

# Del Obispo Elementary School 2015-2016 Family Handbook



Del Obispo Dragons Are:

Responsible  
Respectful  
Ready, Aware & There!

25591 Camino del Avion  
San Juan Capistrano, California 92675  
(949) 234-5905

<http://does.capousd.ca.schoolloop.com>

Sick Line: (949) 234-5970

Paul Kraft, Principal

Kelli Groves, ETAP

Jessica Comstock, ETAP

Lynette Hehn, ETAP

Carol Allen, ETAP

## **School Hours: Monday, Wednesday, Thursday and Friday**

GET TO SCHOOL ON TIME!

Early Bird Kindergarten: 7:45-11:38

Late Bird Kindergarten: 9:15-1:08

Grades 1-5: 7:45 – 2:05

### **"Early Out Tuesdays":**

Early and Late Bird Kindergarten: 7:45-11:38

Grade 1-5: 7:45- 12:50

**Parents: Please review this handbook with your child. Keep this handbook for referral, as needed, throughout the school year. Contact your child's teacher or the school office if you have any questions. Thank you for your time and assistance in making our school a safe and positive learning environment.**

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**CAPISTRANO UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Lynn Hatton-Hodson, President  
 Amy Hanacek, Vice President  
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 Ms. Kirsten Vital, Superintendent

last year's momentum as we work together to make the 2015-16 school year an incredible learning experience for every dragon. Please do not hesitate to contact the front office or your child's teacher with any questions you may have. I look forward to seeing you all this school year.

Sincerely,  
 Paul Kraft  
 Principal

**2015-2016 DEL OBISPO  
ELEMENTARY SCHOOL CALENDAR\***  
*\*Dates may change throughout the year. Be sure to check the calendar on our school website regularly.*

**DEL OBISPO  
ELEMENTARY SCHOOL**  
 25591 Camino del Avion  
 San Juan Capistrano, CA 92675  
 Phone: (949) 234-5905  
 FAX: (949) 488-3062  
 Absence Line: 234-5970  
<http://does.capousd.ca.schoolloop.com/>  
 Principal – Paul Kraft  
 Office Manager - Toni Robleto  
 Attendance Clerk – Myrna Hernandez  
 Bilingual Community Liaison- Delia Cruz

**SCHOOL HOURS**

**Grades 1 through 5:**  
 7:45 a.m. to 2:05 p.m. (M, W, Th, F)  
 7:45 a.m. – 12:50 p.m. (Tuesdays)

**Kindergarten:**  
 Early Birds - 7:45 a.m. to 11:38 a.m.  
 Late Birds - 9:15 a.m. to 1:08 p.m. (M, W, Th, F)  
 7:45 a.m. – 11:38 a.m. (Tuesdays)

**Parent Conference Days:**  
 Grades 1 through 5 - 7:45 a.m. to 12:15 p.m.  
 Kindergarten:  
 Early Birds: 7:45 a.m. – 11:20 a.m.  
 Late Birds: 8:40 a.m. – 12:15 p.m.

**First/Last day of School and Back to School Night:**  
 Grades 1 through 5 - 7:45 a.m. to 11:50 a.m.

**First Day of Kindergarten (August 25<sup>th</sup>, 2015)**  
 Early Bird 7:45 -8:58 a.m.  
 Late Bird 9:15-10:28 a.m.

August 24th	Teachers are announced (near 4:00)
August 25th	Opening Day of School
September 29	Back to School Night (Minimum Day -11:20 Dismissal for K; 11:50 Dismissal grades 1-5)
October 7	School Picture Day
October 14	Picture make-up Day
September-October TBD	CELDT Testing (English Learners)
October 23	Dragon Awards
November 11	Veterans' Day Observance (No School)
October 30th	End of First Reporting Period
November 3-4	Parent Conferences- (Minimum Day Schedule)
November 5-6	Parent Conferences- NO SCHOOL
November 23-27th	Thanksgiving Recess (No School)
TBD	Vision and Hearing (Grade K,2,5)
Dec. 21-Jan. 1	Winter Recess (No School)
January 4	School resumes
January 18	Dr. Martin Luther King, Jr. Day (No School)
February 9	Open House 6PM (early dismissal)
February 12, 15	Washington Day, Lincoln Day (No School)
February 17	Spring Picture Day
March 4	End of Second Reporting Period
March 4	Dragon Awards
March 7-11	Parent Conferences (Minimum Days Schedule)
April 4-8	Spring Recess (No School)
April 11	School Reopens - Students Return
April 18-20	5 <sup>th</sup> grade outdoor science camp
May~ TBD	CCSS Testing (Gr. 3-5)
May- TBD	Teacher Appreciation Week
May 30	Memorial Day (No School)
June 3	Dragon Awards
June TBD	PTA Carnival
June 9	End of Third Trimester
June 9	Last Day of School for Students

**WELCOME**

Hello Dragons, and welcome to Del Obispo Elementary School. Another fabulous school year is underway. Last year saw many positive changes to our great school, including additional technology, new programs, and the return of 5<sup>th</sup> grade outdoor science education. We will continue to build on

**DEL OBISPO ELEMENTARY SCHOOL  
POSITIVE BEHAVIOR SYSTEM**

***RESPONSIBILITY for yourself and your actions  
RESPECT for yourself, others and property  
READINESS to learn***

The teachers and staff members at Del Obispo Elementary School have high expectations for all students, both academically and behaviorally. Students at Del Obispo are expected to contribute to a safe, orderly and productive learning environment. Parents play an important role in supporting the expectations and standards of the school. All students are expected to follow the clear standards of behavior outlined in this handbook. Students will be held accountable for their conduct on the way to and from school as well as on campus. Del Obispo's POSITIVE BEHAVIOR SYSTEM has been designed to create a warm, friendly and positive school environment by encouraging all students to behave in a manner that will bring pride to themselves, their parents, their teachers and to Del Obispo Elementary School. By working together, we will provide a safe and well-disciplined school environment.

