



To our amazing CVES students and families,

It is a pleasure to welcome you to Canyon View Elementary School! We look forward to spending a successful and fun school year with you. We are here to assist every student in becoming the best version of themselves, to become innovative and kind citizens and lifelong learners. At CVES, we believe in the village approach to shaping the future of our world. Working together, we can and will achieve more. Each of you belong at CVES and CVES belongs to you. We trust you to continue our tradition of respect, pride, kindness and learning.

The CVES handbook contains essential information for you and your family to review together. We are all responsible for our actions, so together let's start the year on the right foot. Therefore, we are asking parents and students to read the rules, follow them, and help other students to do the same. The staff is very proud of our students, and we are committed to providing a safe and warm learning environment.

We welcome you and encourage you to get connected to our school community.

In the best interest of each and every child,

Jill Halsey
Proud Principal

The Coyote Pledge & Agreement 2019-20

My parents and I have read and understand all of the standards and expectations to be a successful student at CVES.

- I promise to take care of myself.
- I promise to take care of my classmates.
- I promise to take care of my classroom.
- I promise to solve problems peacefully.
- I promise to not accept bad or negative behavior.
- When someone acts hurtfully, I will speak up.

I understand my responsibilities to myself, other students, school staff, our school and bus property and will maintain kind & productive behavior at Canyon View Elementary School. I will accept the consequences for any choices I make.

Student Signature _____ Grade: _____

Parent Signature _____ Date: _____

Teacher's Name: _____

PLEASE SIGN THE STUDENT PLEDGE AND RETURN TO YOUR TEACHER

SIX PILLARS OF CHARACTER- The Coyote Way

The Six Pillars of Character serve as the foundation for expected student behavior at Canyon View Elementary School.

1. **Trustworthiness:** Integrity, Honesty, Promise-keeping, Loyalty.
2. **Respect:** Living by the Golden Rule.
3. **Responsibility:** Don't blame others or make excuses for your actions and inactions.
4. **Fairness:** Decisions and actions that are morally right, honorable, and equitable.
5. **Caring:** Compassion, Kindness, and Empathy.
6. **Citizenship:** Do you share?

*If a student breaks a school rule, he/she may be given a Character Adjustment Ticket (C.A.T.). Each C.A.T. slip will be turned into the classroom teacher. The slip will be sent home for parent signature. Students receiving C.A.T. slips may also be referred to the principal.

Classroom & Assembly Expectations:

Be Respectful

- Raise your hand and wait to be called on
- Treat others the way you would like to be treated

Be Responsible

- Always try your best
- Complete classwork and homework

Show Citizenship "Be Ready"

- Be prepared
- Enter classroom quietly and ready to learn

Be Kind

- Compliment peers
- Share materials
- Care for personal and others' belongings

Library & Learning Space Expectations:

Be Respectful

- Use quiet voices
- Walk in and out quietly

Be Responsible

- Treat books and tools with care
- Return materials in the proper place and in time

Show Citizenship "Be Ready"

- Know your student number
- Listen and follow teacher directions
- No food or drink is allowed in the Library and Computer Lab

Be Kind

- Thank the librarian
- Help a neighbor who is having trouble
- *If a student loses a book, a bill will be sent to parents for the replacement cost

Lunch Table Expectations:

Be Respectful

- Listen to the supervisors
- Use quiet voices
- Eat your own food

Be Responsible

- Clean up after yourself
- Walk in the lunch area to the playground

Show Citizenship “Be Ready”

- Know your lunch number
- Stay seated while eating

Be Kind

- Make room for other students to sit
- Invite others to sit with you
- Thank cafe helpers

Walkway Expectations:

Be Respectful

- Walk quietly on sidewalks
- Wait quietly with your hands to yourself while outside the classroom

Be Responsible

- Hold on to your equipment and materials while walking

Show Citizenship “Be Ready”

- Line up quietly
- Stay with your class

Be Kind

- Smile when you pass someone
- Open the door when someone needs help

Playground Rules:

1. Show respect for staff who supervise the playground. When the bell rings, ***stop playing immediately and freeze***. When the whistle blows, walk to your line and wait quietly for your teacher.
2. No eating is allowed on the playground. Eating of snacks is allowed in the designated area near the end of each hallway leading to the playground. Do not eat in the hallways on the way to recess or lunch. ***Please throw your trash away properly.***
3. Balls should not be bounced against the building walls or bounced in hallways.
4. Balls are not allowed on the playground before school.

