A 2010 California Distinguished School
Where Students, Learning, and Passion Connect

FAMILY HANDBOOK
2012-2013

Julie Olesniewicz, Ed.D., Principal

451 Chaparral Dr.
Claremont, CA 91711

(909) 398-0305  ◆ Office
(909) 398-0304  ◆ Attendance Line
(909) 398-0306  ◆ FAX
http://chaparral.cusd.claremont.edu/

Name ________________________________

Teacher ______________________________

Grade ________________________________
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Letter</td>
<td>3</td>
</tr>
<tr>
<td><strong>Procedures &amp; Policies</strong></td>
<td></td>
</tr>
<tr>
<td>Arrival and Dismissal</td>
<td>4</td>
</tr>
<tr>
<td>Walking Students</td>
<td>4</td>
</tr>
<tr>
<td>Bike Students</td>
<td>4</td>
</tr>
<tr>
<td>Car Students</td>
<td>4</td>
</tr>
<tr>
<td>Attendance</td>
<td>5</td>
</tr>
<tr>
<td>Absences</td>
<td>5</td>
</tr>
<tr>
<td>Tardies</td>
<td>5</td>
</tr>
<tr>
<td>Leaving &amp; Returning During School Hours</td>
<td>5</td>
</tr>
<tr>
<td>Classroom Interruptions</td>
<td>6</td>
</tr>
<tr>
<td>Regular School Schedule</td>
<td>6</td>
</tr>
<tr>
<td>Minimum Days</td>
<td>6</td>
</tr>
<tr>
<td>Emergency Disaster Preparedness</td>
<td>6</td>
</tr>
<tr>
<td>Emergency Cards</td>
<td>6</td>
</tr>
<tr>
<td>Field Trips</td>
<td>7</td>
</tr>
<tr>
<td>Library and Computer Lab</td>
<td>7</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>7</td>
</tr>
<tr>
<td>Lunch</td>
<td>7</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>7</td>
</tr>
<tr>
<td>Snacks</td>
<td>8</td>
</tr>
<tr>
<td>Peanut Alert</td>
<td>8</td>
</tr>
<tr>
<td>Home School Communication</td>
<td>8</td>
</tr>
<tr>
<td>Progress Reports</td>
<td>8</td>
</tr>
<tr>
<td>PFA</td>
<td>8</td>
</tr>
<tr>
<td>Parent Volunteers &amp; Room Parents</td>
<td>9</td>
</tr>
<tr>
<td>School Site Council (SSC)</td>
<td>9</td>
</tr>
<tr>
<td>Injuries/Illness/Medication</td>
<td>9</td>
</tr>
<tr>
<td>Student Telephone Calls/Cell Phones</td>
<td>9</td>
</tr>
<tr>
<td>Birthdays &amp; Treats</td>
<td>10</td>
</tr>
<tr>
<td>Birthday Books</td>
<td>10</td>
</tr>
<tr>
<td>Homework &amp; District Homework Policy</td>
<td>10</td>
</tr>
<tr>
<td>Extended Day Care Program</td>
<td>10</td>
</tr>
<tr>
<td>Dress Policy</td>
<td>10</td>
</tr>
<tr>
<td>Chaparral's Pledge of Student Behavior</td>
<td>11</td>
</tr>
<tr>
<td>Standards for Student Behavior</td>
<td>11</td>
</tr>
<tr>
<td>Chaparral's Code of Conduct</td>
<td>11</td>
</tr>
<tr>
<td>Suspension and Expulsion</td>
<td>12</td>
</tr>
<tr>
<td>Procedures for Parents/Visitors on Campus</td>
<td>13</td>
</tr>
</tbody>
</table>
Principal’s Message

Hello Roadrunner Families!

Welcome back to all of our new and returning families! I am so excited to begin a new school year at Chaparral Elementary School! My name is Dr. Olesniewicz, otherwise known as Mrs. "O" or Dr. "O". I taught in Rancho Cucamonga for 12 years before leaving to begin my administrative career in Chino Valley Unified School District. In Chino Valley, I was an assistant principal for two years and a principal for three years in both Chino and Chino Hills, and I am beginning my second year here at Chaparral Elementary. I am very excited to work with our wonderful, hardworking students and staff as well as an extremely supportive community throughout the 2012-2013 school year. Communication is a key ingredient of success for all, so please feel free to contact me or stop by anytime.