**STUDENT EXPECTATIONS**

Del Obispo students are expected to be:

- **Responsible**  
Students have the right and responsibility to be safe, kind and productive.
- **Respectful**  
Students are expected to be respectful towards people and property. Students should treat others as they would like to be treated.
- **Ready, Aware and There**  
Students are expected to be prepared for school, aware of their surroundings and in the right place at the right time.

These expectations apply to all areas of the school. Please refer to the Positive Behavior Matrix at the end of this handbook for descriptions of what these expectations look like in each area.

**ATTENDANCE**

To check your own attendance, log on to the parent portal at:  
<http://abi.capousd.org/pabi/>  
In order to get your unique password, contact our school office

**Regular and prompt attendance  
is expected of all students.**

Studies show there is a direct correlation between good school attendance and school achievement. To receive maximum benefit from classroom and instructional experiences, it is important that students report to school every day. If you find it necessary to keep your child out of school for reasons other

than illness, we encourage you to send your child to school for at least a portion of the day so that he/she will not be counted as absent. In addition to having your child not miss out on important school assignments, the school receives state funding only for students who actually attend school.

If your child is ill or will be out for any reason, please call our **24 hour Absence Line at 234-5970**. If you know that your child will miss school for a planned trip or family event for a minimum of 5 days, be sure to request an **Independent Study Contract** at least **3 days** in advance from the school office.

1. Parents of students who accumulate 5 or more tardies or absences during each reporting period (approximately 30 days) will receive an attendance letter reminding you of the absences during that month.
2. Parents of students who are frequently picked up after 2:20 p.m. (or 1:05 p.m. on Tuesdays) will receive a notice from the administration /front office.
3. Copies of these letters and notices may be placed in the student's school cumulative file.
4. The Principal will recommend a transfer back to the home school for any Open Enrollment student who is chronically tardy.
5. If a child is tardy, he/she must check in through the front office before being admitted to class. The gates near the morning assembly will be closed and locked immediately after the morning assembly. Students should go directly to the office in order to be admitted to class. Frequent tardies without a valid excuse is considered truancy under the law. Students with continued tardies and/or unexcused absences will be referred to the School Attendance Review Board (SARB) for disciplinary action. Del Obispo is part of the Gang Reduction and Intervention Program (GRIP) which will conduct truancy sweeps and interventions for those students and families who are continually absent, tardy, and/or truant. Truancy sweeps include but are not limited to visits from teachers, the principal, the district attorney, and/or the police.

***Students who arrive to the morning assembly after the 7:45 bell will be deemed tardy and will need to check in at the School Office for a tardy slip.***

**PERFECT ATTENDANCE**

Students who are present and punctual every day of the year will be recognized at the end of the year with a certificate.

**STUDENT ARRIVAL AT SCHOOL**

**Students should not be on campus prior to 7:30 a.m.** There is no supervision until that time. From 7:30 a.m. to 7:45 a.m., students in grades 1 through 5 should proceed directly to the blacktop, using crosswalks and appropriate walkways. Never ride bikes through the parking lot or the school campus. Playground equipment (handballs, tetherballs, big toy, other sports equipment, etc.) are not permitted before school. Teachers will meet their students in grades 1 - 5 at their designated line up locations on the blacktop for the Morning Assembly at the 7:45 a.m. bell. Kindergarten students are to proceed directly to the Kindergarten playground.

## SCHOOL BOUNDARIES

1. Do not loiter or play in the restrooms, near the drinking fountains or between and behind classroom buildings.
2. Do not climb on walls and planters.
3. Students are not permitted on hillsides at any time.
4. Playing on the field is permitted only during physical education activities and recess.
5. Students are to walk at all times on the blacktop and in hallways.
6. Students must have a note from a Student Supervisor to leave the playground to go to the office for any reason.
7. Students are not permitted to leave school unattended for any reason.

## CLASSROOM

1. Show respect and dignity toward yourself and others.
2. Always follow the teacher's directions the first time they are given.
3. Arrive on time in the morning and after recess.
4. Stay seated unless you have the teacher's permission to leave your desk.
5. Speak in class only with permission from the teacher.
6. Keep your hands, feet and comments to yourself.
7. Bring all necessary materials and homework to class each day.