5. Soccer is to be played on the grassy areas only. No balls should be kicked on the blacktop area.
6. All games are open, no closed games.
7. Swings: Count to 30 and take your turn. (Forward and backward = 1 count.) Swing straight – do not twist.
8. Do not run between the swings while they are in motion.
9. Students are not allowed in the hallways, classrooms, or LRC after they have been dismissed for recess or lunch.
10. Slides are used sitting down, feet forward. No climbing up or blocking the slides.
11. Absolutely no standing on top of or jumping off of any apparatus or equipment.
12. No rough play of any sort.
13. Students may not bring balls and other playground items from home.
14. 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.
15. Cartwheels and other gymnastics cannot be done on the asphalt.
16. Playground safety is not limited to these rules. Students may be given a C.A.T. slip for any unsafe action, even if it is not mentioned in this handbook.

Important to Remember:

1. We have **do not allow name calling or inappropriate language**. Students who choose to name call or use inappropriate language may receive a character adjustment ticket (C.A.T.) and parents will be notified. This also includes inappropriate drawings or graffiti. Repeated infractions will result in a referral to the principal for consequences.
2. **Fighting is not allowed**. Students who choose to fight will be referred to the principal. Any physical contact such as slapping, shoving, biting or kicking may be considered fighting. Parents will be contacted immediately and student will receive an appropriate consequence.
3. **No throwing of rocks, sand or other objects**. Students who throw rocks or sand will be referred to the principal. Parents will be contacted and the student will receive an appropriate consequence.
4. **It is not acceptable to spit while at school**. Students who spit on anyone will be referred to the principal. Parents will be contacted and student will receive an appropriate consequence.

Bullying or Threatening Behaviors:

We are a Character Counts! school and promote Bucket Filling at all times.

Rude vs. Mean vs. Bullying

- Rude = Inadvertently saying or doing something that hurts someone else
- Mean = Purposefully saying or doing something to hurt someone once (or maybe twice)
- Bullying = Intentionally aggressive behavior that can take many forms (verbal, physical, social, emotional, and cyber-or any combination of these) repeated over time, that involves an imbalance of power

Any type of bullying or threatening of another student is not tolerated at Canyon View. If any student becomes involved in these behaviors, any of the following steps may be taken:

1. For minor infractions that are first occurrences, a warning may be given and/or the harassment brochure discussed with the student and parents.
2. The student may lose recess or other privileges and a parent conference held.
3. More serious incidents may result in the student being sent home from school or a formal suspension from school.

Academic Honesty:

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

1. 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.
2. Any student who violates the rules of the Academic Honesty Policy will be subject to disciplinary action.

Sexual Harassment:

The Poway Unified School District recognizes that harassment on the basis of sex or gender is a violation of Federal and State 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, student, or other person at school or at a school sponsored activity. Any person with a complaint of sexual harassment suffered by a student should implement the complaint process contained in the administrative procedures. For more information, please contact the Title IX/Equity Compliance Officer, Associate Superintendent of Personnel Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 092128-3406, 858-521-2800, extension 2761.

Dress for Success:

Students are expected to wear clothing and shoes appropriate for school. Please adhere to the following guidelines:

1. No clothing with inappropriate graphics/words.
2. No sagging/dragging pants are allowed.
3. Footwear must be safe: no shoes with wheels or flip-flops.
4. Closed toed shoes are strongly encouraged for student safety.
5. Hats may only be worn on the playground.
6. No midriff showing.
7. No shorts or skirts above mid-thigh.