Chaparral is an amazing elementary school that was honored as a California Distinguished School in 2010. Our current API is 916, and we are very optimistic that it has increased based on Spring 2012 CST scores. We have over 650 students, 30 amazing teachers and 25 incredible support personnel that work diligently each and every day ensuring that our students get a world class education in a warm and caring environment. Together with our parents, we have very high expectations for our students in both academics as well as citizenship. California State Standards and CUSD Goals are supported through an integrated curriculum in language arts, mathematics, history/social studies, science, physical education, art and music.

As a principal, I have been amazed by the many programs Chaparral has maintained through PFA funding with all of your support! The school continues to move towards integrating technology into our everyday instructional program. Our classrooms are becoming 21st Century classrooms with up-to-date technology. Every classroom has ceiling mounted projectors, and many rooms have an interwrite interactive board and projection cameras. Chaparral students visit the computer lab and library each week in which they enjoy picking out AR books and taking quizzes as well as many other learning opportunities. Chaparral is fortunate to have a PE teacher and two Paraprofessionals to assist him in grades 4-6 plus a vocal specialist/music teacher and the Art Masters program for all students.

As an educator, I truly believe success for "All" students can and will be achieved through a partnership between the school and home. Our goal is to work closely with our students and parents to ensure the best possible education for our students. We look forward to your active participation in school and school related activities. Chaparral provides many opportunities during the school year for you to enjoy school programs, to work in and out of the classrooms, and to work in a partnership with your child’s teacher and the Chaparral Family.

I look forward to meeting you all! It’s going to be a great school year!

Sincerely,

Dr. Olesniewicz
Arrival and Dismissal

Chaparral students are expected to come directly to school and to go home by the safest possible route. On their way to and from school, students are to conduct themselves courteously and obey all school and traffic rules.

Arriving at School

School starts at 8:05 am for students in grades K-6. **Students should not arrive before 7:50 am.** Supervision will be available at 7:45 am for those students who will be eating breakfast. When the 8:05 am bell rings to begin school, students are to proceed, by walking, to their designated place to line up. The teachers will greet their students and escort them to class. **Students arriving after 8:05 am are considered tardy but may go directly to their classroom. If a child arrives after 8:15 am they need to stop by the office before entering their classroom, to receive a tardy slip. There is NO “grace period” for being tardy. Students must be in line at 8:05.**

Dismissal from School

When the teacher dismisses the students at the end of the school day, they are to go directly home, to their designated transportation area, or to their day care provider. If it is necessary for your student to have after school supervision, Chaparral operates an excellent extended day care program. (See Extended Day Care section.) Students should not go to another student’s home without making arrangements prior to coming to school. If you want your child to go home with a friend, please send a note to your child’s teacher. **The office telephone is for emergency use only.** If a child is not picked up in a timely manner (10 minutes after dismissal) every effort will be made to contact you or those persons listed on the emergency card, to pick up your child. Running around and disruptive play is not acceptable. If you are late in picking up your child, please pick them up from the front of the school. **Remember, there is no extended supervision provided for your child after school.**

Walking Students

If students arrive or leave school by walking, they should walk with other students, cross the street only at the pedestrian crosswalks, and go directly to and from school. Please adhere to all traffic and pedestrian laws. **The safety of all our students is of utmost concern to us.** In order to ease traffic congestion on Mills Ave., we are requesting that students, who need to cross north and south, use the pedestrian crosswalk directly in front of the school on Chaparral Dr. Of course, the students who are crossing east and west should cross with the city provided crossing guard.

Bike Students

Only students in grades 3-6 may ride their bicycles to school. We suggest that all bicycles be in safe condition, be licensed and registered by the Claremont Police Department. **Use of a helmet is a state law.** Students must walk their bicycles at all times while on school grounds, on sidewalks surrounding the perimeter of the school, and when crossing any street. Bicycles must be parked in our student bike rack located on the south side of Room 16 in front of the school. **Bicycles must be locked at all times.** Students are to provide their own locks. Skateboards, roller skates/blades, “wheelies” (the skates in the sneakers type) and scooters are not permissible forms of transportation to school.