**These general rules apply to all classrooms.  
Each teacher will have expectations  
for his or her classroom which must be followed.**

## LUNCH (Grades 1 - 5)

Your child will have a forty minute lunch period. All students are supervised by the administration and Student Supervisors employed by CUSD. Lunch times are as follows:

11:20 a.m. - 12:00 p.m. 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> Grades  
12:00 p.m. - 12:40 p.m. 4<sup>th</sup> & 5<sup>th</sup> Grades

All students are expected to comply with the following behavioral guidelines during lunch:

1. Students should use the restrooms and get a drink before being seated for lunch.
2. Be quiet and orderly in the lunch line and at the lunch tables.
3. Always follow the instructions of Student Supervisors.
4. Practice good table manners.
5. Sit properly with legs and feet under the table.
6. Never throw food or other objects.
7. Pick up all trash at your seat and around your assigned table.
8. When you finish eating, raise your hand, remain seated, and wait to be picked up by your teacher.
9. Put all trash in lunch area trash cans.

## FOOD SERVICE

Information is sent home early in the school year regarding free or reduced meals. Parents may also request an application for free or reduced meals at any time during the school year by contacting the school office. The regular price is \$2.50 for lunch. Pre-paid lunches may be purchased for 10 or more lunches. Students receive a 7 digit ID number to access their accounts. Children are encouraged to eat lunch from our cafeteria. The school meals are both delicious and nutritious. Parents may visit the school cafeteria and have lunch with their child. The adult lunch price is \$3.25. Please let your child's teacher know the day you plan to come so the cafeteria manager will be notified. Be sure to check in at the office when you arrive.

Please visit the food service website for the lunch menu:

<http://nutrition-capousd-ca.schoolloop.com/menus>

This website also has a link to deposit money electronically.

## RECESS (Grades K - 5)

Each day, first through third graders will have two recesses, and fourth and fifth graders will have one recess. You may want to provide a snack for your child to eat during the morning recess. Recess times are as follows:

9:40 a.m. - 10:00 a.m.	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Grades
10:00 am- 10:17 a.m.	4 <sup>th</sup> & 5 <sup>th</sup> Grades
10:20 a.m. -10:50 a.m.	Kinder
1:00 p.m. - 1:20 p.m.	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Grades

All students are expected to comply with the following behavioral guidelines:

1. Students are to use the restroom and get drinks during their recess.
2. Food is not allowed on the playground and must be eaten at the snack/lunch tables. Gum is not allowed. Trash must be discarded in trash cans. Recycling is encouraged.
3. Play only in designated areas; do not play in restrooms, lunch areas, quiet zones, near drinking fountains or on hillsides.
4. Always follow the instructions of Student Supervisors, teachers and administrators.
5. **Students must get permission from a teacher or Student Supervisor to leave the playground.**
6. Students may not remain in classrooms without teacher supervision. Prior permission, in writing, is required to help teachers during lunch and recess.
7. Play safely, without roughhousing or play fighting. Games may not include kicking, pushing, chasing, shoving or putting your hands on others.
8. Students are expected to play games by the "School Rules".
9. Fighting is not permitted.
10. Use only playground equipment (handballs, basketballs, etc.) provided by the school or your teacher.
11. Toys from home, which may be brought for sharing in the classroom as permitted by the teacher, are not allowed on the playground.
12. Use all equipment safely and for its intended purpose.

13. Jump ropes may be used for back and forth and overs only.
14. Do not bounce balls against the buildings.
15. Kicking balls is not allowed on the blacktop.
16. School games, such as tetherball, handball and foursquare, will not be “closed” to other students.
17. Chase or tag games are not permitted.
18. Football is not permitted unless supervised by a teacher during a P.E. period.
19. Students are not permitted to run through other students’ games. Keep equipment within the court area.
20. Do not stand, walk or play in or on planters. Students may sit on the planter or Big Toy box with feet on the blacktop.
21. Spitting and throwing rocks, sticks, dirt clods, etc. are not permitted.
22. The 5 minute warning bell is a signal to get drinks or use the restroom.
23. Walk in all quiet zones (corridors). Do not bounce balls or use a loud voice in quiet zones.
24. Never pick up, carry or swing another child.
25. Fields are reserved for organized games such as soccer, kickball or a physical fitness activity.
26. **Freeze** when the bell signals the end of recess. Hold all equipment. Walk quickly to line up locations **after** the Student Supervisors’ or teachers’ whistles are blown. Students are not permitted to get drinks or use the restroom after the whistle is blown.

**PLAYGROUND EQUIPMENT**

- Big Toy:** Only the grade level assigned may use the Big Toy
- |                            |                       |
|----------------------------|-----------------------|
| Primary AM Recess          | 3rd Grade             |
| Upper AM Recess            | 4th Grade             |
| Primary Lunch              | 2nd Grade             |
| 4 <sup>th</sup> /5th Lunch | 5th Grade             |
| Primary PM Recess          | 1 <sup>st</sup> Grade |
- Digging in and/or throwing wood chips is not permitted.
  - Go down using interior ladders and up using exterior ladders.
  - Two people are permitted on the climbing rock at a time, and only for going up.
  - One person may be on a slide at a time, and must be seated, with feet first.
  - Use the stairs on the Dragon.
  - Use the rings to go towards the school/Big Toy.
  - No P.E. equipment (balls, jump ropes, hula hoops, etc.) are permitted on the Big Toy.
  - Tag and other chasing games are not permitted around the Big Toy.
  - Do not jump off the Dragon.
  - No flips are permitted on the bars.
  - Nothing should be thrown near the Big Toy.