Bringing Items to School:

1. Cell Phones: If your child brings a cell phone to school *it must remain in your child's school bag and turned off at all times from arrival on campus until after 2:05.* The school is not held responsible for the loss, theft or damage of cell phones. *NO videos or photos may be taken.
2. Electronic devices (iPads, Kindles, iPods, etc.) should only be brought to school with parent and teacher permission. They should remain in the classroom during recess and lunch and not be taken to the playground.
3. Playthings of any kind and electronic games and toys are not to be brought to school without teacher permission. Kendamas, fidget spinners, softballs, tennis balls, golf balls or other types of balls are also not allowed.
4. If ESS allows students to bring balls and other toys to school, they must stay in ESS.
5. There is a zero tolerance policy against bringing weapons (including toy weapons and squirt guns) knives and other dangerous objects, to school for any reason. This includes any item as part of a costume. If there is a question regarding an item, please see the principal.
6. Gum is not permitted at school.
7. Scooters, skateboards, roller skates, shoes with rollers or roller blades are not permitted at school.
8. There is to be no selling, trading, buying or giving away of items at school. This includes food items.

9. School Board Policy prohibits animals on campus or in classrooms. This includes family pets being brought in for show and tell.

Electronic Devices:

1. Students are allowed to bring in their own electronic devices at the discretion of the teacher and parents.
2. All devices must be used in an appropriate manner. Any inappropriate drawings, internet searches, etc. will be subject to disciplinary action.
3. Devices that are damaged will need to be replaced at the expense of the student/family.
4. Please be very careful when using any electronic devices on campus.

Homework & You:

The Canyon View teaching staff will follow PUSD Board Policy for homework guidelines. Students will listen to assigned homework and understand directions before leaving the classroom.

After School:

For safety reasons students must observe the following rules:

1. Students being picked up must wait patiently and watch for their parents.
2. Games in the front of the school are not allowed. This includes running around and throwing balls or other items in front of the MPR and in front of the school.
3. Students may not play on the grass areas or climb trees on campus. Please sit quietly on the grass or on the bench and wait for your parents.
4. Students may not stand or sit in the planters or in the area around the front door to the school.
5. Restrooms are available before, during and immediately after school. They are not play areas and students must leave the restroom area as quickly as possible. No game playing is allowed in the restrooms. Adult restrooms are for staff and volunteers only.

Telephone Use:

Due to the large number of students on our campus, we allow students to use the office telephone in emergency situations only, such as a missed carpool. Personal phone calls from the classroom for forgotten items, homework, instruments, etc. are up to the discretion of the teacher.

SAFETY

Visitors on Campus:

- During school hours parents and visitors **must sign in** at the office and put on a name tag before entering the school campus. When leaving, please exit through the front office and sign out.

Checking Students Out of School:

- Students must be checked out through the office. The person checking a student out of school must be listed on that student's emergency pick up list. Please be prepared to show I.D. if asked. You may not always be recognized by the office staff.

Going To and From School:

Do not drop your student off before 7:45 a.m., as the school does not provide supervision before that time.

1. Be sure to cross busy streets at the light or marked crosswalks only. When coming to or leaving school, students should stay on the sidewalk. Students must be accompanied by an adult when using the crosswalk in the school parking lot or walking in the parking lot.

2. For your safety and your child's safety, please do not encourage them to walk the crosswalk curb "balance beam" style.
3. The playground opens at 7:45 a.m., which is when supervision will begin daily.
4. When the 7:45 a.m. bell rings, students must walk to their classrooms to drop off books and backpacks, then proceed directly to the playground area where a teacher is on duty.
5. The bell rings at 8:00 a.m. Your child should be lined up on the playground with his class in order to begin school promptly at 8:05 a.m. Students who are late must check in through the office before going to class.
6. Once a student arrives at school, he/she must remain on campus unless he/she is checked out by a parent or other authorized adult.

A special reminder to parents: Please do not ask your child to get out of or approach your car unless you are pulled over to the curb. You are placing your child in danger if you ask them to cross in the lane of traffic. Use the crosswalk in front of the school. Please practice courteous driving habits in our parking lot. Drivers are also requested to not back into parking spaces (including handicapped spaces), as it disrupts the flow of traffic in our parking lot. As part of the Canyon View family, each and every one of us serves as role models for our students. The children learn from our actions!