Car Students

Some parents may choose to drive their child to and from school. Please help us to prevent any accidents during these busy traffic times. Our school parking lot is for school personnel and school bus traffic only. **DO NOT ENTER THE SCHOOL PARKING LOT DURING DISMISSAL or park in the lot at any time during the day.** When dropping your child off in the mornings, you may use the “valet”/bus lane drop-off. Pull as far along the WHITE CURB LOADING ZONE ONLY as possible, before stopping. **Do not get out of your car.** This will help prevent back up traffic. For your information: There is NO LEFT HAND TURN from the parking lot between the hours of 7 – 9 am and 1 – 3 pm. At all times, adhere to traffic laws when dropping off or picking up your child. **DO NOT EVEN STOP FOR A FEW SECONDS ALONG A RED CURB or in front of a driveway or pedestrian crosswalk** when dropping off or picking up your child. The white curbs along the north side of Chaparral Ave. are a THREE-MINUTE LOADING & UNLOADING zone. It is NOT intended for you to sit and wait for your child to come to the front of the school to be picked up and definitely not intended for you to sit for 15 minutes if you have a primary student and you’re waiting for an upper grade student. Also, do NOT leave your car unattended to go look for or pick up your child. For the safety of all students, please use pedestrian crosswalks to cross the street. Students are never to walk through or across the Staff Parking Lot, or to get into a car that is double-parked in the street.
Attendance

Good attendance is essential for your child’s success in school. Parents can help promote good attendance by only scheduling home activities, trips and family vacations to coincide with non-student school days.

Average Daily Attendance (ADA) is counted only for students who are in actual attendance. There are no “valid” excused absences for school funding purposes. If a child is not in school, for whatever reason, the district loses the financial funding for that day for that student (approx. $40). We will continue to monitor excessive “excused/illness” and unexcused reasons for absences, just as we have done in the past. Three unexcused absences equal a truancy. Of course, your child’s educational success is our goal, and it is difficult to achieve if your child is not in school on a regular basis. Please call the attendance hot line to leave a message 24 hours a day (398-0304), 398-0305 to speak with our Attendance Clerk (Mrs. Jackson) or send a note with your child the day of his/her return. We appreciate your continued interest and involvement in your child’s education. Being at school everyday is the best way to maximize your child’s learning experience.

If an unavoidable absence of FIVE DAYS OR MORE will occur, let your child’s teacher and the Attendance Clerk know at least three days in advance so an Independent Study assignment contract can be arranged.

It is our expectation that students come to school on time each day prepared for learning. That means they are physically and emotionally “safe.” That also means they have had an adequate breakfast, are appropriately dressed, well rested and their homework is completed.

Absences

If it becomes necessary for your child to be absent from school, please do the following:

1. Call our school office at any time (24/7) and leave a message on the attendance answering machine at 398-0304. To speak directly to the Attendance Clerk, please call 398-0305.

2. When your child returns to school, if you did not telephone the office, we must receive a note signed by a parent or guardian stating the reason for the absence. This note is a legal verification of your child’s absence and is required by the State of California for all absences. Parents will receive written notices after each increment of five absences or tardies. You are encouraged to follow the recommendations of the letter. Excessive absences or tardies may result in a referral to the principal, nurse, the Student Attendance Review Board (SARB) or the Los Angeles County Office of the District Attorney. The Office of the District Attorney has determined that missing 10 school days in a school year or 10 tardies is considered excessive. In addition, excessive absences and/or tardies may result in an Intradistrict or Interdistrict Transfer Request to be revoked or denied.

Tardiness

Your child is tardy if he/she arrives at school after 8:05 AM. If your child arrives late to school, but before 8:15 am, he/she should go directly to his/her classroom. (They are still considered tardy though!) By 8:15 am, all the teachers have already electronically submitted the student absences for the day, so it will be necessary for the student to stop by the front office and pick up a tardy admittance slip. Repeated tardiness will be referred to the principal for consultation with the student and parent. If your child is habitually tardy, you will be receiving a letter that is generated from the office master attendance log. Please read carefully and adhere to the recommendations and suggestions.

Tardiness is disruptive to the educational process of each classroom. Your child misses out on some of the most important information that could set the pace for the entire day. While we understand that once in a while, unpreventable circumstances occur that might have a student be late, habitual tardiness sets a negative pattern that subjects your child to a lose-lose situation.

Leaving and Returning

During School Hours

For your child’s protection, the following procedures are mandatory:

1. Parents who need to take their child out of school for appointments, medical/dental, etc., must physically sign them out in the school office.

2. If a student needs to be checked out, he/she will be released only to the parent, adult relative, or adult friend, whose name appears on the child’s emergency card.

3. If a child is returning to school from an outside appointment, he/she must first check in at the office before going to the classroom.