**Balls:** The primary purpose of the ball design takes precedence (e.g., basketballs for basketball). **Never** kick balls on blacktop at recess. At P.E., balls may be kicked only with teacher supervision.

**Never** hit the school building, lunch area or fences with a ball.  
**Nets/Hoops:** Never hang on volleyball nets or basketball hoops.  
**Slides:** Slide only in forward, sitting position. Line up at the bottom of the ladder.  
 Only one student at the top and one sliding at a time.

**RESTROOMS**

- Restrooms are to be used for their intended purpose only. The following activities are **not** permitted:
- playing in or near the restrooms
  - clogging the toilets/urinals (e.g., with paper)
  - writing on the walls or stalls
  - kicking or hitting the walls or stall doors
  - throwing paper wads on the walls or ceilings
  - putting anything on the mirrors
  - eating in the restrooms

**TRAFFIC & PARKING**

Establishing a smooth traffic flow is imperative, especially during the first weeks of school. Please remember the following:  
**Student Drop-Off and Pick-Up:** The lane closest to the school is for buses only. Please do not drive in this lane. The center lane is for dropping off and picking up students. If you need to come into the school, please park in a visitor spot; **DO NOT LEAVE YOUR VEHICLE UNATTENDED IN ANY LANE.** The far lane is for passing through only; please do not stop in this lane. During drop-off and pick-up times, a staff member will be on duty to direct traffic. Following directions from staff members will assist us in ensuring your child’s safety--our primary concern.  
**Kindergarten Parking:** Many Kindergarten parents like to walk their children to and pick them up from the classroom, especially at the 9:15 a.m. drop off time and 11:38 a.m. pick up, when there is no teacher supervision at the crosswalk. In order to accommodate these parents, **Special Parking Permits** will be issued to allow Kindergarten parents to park for **3 minutes** in the drop off lane at these two times of the day. **On Tuesdays, please make sure to not leave your vehicle unattended as Marco Forester starts school at 9:45.** Kindergarten parents will be issued a colored placard for their dashboards indicating the time and duration that they are allowed to leave their cars unattended in the drop off lane. **THIS PERMIT IS INVALID AT ANY OTHER TIME OF THE DAY or for more than 3 minutes.** At other times, parents wishing to leave their cars must park in a designated space or out on Camino del Avion.

**Staff Parking:** The lot closest to the field is designated for staff parking only. Please do not park in this area at any time. Parents and visitors may park in the spaces along the driveway.

## STUDENT DEPARTURE FROM SCHOOL

After being dismissed by their teachers, all students are to walk directly to their destination: front of school, bus, home, Boys' and Girls' Club, etc. Playing on school grounds or using playground equipment (e.g. big toy, handball courts) is not permitted after school. Students waiting to be picked up must wait inside the yellow lined area by the pick-up area. Students who take a bus to or from school are expected to comply with the following guidelines:

1. Playing is not permitted at the bus stops.
2. Remain seated, facing the front, when the bus is moving.
3. Always talk quietly and keep your head and hands inside the bus.
4. Eating, drinking, chewing gum and/or littering on the bus are not permitted.

Parents picking up children in the afternoons are asked to adhere strictly to the following **safety guidelines**:

1. Buses only may use the lane closest to the curb.
2. Children should be picked up by **2:15 p.m. on Mondays, Wednesdays, Thursdays and Fridays and 1:05 p.m. on Tuesdays.**
3. Use the center lane in front of the school for loading students.
4. Pull up as far as possible to allow for additional cars to enter from the street and remain in your car.
5. The pick-up area will be supervised. Please follow instructions from Del Obispo staff.
6. All children should leave school through the front entrance near the yellow box. Children should not exit through the back of campus near the playground.

## STUDENT EARLY DISMISSAL

If you are picking up a child before the end of the school day, please send a note to the teacher or call ahead. Sometimes students are engaged in activities outside their classrooms and it takes time to locate them. This should be done only in the case of emergencies, when the child is sick or has a doctor's appointment. A parent or guardian must come to the office and sign the student out. Students will be called to the office only after the parent or guardian arrives to minimize loss of learning time. **Children will only be released to those individuals listed on the emergency card and a photo ID may be required.** If special pick up arrangements are made with persons not listed on the card, please send a note to the school office. Do not go to the classroom to seek dismissal of your child. The teacher will not release your child without a call from the office. Any pertinent custody information should be brought to the attention of the teacher and principal immediately.

## PARENT TEACHER CONFERENCES

A conference with your child's teacher is your best means of learning how your child is performing in school. Teachers will schedule parent conferences in November and for struggling students in March. However, you may request a conference at any time during the year by writing a note to your child's teacher or calling the school.

## WEEKLY ENVELOPES

Every Thursday, school flyers and information will be sent home in a special envelope school wide. Parents should sign the envelope and return it to school with their child on Friday.

## REPORT CARDS

Report cards will be sent home three times per year in accordance with CUSD's reporting periods. Any student enrolled for at least 20 days of any one grading period is entitled to a report card. Individual notes, phone calls, or emails will be sent home on an as needed basis.

## TOBACCO

No tobacco is allowed on campus by anyone, including adults. We thank you for your compliance with this state policy which ensures a "smoke free" environment for all children.