Supervision is only provided for 15 minutes after dismissal (until 2:20 p.m.). Please be prompt in picking up your student.

Emergency Preparedness Drills:

Emergency preparedness drills will be held during the school year in accordance with California Education Code. Students must follow all CVES staff directions carefully during these practice exercises.

Retrieving Items from the Roof:

In accordance with district safety procedures, custodians, parents or students are not allowed to climb on to the roof to retrieve items (toys, balls, shoes, clothing) that are thrown up there. Periodically, a district employee whose job requires them to be on the roof (A/C technician, roofer, etc.) will retrieve these items during a routine facility check.

Parent Volunteers:



Background Check: In compliance with School Board Policy and California Law, Poway Unified School District must conduct a background clearance check for all District volunteers. Parents with children in more than one school will only have to submit paperwork for one clearance. Volunteers who are fingerprinted will only need to be fingerprinted once.

TB Test: A copy of a current TB test result must also be on file in the school office. TB testing can be done through your health care provided. TB tests are valid for four years.

Siblings: While we appreciate our volunteers and the time they give to our school, we ask that other arrangements be made for pre-school age children while you are volunteering on campus.

Volunteers must be processed and cleared before they will be allowed to work at the school. By Board Policy, there will be two levels of volunteers.

- Level I volunteers are those who work under direct supervision and in the presence of a teacher or district employee. The clearance for Level I volunteers will be done through the “Megan’s Law” database at the local sheriff’s department.
- Level II volunteers are those who may have the opportunity for significant unsupervised contact with students in the course of volunteering. Level II volunteers will be fingerprinted so that they may be cleared through the California Department of Justice. Please note that Level II volunteers will have to go to Livescan at the Poway Unified School District to be fingerprinted.

If you have any additional questions, please contact Lauri Mason in Personnel Support Services at 858-521-2800, ext. 2787.

Illness or Injury:

What To Do If You Are Injured Or Sick At School: Report to your teacher or the adult on playground duty. They will give you a referral to go the health office.

Medicine at School:

If the doctor gives you medicine which you need to take during the school day, your parents must bring an “Authorization for Medication Administration” form signed by your doctor to the health office, along with medication. This form is available in the school health office. Do not bring medicine to school. Your mom or dad must bring the medicine to the school for you. These rules apply to all over-the-counter medications as well (cough drops, Tylenol, etc.)

Bicycle Rules:

1. You must be in third grade or older to ride your bicycle to school.
2. Helmets must be worn at all times to and from school.
3. All bike riders must have signed permission slips turned into the school before bringing their bicycle to school. A new permission slip must be turned in each school year. Permission slips are available in the school office.
4. All bicycles should be parked and locked at the bike rack behind the lunch tables.
5. Students should never touch bicycles that do not belong to them.
6. Bicycle riders must obey the same rules that apply to cars when using the street.
7. Street bicycles are never ridden on the sidewalk or on the playground. They should be walked from the top of the hill along the sidewalk past ESS and into the bicycle area.

Food Brought to School for Special Occasions:

1. Because of safety and sanitation concerns, food prepared or stored in a private home may not be served to students on a school campus. If you or your child wishes to bring cupcakes, cookies or other treats to school, the food must be commercially prepared and packaged.
2. Parents should obtain teacher approval at least one day in advance before bringing cupcakes, cookies or other treats to school.

ADDITIONAL INFORMATION FOR PARENTS

Office Hours:

The school office is open from 7:30 a.m. until 3:30 p.m.

School Hours:

- Grade TK: 8:05- 12:15 p.m.
- Grade K: 8:05 a.m.-1:50p.m.
- Grade 1st-5th: 8:05 a.m. – 2:05 p.m.

Attendance:

Regular on time attendance is critical in ensuring student success in school.