Again, while we realize some necessary appointments are unavoidable during school hours, your support in scheduling non-urgent appointments after school is appreciated. It is extremely disruptive to your child, the entire class and the front office to continuously pull your child from school before the regular dismissal time.
Classroom Interruptions

Teaching and learning are our highest priorities. Therefore, we do our best to keep classroom interruptions to the barest minimum. Please do NOT go directly to a classroom when entering campus. Check into the front office first. We will be happy to assist you. Please wait in front of the school or at the lunch tables for your child to be dismissed. Do NOT go into the quad areas and sit at a classroom table. The students can easily see outside the windows and it will cause a disruption for the teacher. Items (such as forgotten lunches, backpacks, homework, etc.) may be left in the office with your child’s name clearly marked on the outside. Students should be aware to check in the front office for labeled items they forgot. Please understand that we will NOT interrupt the classroom to notify your child of the item in the office. We will put a note or item in the teacher’s mailbox. While we realize that emergencies do happen, we will be happy to assist you in communicating with your child. Again, we want to protect and ensure that quality learning and teaching time is provided for all students and teachers.

Regular School Schedule

The regular school schedule will be followed on all school days except minimum days. Parents will be given advanced notice and reminders of school minimum days, holidays and vacation.

Kindergarten 8:05-11:30 am (8/29 – 11/2)
8:05-1:00 pm (11/5 – 12/20)
8:05 – 2:05 (1/7/13-6/13)

1st, 2nd & 3rd grades 8:05 – 2:20 pm

4th, 5th & 6th grades 8:05 - 2:35 pm

Every WEDNESDAY is a shortened school day for Staff meetings, Professional Staff Development and teacher articulation. Grades 1 - 6 are dismissed at 1:00 pm.

Office hours 7:30 AM–4:00 PM

Minimum Days

Minimum days are approved by our School Board for Parent/Teacher Conferences in the fall and spring. Dismissal times for minimum days will be the same as Wednesdays:

Grades 1-6 Dismissal 1:00 PM

The day before Winter Break and the last day of school, will also be minimum days and dismissal will be at 1:00 pm. Reminders of these activities and dismissal times will be sent home in a timely fashion. Kindergarten times will remain the same while we are phasing in full day. After January 7, 2013, dismissal for all day kindergarten will also be 1:00 pm every Wednesday.

Clean Campus

Chaparral Elementary prides itself on maintaining a clean, well-kept campus. We ask everyone to assist in doing his or her part in keeping our campus clean, trash and graffiti free. Please help our school by reporting any incidents of vandalism or graffiti to a teacher, the principal, the custodian, school office personnel, or the Claremont PD.

Emergency Disaster Preparedness

Chaparral Elementary maintains a current disaster evacuation plan that will be implemented in the case of a major emergency. In the event of a disaster occurring during school hours, all students remain at school until a parent or authorized person arrives to pick up the child. In all incidences students will ONLY be released to someone listed on the emergency card.

Each month, staff and students participate in an evacuation drill. At the first sign of an earthquake, teachers will issue the “Drop, cover, and hold” command. Students will regularly practice the proper drop and evacuation procedures. Students exit the building in a quiet and orderly manner. Once lined up on the outer perimeter of the asphalt, roll is taken to verify attendance. In the event of a potentially dangerous situation, such as police action in the neighborhood that threatens our school community, the staff will immediately proceed into a “lockdown” mode of keeping the students in their classrooms with the doors locked until the situation has been cleared.

During an emergency, security measures will be implemented for each student's safety. All school gates will be closed and the campus will be secured in the event of an actual disaster. The cemented area east of the Front Office near the bicycle racks (in front of Room 16) is designated as the Information and Student Pick up area. Thank you for following the directions of the staff.

Emergency Cards

At the beginning of each school year we ask our parents to complete a new set of emergency cards for each student. The information on these cards is essential for the staff to have in the event of an emergency, illness, or any other contact needed. It is equally important to have additional names and phone numbers of persons, other than the parents, who may be contracted and will be responsible for your child, if you cannot be reached. If there is a change in any information during the school year, please call or send the new information to the office at your earliest convenience. Also, if there is a legal issue regarding your child, please inform the Principal or Office Manager.
Field Trips
Field trips are planned by the classroom teachers to enhance the curriculum. Before a student may attend a field trip, he/she must have a completed and signed permission slip. Your child will not be allowed to leave on any field trip without a signed permission form – verbal permission is not acceptable.
Periodically parents may be asked to assist as chaperones on a field trip. If you can participate and share the experience with your child, we are certain you will find it a worthwhile experience.
Some field trips may involve a fee. While all donations are voluntary, if the entire cost is not raised, it may be necessary for the field trip to be cancelled.