## LOST AND FOUND

Each year, the Del Obispo staff finds numerous lost jackets, sweatshirts and lunch boxes. In order to return lost items to their rightful owners, please write your child's name in permanent ink on all personal items that are brought to school. (Toys and games should not be brought to school, unless requested by your child's teacher.) Clothing and lunch boxes found on the school grounds can be claimed at the lost and found cart, located outside room B5. Parents are welcome to examine this area at any time. Twice a year, unclaimed items are donated to charity. Small items, such as keys or sunglasses, are kept in the school office.

## BICYCLES (Grades 4 - 5)

Only students in grades 4 & 5 may ride bikes to school unless special arrangements are made with the Principal. **Students are not permitted to ride Razors (scooters), skateboards, roller blades or shoes with wheels in them to school.** Parents of 4<sup>th</sup> and 5<sup>th</sup> graders who will be riding a bike to school should complete a permission slip available from the

school office. If your child must ride a bike, please adhere to the following guidelines:

1. California law requires children to wear helmets while riding bicycles.
2. Bicycles must be walked, with both feet on the same side of the bike, in crosswalks and on the school grounds.
3. Double or tandem riding is prohibited.
4. Backpacks are encouraged to ensure two-handed riding.
5. Bicycles must be placed in bike racks immediately upon arrival, locked and left alone during the school day.

#### USE OF SCHOOL TELEPHONES/ CELLPHONES

**Please be sure to clear all after school plans with your child prior to leaving for school in the morning.** The office staff appreciates your assistance keeping messages to students to a minimum. We understand that emergencies can arise and are happy to help out in such cases. Daily requests for messages about lunch, homework, keys, transportation, etc. are time consuming and disruptive to the children in the classroom. **Students are not permitted to use the cell phone unless it is an emergency and they have received permission.** . Forgotten school supplies or homework will not be considered an emergency. Students will not be permitted to use the phone to make plans for after-school activities. Students must have a note from their teacher to use the telephone.

The School Board has permitted students to bring Cell Phones to school for safety reasons. Students are permitted to use them when traveling to school and going home from school. Once the student is on campus, **the cell phone needs to be turned off and put away. Cell phones are not to be in the possession of the students, including in the pockets, at any time. Cell phones which are being used / making noises due to calls/texts/alerts will be taken away. The student will be able to call his/her parent and let them know the cell phone was taken away. Cell phones will be only returned to the parent.**

#### ASSEMBLIES

Throughout the year, students will have an opportunity to attend assemblies in either our school library, outside, Marco Forster Middle School's MPR and/or the San Juan Community Center such as PTA sponsored performances, grade level shows and Student Recognition Assemblies. All students are expected to comply with the following guidelines:

1. Enter in a quiet and orderly manner.
2. Listen for information and instructions given by teachers, presenters and staff members.
3. Demonstrate courtesy and respect toward presenters and members of the audience.
4. Show approval and appreciation by appropriate applause. Whistling, booing and/or rude comments are not permitted.
5. Stay seated until given directions by a teacher.
6. Leave in a quiet and orderly manner.

#### VOLUNTEERS AND VISITORS TO THE SCHOOL

We encourage all parents to visit and take an active part in their child's education. To ensure student safety and provide uninterrupted instructional time, we ask that everyone comply with the following regulations:

1. On April 21, 2008, the Board of Trustees adopted a new policy (BP 1240) for volunteers. Volunteers who work regularly with students without the direct supervision of the teacher are required to have an appropriate criminal record check.
2. All visitors and volunteers must report to the school office upon arrival where they will be issued a name tag which identifies them as a legitimate visitor on campus.
3. The presence of unauthorized persons in and about the schools in our district is prohibited. Persons whose presence is unauthorized may be instructed to leave the school. Failure to comply will be reported to the appropriate law enforcement agency. This policy exists for the protection of our students.
4. If a child forgets something needed at school, please bring it to the office, not the classroom. We will see that your child receives the item at an appropriate time.
5. If you need to pick up your child early, come to the office and we will call for him/her. Please make sure to sign your student out at the office. Whenever possible, please send a note or call ahead.
6. Your child's teacher will be informing parents of any classroom volunteer needs within the first few weeks of school or during Back-to-School Night.

#### ANIMALS ON SCHOOL GROUNDS

**Pets are not allowed on school grounds.** Preventing pets from following students to school will reduce hazards for both the animal and children. Animals loose on school grounds will be turned over to the proper authorities. With the teacher's and principal's permission, pets may come for a short visit for Show-and-Tell if accompanied by a parent at all times. **Parents may not bring animals onto school grounds when dropping off their students and picking their students up.** Animals walking with their owners must be off school grounds.

#### CARE OF SCHOOL PROPERTY AND TEXTBOOKS

Students are responsible for the proper care of all books, computers, supplies and furniture supplied by the school. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the equipment. Textbooks are furnished to all students by the school. If textbooks are damaged or lost, students are required to pay for the loss or damage.

## INTERNET USE POLICY

The Capistrano Unified School District strongly believes in the educational value of electronic resources and their potential in supporting the curriculum and student learning. The District makes every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Students are personally responsible for reporting any misuse of the network to their teachers or school administrators. The use of their assigned accounts must be in support of educational research and with the educational goals and objectives of CUSD.

During the grade level lessons with the teacher, the guidelines of the internet and the safety at home of the internet is discussed.

