic Honesty Policy 3.40, students are expected to demonstrate acts of honesty at all times.

Teachers and staff members will support and enforce all District rules of academic honesty and provide a learning environment that does not allow or tolerate dishonesty.

Any student who violates the rules of the Academic Honesty policy will be subject to disciplinary action.

DRESS CODE

Clothing should be neat, clean, and fit properly. Students may not dress in a manner that creates a safety hazard or that interferes with or distracts from the learning process. This includes, but is not limited to:

1. Blouses or shirts may not show the midriff even when the child is reaching. Straps narrower than 1", strapless or halter-tops will not be allowed
2. Hats and sunglasses may be worn outdoors only.
3. Appropriate shoes must be worn at all times. Beach shoes/flip-flops, open toe, and heelies (shoes with wheels) are not to be worn at school.
4. Pants must be tailored to the waist. Undergarments should not be visible.
5. Belts may not hang down and must be tucked into the belt loops at all times.
6. Shorts, skirts, and dresses must be an appropriate length. When standing straight, the child's fingertips should not be lower than the hem.
7. Clothing, jewelry, book covers, backpacks or binders that mention tobacco, alcohol, drugs, profanity, obscenity, weapons, or violence are not permitted.
8. Attire including clothing, jewelry, and other accessories, which may be a safety hazard to the wearer or others, is not permitted (e.g. wallet chains, chain necklaces, body jewelry).
9. No makeup is permitted at school.