Chaparral’s Library & Computer Lab
All students in grades K-6 visit the library and computer lab on a scheduled weekly basis. Our library utilizes automated check out and cataloging systems. Our library is used for story telling, research and reference, as well as being a source for borrowing books. We ask that all books and materials borrowed from the library be returned on the due dates. Students who lose or damage borrowed materials are responsible for any repair or replacement costs and will not be allowed the privilege of visiting the library or checking out additional materials until restitution is made.
Our Computer Lab is a multi-use facility. Students are involved in research, word processing, developing curriculum, reinforcing concepts learned in class and creative expression. All students will be requested to sign an “acceptable use policy” which outlines expectations and appropriate behaviors while using the internet for educational research activities before they are allowed to access the world wide web. If you have computer expertise and are willing to volunteer in our Computer Lab, please call the school.

Lost and Found
Please label your child’s jackets, sweatshirts, sweaters, coats, lunch bags and boxes, and all school materials. It is so much easier to return an item of clothing that has a name inside on a tag. Items that are left and found on campus are placed in the lost and found, located on a hanging rack outside the Health Office. The smaller items, such as money or jewelry are kept in the office. Twice a year, unclaimed items are donated to a charitable organization.

Noon Supervisors
Noon Supervisors are an important part of our lunch program. They supervise the quad area and playground during the lunch periods. If you would be interested in working or volunteering from approximately 11:00 AM to 1:00 PM, or if you would like to be on our substitute list, please call the school office to set an appointment to speak with the principal.

Lunch
Students may bring or buy their lunch. If your child brings a lunch to school, please be sure the lunch pail or sack is clearly marked with your child’s name and room number. Milk (whole, low fat, or chocolate) may be purchased for $0.25. If it is unavoidable and you must bring your child’s lunch to school, please drop it off at the office with name and room number attached. We do our best to NOT call and disturb the classroom, so remind your child to come check in the office if they are expecting you to bring a lunch. “Fast food” lunches on a regular basis are strongly discouraged.

“Please note: sodas are not appropriate beverages for lunch. Repeated studies show the negative and lack of any nutritional benefits. In supporting our CUSD Health and Wellness policy, sodas are not allowed as a regular lunchtime beverage.
Children are required to dispose of their own trash and to leave their eating area clean. The directions of the noon supervisors need to be followed at all times.
No student is permitted to leave our school campus during lunchtime, unless he/she is signed out and picked up by a parent or guardian.

Regular Lunch Schedule
Grades 1 - 3 11:30 – 12:15 pm
Grades 4 - 6 12:15 - 1:00 pm

School Cafeteria
Our school cafeteria can provide your child with a nutritional breakfast and lunch. Breakfast is served daily from 7:45 – 8:00 AM. No breakfasts will be served after 8:00 am. Monthly menus are posted on our website and in the classroom. You are encouraged to purchase breakfast and lunch “credits” through our cafeteria manager before school. Students are assigned a number that they will report to the cafeteria manager when “buying” breakfast and/or lunch. It’s rather simple... you deposit money into your child’s account and the amount of breakfast or lunch is deducted when they eat a meal. When your child gets low or runs out of money, they will be reminded so you may replenish their cafeteria account. All money transactions MUST be made before school. Since we now operate on a “debit moneyless” system, no money
will be taken at the lunch window during serving times. In order to keep the lunch line running efficiently, if your child forgets and has money at lunchtime, he/she will need to wait at the end of the line until all other students have been served.

Lunch
$2.50 each
$25.00 (10 lunch credits)
$.40 reduced price

Breakfast
$1.25 each
$12.50 (10 breakfast tickets)
$.30 reduced price

Families needing assistance may apply for reduced or free lunches and breakfasts. Applications must be completed annually and are sent home in the August packet or are available in the school office.

Snacks
You are encouraged to send a healthy snack for your child to eat mid-morning. Suggested snack items may be fruit, cut up vegetables, cheese and crackers, graham crackers or pretzels. Please avoid candy or any type or other snack items with high sugar content. Snack tickets may be purchased from the cafeteria manager for 50 cents, before 8:00 am and redeemed during the first 10 minutes of morning recess. No tickets will be sold after the 8:05 am bell rings and no snacks will be sold during lunch! All snacks are to be consumed at the picnic tables or other designated area by the recess supervisor. Trash is to be disposed of properly. No food is allowed on the playground.