**Internet use is a privilege, not a right, and inappropriate use will result in cancellation of the privilege.**

## FINANCIAL OBLIGATIONS

Students who owe money for lost or damaged books or school equipment must clear this obligation by the end of the school year. Any child with an outstanding obligation will not be allowed to participate in “year end” activities, and/or have report cards withheld until the debt is paid.

## FIELD TRIPS

Teachers may schedule field trips to enrich the curriculum. CUSD does not provide funds for field trips. To attend, a student must have written permission from the parent or legal guardian at least one day prior to the trip. No student will be excluded from a field trip for financial reasons. However, field trips may be canceled if sufficient funds are not collected. Participation in school sponsored trips is a privilege contingent upon demonstration of good citizenship and behavior. Parents will be notified in advance if a student is restricted from attending a specific field trip.

## HOMEWORK POLICY

Homework is given on a regular basis. Some common purposes of homework include practice of a learned skill, preparation for an upcoming topic of study, elaboration/extension of prior learning and completion of work missed due to absences. It may be assigned as written work, projects that need to be completed from that day or studying for an upcoming test. Except for projects, homework is usually not assigned on weekends.

**Responsibility for Completing Homework:** Students are responsible for writing down their assignments, completing them and turning the work in on the date due. Teachers will notify parents when students do not turn in assignments on a regular basis.

**To successfully complete homework, students should:**

1. Listen carefully to all directions regarding homework.
2. Ask questions if the assignment is not clear.
3. Take advantage of opportunities to begin assignments in class so the teacher is accessible if questions arise.
4. Record assignments in a homework notebook.
5. Take home all necessary materials.
6. Have a definite time and space for study, free from interruptions, and with appropriate working materials.
7. Budget time wisely.
8. Begin assignments promptly and turn them in when due.
9. Strive for best results rather than the minimum.
10. Take the initiative to make up missed assignments.
11. Work independently unless a group or family project is assigned.
12. Do their own work rather than copying work from another student or the Internet.

**To facilitate students' efforts, parents/guardians should:**

1. Provide a suitable place for study, free from distraction.
2. Encourage the student and offer suggestions, but insist that the student do his/her own work.
3. Participate eagerly in assignments that call for active parental involvement.
4. Check to see that homework assignments are completed.
5. Express interest in what the student is learning.
6. Assist in balancing homework with other activities.
7. Talk with teachers if assignments seem to cause students continuing problems.
8. Insist upon proper use and care of books and materials.

**Time on Homework:** A rule of thumb for the length of time a child should spend on homework is approximately 10 minutes for every year of school (example: 3<sup>rd</sup> grade = 30 min.) plus 10 minutes per day (e.g. a typical third grader would have 40 minutes of homework per day). If your child regularly requires a great deal more time than this to complete assignments, you should contact your child's teacher. If your child does not have homework or finishes early, it is always a good idea to spend time reading or reviewing math facts.

**Grading Homework:** Homework is taken into account in each child's evaluation. Failure to complete homework assignments on a regular basis will be reflected on student report cards.

## MAKE UP ASSIGNMENTS

If your child is absent from school for just one day, he/she may complete all assignments upon return. Please do not call for make-up work; your child's teacher will let your child know what work is to be done when he/she returns. If your child is

absent more than one day, you may request assignments. Please contact the school early in the day and the teacher will make a list of assignments and gather all necessary materials. You may then pick up the work in the office after 2:45 p.m. Our policy is that children have the same number of days they were out plus one to turn in all make-up work.

### TOYS AND SPORTS EQUIPMENT

Toys, trading cards, tape players, iPods, Gameboys, electronic devices, laser pointers, skateboards, rollerblades, Razors (scooters), etc. **are not to be brought to school for any reason** as they create a safety hazard and/or are distracting to students and these devices are easy to lose/be stolen. The school is not responsible for any toys which are lost/stolen while at school as this is not permitted. No student-owned toys or sports equipment, including, but not limited to balls and bats, are permitted on school grounds without special permission from the teacher for a P.E. activity. **If in doubt, ask!** A student who brings these items to school will have them taken away so that the parents may pick them up at the office at their convenience. They will not be given back to the students.

### CLASS PARTIES AND DEVIATIONS FROM THE NORMAL SCHOOL ROUTINE

CUSD Board Policy permits only two class parties each year; the Friday prior to Winter Break and the last day of school. In addition, culminating activities that require parental assistance are permitted at the discretion of the classroom teacher. Out of respect for students with allergies and dietary restrictions, parents are requested to refrain from bringing or sending treats to school. No unique celebrations are allowed, including limousine rides, clowns in the classroom, catered lunches, etc. If you are not sure if your plans would fall into this category, you must contact your child's teacher before proceeding. Any deviations from the normal school routine should be cleared by your child's teacher.

### DELIVERIES TO STUDENTS

Deliveries of packages, flowers, balloons, cards, etc. may not be made to students during class hours. Party invitations are not to be distributed at school unless the entire class is invited. Delivery of lunches, instruments etc. must be made to the school office. We will see that your child receives the item at an appropriate time.

### LIBRARY

The Del Obispo Library is open to all students during assigned times from 7:45 a.m. to 2:05 p.m. Monday, Wednesday, Thursday and Friday and 7:45 a.m. to 12:50 p.m. on Tuesday. The collection consists of newly selected books, and an on-line catalog information retrieval system. We encourage you to take advantage of our "Library Book Club" program; it

provides opportunities for parents to add a book to our library collection in honor of your child's special day. A book plate is placed in each "Library Book Club" acknowledging the donor.