It is imperative that your child be in school each day. Family trips should be scheduled to coincide with school holidays. When your child is absent, arrives late or is checked out early, he/she misses valuable classroom instruction. The school also loses funding each day that your child is out of school for any reason. If an emergency situation requires your child to be out of school for five or more consecutive days, you will be asked to sign a study contract. If possible please notify the office and your teacher at least ten (10) working days prior to your leaving. The study contract must be signed and dated by all parties before the absence. The student's teacher will prepare the study contract and provide materials and assignments for the student to complete while your child is absent. The contract is due back to the school on the day of your child's return.

Reporting Absences & Tardies:

If your child will be absent from school or will be arriving late, please call the school's ATTENDANCE HOTLINE ~ (858) 538-2094 or EMAIL cvesattendance@powayusd.com. Please leave the following information on the answering machine: Student's name, room number or teacher's name, reason for absence, and the relationship of the person calling. You can leave information on the attendance line 24 hours a day. **During the week**, it is important that you report the absence by 9:00 a.m.

Attending School Performances:

- Parents attending school performances need to sign in at the front door of the MPR and exit the assembly to the parking lot. You do not need to come to the school office to sign in.
- We discourage parents from taking children from educational setting to attend a sibling's school performance. All classes are invited to school assemblies of all appropriate programs presented for parents.

Delivering Messages to Students and Special Occasions:

- It is requested that personal messages to students be limited to emergency situations only. Calling the classrooms with messages for students is disruptive to the class, and we do not have the necessary staffing to be able to personally deliver messages.
- Flowers or balloon deliveries at school are disruptive to the classroom and are not permitted. If flowers or balloons do arrive for a student, they will be held in the office and the student may pick them up after school.
- Limousines are not allowed in the school parking lot.

School Lunches:

Students may either bring a lunch to school or purchase a lunch in the cafeteria.

- If your child brings a lunch, be sure to include only as much food as your child eats.
- Sharing of lunches is not allowed.
- Lunches should have the student's name and room number on the sack or lunch box. *Please put your child's name on "Lunchables".*

Hot lunches may be purchased at the school. Menus are available on the school and district websites. It is highly recommended that lunches are paid for in advance, either weekly or monthly. This prevents lost

lunch money and unhappy students. Prepayment envelopes are available in the school office. Checks should be made out to "PUSD Food and Nutrition". Include the child's first and last name in the lower left corner of the check. You may also purchase lunches online at www.powayusd.com/nutrition.

Students who pay in advance are entitled to as many lunches as have been prepaid. Students are notified when they are about to run out of prepaid lunches. Any unused money is rolled over to the next school year if they stay in PUSD or refunded upon request at the end of the year.

Cafeteria Prices:

- School Lunch (includes milk*) - \$3.25
- Additional, *same day* lunch (includes milk*) - \$3.75
- Juice (4 oz.) - \$.75
- Milk (1/2 Pint) - \$.75

*If your child is allergic to milk, a soy based substitute is available at no cost only.

We would like to thank you for your help with these procedures. If you have any questions or comments please feel free to ask the Food Services representative at Canyon View or call Food Services at 858-668-2570.

Lost and Found:

1. Students who find lost items on the school grounds should turn them into the office or to their teacher as soon as possible.
2. Clearly mark your name on clothing, lunches, and other belongings. In the event an item of clothing is lost, check the lost and found clothes rack located by the custodial office. Smaller, personal possessions will be kept in the lost and found drawer in the office.
3. All items in the Lost and Found will be donated at Thanksgiving, Winter Break, February Break, Spring Break and at the end of the school year. Efforts will be made to inform families of donation times during the year.

CVES Extended Student Services (ESS):

Canyon View Elementary provides an ESS program, which is a fee-based before and after school childcare program. ESS is open from 6:30 a.m. to 6:00 p.m. All students planning to participate in ESS must be registered at our ESS building. For information regarding registration, fees and availability please call or email our ESS Supervisor, Shelley Silva at 858- 484-7983, ssilva@powayusd.com

The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For more information, please contact the Title IX/Equity Compliance Officer, Associate Superintendent of Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406, 858-521-2800, extension 2761.