Peanut Alert
The CUSD Board of Education has declared our schools to be “Peanut Free” in the foods served to children from our Food Service Department. Due to the alarming numbers of students who have peanut allergies ranging in severity from a rash to potential death if not treated immediately, Claremont cafeterias no longer are serving peanuts, foods with peanut by-products or foods cooked in peanut oil. In addition, we will identify specific lunch tables as “peanut free” tables to accommodate the health needs of our students. Teachers are being asked to continue to be very aware of the health needs and the healthy benefit of any edible snacks provided to the students during the school day. Students who do eat peanut butter sandwiches or other peanut type foods are strongly encouraged to immediately wash their hands after finishing their snack or lunch.

Home School Communications
The staff is committed to frequent student-parent-school communication that is essential for our working together as an educational team. Communication between school and home may be done through weekly email update, the monthly Chaparral Newsletter from the principal’s office, weekly and/or monthly classroom newsletters, written notes, school and classroom web page, the marquee in front of the school, field trip and event notices, weekly reports, phone calls, emails and parent conferences. We encourage every parent to stay in close communication with his/her teacher and the school. You may leave a voice message directly to your child’s teacher’s voice mailbox, send a note to school for the teacher to respond, email your child’s teacher or call the office and we’ll relay information to the teachers’ mailboxes. Please check with your child’s teacher for the most efficient and best way to communicate with him/her. If you have a question, we are here to help with an answer. Make it a habit to ask for and go over the corrected assignments, notes and communications that come home with your child in the “Friday Folder.”

Parent/Teacher Conferences
Conferences are encouraged and welcomed by the staff as part of the on-going commitment to continuous communication. Parent/Teacher Conferences are scheduled in November and Trimester Conferences in the spring, or as needed. Parents may request a conference at any time by contacting the school office or your child’s teacher to schedule an appointment.

Progress Reports
Progress Reports are a way of communicating with parents regarding their child’s academic and behavioral progress. Mid-Trimester Progress Reports are issued near the middle of the trimester and communicate below grade level performance by your child as aligned to the California State Standards. If you are concerned or curious about your child’s progress, we urge you to contact your child’s teacher at your earliest convenience and not to wait until the fall or spring scheduled conference periods.

Parent-Faculty Association
Chaparral has a very active (and much appreciated!) Parent Faculty Association (PFA). The membership contributes many hours and dollars assisting our school program. Each year the PFA provides the services of a music specialist, the Art Masters program, support for awards assemblies, field trips entrance fees, transportation costs, additional school supplies, technology and volunteers in the
classroom. Thank you for supporting our PFA, which benefits Chaparral and your child. There are many opportunities for parents to get involved on many different levels. PFA meetings are typically held on the fourth Tuesday of each month at 7:00 pm. Please check the school calendar or marquee. Everyone is encouraged to attend.

Parent Volunteers
Parent volunteers are always welcome. Every school has countless jobs needing to be done and we always seem to be short on time. Therefore, parents are invited to share their time in whatever amount with our school. Please contact your child’s teacher for specific times and ways of helping.

Room Parents/Volunteers
Our Chaparral PFA helps in assigning and assisting room parents. Room parents arrange for treats and activities for scheduled school parties and functions. If you are unable to be a room parent, you may want to volunteer from time to time in your child’s classroom. Our teachers appreciate the help from parents, grandparents, family and community members. Your child will feel special that you are a part of his/her classroom. Please contact your child’s teacher to arrange a time to help in the classroom. Due to liability and the distraction factor, volunteers are asked to leave infants, preschoolers and siblings at home when working in the classroom. All volunteers working on campus must sign in at the office. In addition, if you are a regular volunteer (i.e., once a week), you will be required to provide proof of a clear TB Test and a fingerprint clearance.

School Site Council
The School Site Council is made up of parents, teachers, classified staff and the principal. The council meets from September to May on a monthly basis. An election was held last spring to select our new members. The role of the council is to assist in the development and assessment of the school’s improvement plan and to monitor the school’s categorical funding. All parents are invited and encouraged to attend the meetings. Please watch for the school calendar or call the office for the dates and times.