### SALES ON CAMPUS

Only parent support groups (e.g. PTA), Associated Student Bodies (e.g. Student Council), and other eligible clubs and organizations may conduct sales on campus and then only with prior written approval. Students as individuals may not sell any items on campus.

### HEALTH OFFICE

Teacher discretion is used in sending students to the health office. Please remember that we do not have a nurse on campus. Our office staff will assess the situation, administer simple first aid, take temperatures, etc. If a child is sick or injured, we will call home. It is very important that all parents have arrangements in place for picking up their sick or injured child mid-day when the need arises.

**It is CUSD's policy NOT to administer aspirin, commercial drugs and/or prescription medications to students while at school.** The only exceptions involve special or serious problems where it is deemed absolutely necessary by a physician that medication is given during school hours. In order for any medication (including Tylenol, cough drops etc.) to be dispensed at school, an Administration of Medicine form, signed by both the physician and the parent, must be on file in the school office. A new form is required each school year. All medication will be kept by the office staff and given only with prior approval from a parent or guardian and with a note from the doctor.

### WEAPONS

CUSD Board Policy prohibits students from possessing weapons, replica weapons or dangerous instruments of any kind in school buildings, on school grounds or buses or at any school-related or school-sponsored activity away from school. Infractions may result in suspension or expulsion from school.

### DRESS CODE

Our district has a dress code ("Dress and Grooming Standards for Elementary School Students"), approved by the Capistrano Unified School District Board of Education, to help promote student safety. All students are expected to be neat, clean and appropriately dressed for all school activities. Students are encouraged to wear Del Obispo's School Spirit wear items, especially on Friday Spirit Days. Clothing and appearance should not distract from the instructional program. Please use good judgment. *If there is any doubt about the appropriateness of a specific article of clothing or hairstyle, please contact the school office in advance.* Note the following guidelines:

1. Shoes must be worn at all times. Open toed and/or backless shoes are not permitted.
2. Hats or other headgear, including kerchiefs, other than bicycle safety helmets, are not permitted, with the exception of a CUSD issued “bucket” hat which may be purchased from the school office. This hat may be worn only during outdoor times for the purpose of sun protection.
3. Revealing clothing is not permitted, including but not limited to bare midriffs and excessively short skirts and shorts.
4. Culottes, “jams” and walking shorts are acceptable, provided they fit properly.
5. Jogging shorts, cycling shorts, halter tops, “spaghetti straps” and swimwear are not permitted. All straps should be at least an inch in length for tanktops and shirts.
6. Articles of clothing which advertise or display symbols of drugs, tobacco products or alcoholic beverages are not permitted.
7. Clothing which displays obscene language or symbols is not permitted.
8. Emblems, insignia, badges or other symbols which unreasonably distract students or disrupt the operations of the school are prohibited.
9. Clothing which displays weapons, or replica weapons, are not allowed.
10. Extreme hair styles and colors (e.g. “Mohawks”, blue hair) which may distract from learning are not permitted.
11. Visible tattoos, temporary or permanent, are not permitted.
12. Students should not write on their own clothing or that of others.
13. In accordance with CUSD dress code policy, any combination of clothing which law enforcement agencies currently consider gang-related (this may change) and loose, baggy “skater” clothing is not permitted. Such clothing glorifies gangs, intimidates other children and is not conducive to a positive learning environment.
14. The dress code applies to all school days, including special “dress up” days. Specific exceptions (e.g. hats on “hat day”) will be announced in advance.

*The administration reserves the right to determine if items of clothing or a student's appearance are too revealing, distracting, etc. In the event of an infringement of the dress code, parents will be called to bring appropriate clothing.*

**REWARDS AND CONSEQUENCES**

All students are expected to comply with the behavioral guidelines outlined in this handbook. To assist in meeting Del Obispo’s high standards, the following system of rewards and consequences will be implemented.

**REWARDS**

**Student Character Recognition Assemblies:** Teachers select specific students from their class throughout the year to be honored at Del Obispo’s Award Assemblies. Parents will be

notified when/if their children are being recognized so they can attend. Students will receive a special certificate.

During the assemblies, the following character traits will be recognized:

Responsibility, Caring, Trustworthy, Respectful, Citizenship, and Fairness

**Dragon Dollar Awards:** Certificates will be distributed by staff members to students who exhibit good citizenship and/or responsible behavior. Students receiving Dragon Dollars may also win a variety of prizes, and will be recognized publically.

**Positive Parent Postcards & Phone Calls:** Teachers will contact parents/guardians regarding positive accomplishments of their children on a consistent basis.

**Miscellaneous Rewards:** Students can also receive a variety of other awards from their teachers and the administration for appropriate behavior and academic achievement throughout the school year.

**CONSEQUENCES**

For those students who make poor or inappropriate choices, one or more of the following consequences may be implemented:

**Examples of Level I Behaviors** - Running in hallways/lunch area, unsafe/rough play, littering, spitting, having electronic equipment at school, classroom disruptions, uncooperative behaviors, play fighting, out of assigned area, chewing gum, and put downs

**Level I Consequences** – Students who engage in Level I behaviors will be asked to identify the inappropriate behavior and describe the appropriate “replacement” behavior. Student may receive a mild consequence designed to discourage the inappropriate behavior from occurring in the future. Consequences for Level I behaviors may include, but are not limited to: verbal correction, loss of privileges, apology, assignment to a “red dot”, sent to buddy teacher, phone call home and campus cleanup.

**Examples of Level II Behaviors** – Chronic Level I behavior, cheating, and unexcused tardies

**Level II Consequences** – Students who engage in Level II behaviors will be asked to identify the inappropriate behavior and describe the appropriate “replacement” behavior. The incident will be documented by using an Incident Report Form. The teacher will also contact the parent. Consequences for Level II behaviors may include, but are not limited to: verbal correction, loss of privileges, apology, benching at recess, sent to buddy teacher, phone call home, behavior contract, clean up duty in lunch areas.

**Examples of Level III Behaviors** – Chronic Level II behavior, serious fighting, harassment, verbal abuse/profanity, stealing, fighting/assault/physical aggression, vandalism, possession of a weapon, intimidation/verbal threats, and disrespect towards adults

**THE ROLE OF THE DEL OBISPO  
SCHOOL SITE COUNCIL  
(SCHOOL IMPROVEMENT COMMITTEE)**

**Level III Consequences** – Students who engage in Level III behaviors will be referred to an administrator for immediate corrective action. The administrator will issue appropriate consequences and facilitate corrective action designed to help the student improve his/her school behavior. Parents will be contacted. Consequences for Level III behaviors may include, but are not limited to: suspension from school, in-house suspension, restitution, behavior contract, and loss of privileges.

*Note: This description of behaviors and consequences is intended as a guideline. Teacher discretion and judgment will be a primary factor in determining consequences.*

**Bullying**

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation and bullying. The District’s policies are available on the CUSD website and in the school office. The District prohibits bullying as defined in Education Code 48900(r) including, but not limited to, discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220, which are disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Acts of discrimination, harassment, intimidation or bullying should be brought to the attention of the principal. A complaint may be made anonymously in our bully box. If there is sufficient corroborating information, an investigation will be initiated. Complaints will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate. Students who violate the District’s policies on discrimination, harassment, intimidation and bullying may be subject to discipline, including suspension and expulsion.

**In House or Out of School Student Suspensions** will be administered to students who have been fighting, stealing or for other severe behavioral infractions. The loss of school privileges will be determined on an individual basis. Parents/guardians will be notified.

**Student Expulsions** may be administered to students who bring any type of weapon to school, including pocketknives, fingernail clippers with a blade, knives, guns, toy guns, etc. This “zero tolerance” stance is outlined in the District’s Board Policy on student suspensions and expulsions.

**CIVILITY POLICY**

*Members of the CUSD staff will treat parents, students and other members of the public with respect and expect the same in return. CUSD encourages positive communication and discourages hostile or aggressive actions.*

The School Site Council is a decision-making body comprised of an equal number of certificated and classified staff members and parents. Members serve one or two year terms. This group discusses future goals for Del Obispo and makes decisions about how to spend state allocated School Improvement funds. Parents who are interested in serving on this committee should send back the nomination form which will be sent home during the first few weeks of school. No experience is necessary; just an interest in helping Del Obispo meet the needs of all students and continually improving our instructional program and facilities.

**Emergency Preparedness**

Each month we practice at least one type of drill in order to ensure we are ready for an emergency. This year, our big simulation with Marco is on Thursday October 16th. We will participate in the California Shake Out We will simulate a real disaster during this time.

In the event of an emergency, parents will go to the side gate near where the students line up in the morning. This will serve as the parent reunification center for both schools.

We ask for each student to bring in a gallon size ziplock bag with food and water to be stored in the classroom. More information is in the first day packet.

During an emergency, it is important for parents to:

- Wait for directions from school officials. We will let you know when and where to pick up your child
- Information will be sent out via automated phone messages. Please follow the directions given.
- Call the CUSD hotline at 949-234-5575 for additional information during emergencies.
- Reunification will take time. Please be patient and make sure to bring ID when picking up your child
- Cooperate with school and law enforcement

**Role of the PTA**

The Del Obispo Elementary School PTA supports classroom instruction and promotes student development and family involvement. Fund raisers such as gift wrap sales, book fair and spirit wear go toward classroom supplies, enrichment assemblies, the *Meet the Masters* art program, family programs and many other school projects. Meetings are usually held every other third Thursday of the month from 6:00 p.m. to 7:00 p.m. Membership in the PTA is \$12.00 for each individual or \$25 for the family. All parents are encouraged to join.

**DEL OBISPO ELEMENTARY SCHOOL**  
CAPISTRANO UNIFIED SCHOOL DISTRICT  
25591 Camino del Avion  
San Juan Capistrano, CA 92675  
(949) 234-5905



**2015-2016**

We, the undersigned, have carefully reviewed the contents of the *Del Obispo Elementary School Family Handbook* and hereby agree to abide by the regulations and behavioral guidelines contained therein.

Gr.:\_\_ Student Signature:\_\_\_\_\_ Printed Name:\_\_\_\_\_

Parent/Guardian  
Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign one form for each child in your family who attend Del Obispo Elementary School and return to your child's teacher