Injuries/Illness/Medication
When a child is ill or injured at school:
1. Temperature over 99.0 degrees with other signs of illness; or a temperature over 100.0 degrees without signs of illness.
2. Diarrhea or vomiting
3. Cough, sore throat, headache, stomachache, or congestion with temperature.
4. Head lice actually visible (not nits)
5. Asthma symptoms unrelieved by inhaler/rest
6. Rash determined by health personnel to be contagious
7. Red, itchy eyes with discharge
3. If the parent is unavailable, the persons designated on the emergency card are contacted. This should be a contact that is accessible to the school and can get here within a few minutes. Please be assured that we will not release your child to anyone NOT on your child’s emergency card or without your written/verbal permission.
4. Basic first aid is given for minor injuries. Our school does not administer any medication without the appropriate CUSD form completed annually and signed by both the parent and the child’s physician. These forms are available at our school office.

Parents are to bring the medication in the original container, along with the completed form, filled out and signed by the doctor, to the school office. Students are not allowed to bring any medication to school. This includes “over the counter” medications such as aspirin, cough drops, throat lozenges, or any other type of first aid materials.

Our school district does not have accident or medical coverage. Parents may purchase individual student accident insurance on a voluntary basis. Student insurance information is included in your child’s beginning of the year and may also be obtained in our school office.

It is a liability for a student with a broken bone who is casted or on crutches to be on the playground without specific written physician’s authorization. Please talk directly to our Principal or Heath Aide for more directions.

Student Telephone Calls
Students are NOT allowed to use the telephone at school for non-emergency use (i.e., forgotten homework, band instruments, lunch money, permission slips, etc.) School staff will be more than willing to call home in case of illness or an actual emergency.

Student Cell Phones
Students are highly discouraged from bringing cell phones to school. If you find it necessary for your child to bring a cell phone to school, please adhere to the following:
1. Cell phones are to remain “off” during school hours and in back packs – that means not even on vibration.
2. Cell phones are to remain unseen during school hours. It is not necessary to take it out for any reason unless requested by a staff member.
3. Students are not to text or use a cell phone anywhere on campus from 7:30 am – 2:40 pm.
4. Please do not text or attempt to contact your child on a cell phone during school hours.

**Birthdays & Treats**
If you would like to celebrate your child’s birthday with a healthy classroom treat, please check with your child’s teacher for specific classroom procedures and foods that are and are NOT acceptable. Unhealthy birthday treats such as cupcakes with “an inch” of frosting, brownies, candy, etc., are no longer approved to bring in for all students in the classroom. In order to avoid hurt feelings and embarrassment, unless all classmates are invited to a birthday party, we request that party invitations be mailed or delivered off school grounds. Special deliveries, such as balloon bouquets, flowers, stuffed animals and wrapped presents **WILL NOT be delivered to the classroom.** We will notify the student to pick up the item in the office after school is dismissed.

**Birthday Books**
Instead of a sugary non-healthy treat to celebrate your child’s birthday, why not consider donating a **new, hardback** book to Chaparral’s Library? Each donated book will be personalized with a birthday placard to be placed inside the cover of the book. Leave a legacy of a book, in your child’s name, in honor of his/her birthday.

**Homework**
It is a Chaparral expectation that our students complete homework as an extension of class activities. This is an excellent vehicle for parents to observe class work and monitor student progress. Homework assignments may vary from teacher to teacher. Your child’s teacher will explain his/her homework assignments and the district policy at our annual Back-to-School Night. Your child should be provided with a quiet, comfortable place to study at home.

**Homework Policy**
Assigned homework is to be related to ongoing class studies and provides needed practice, remediation, or enrichment. **It may be a factor in grading.**

I. Homework assignments are to be reviewed and evaluated within a reasonable time. Reasonable time as defined here, means that it is still pertinent to ongoing studies.

II. The frequency and length of assignments outside of class time may vary according to individual student needs. Assignments are to be coordinated among staff when two or more teachers are involved. The total amount of homework assigned by a student’s teacher(s) is to conform to the CUSD guidelines described below:

A. Kindergarten students will be given homework as appropriate.
B. First grade students are to be assigned homework two to four times per week, requiring approximately twenty to thirty (20-30) minutes each night to complete.
C. Second and third grade students are to be assigned homework three to four times per week, requiring approximately thirty to forty-five (30-45) minutes each night to complete.
D. Fourth, fifth and sixth grade students are to be assigned homework four times per week, requiring forty-five to sixty (45-60) minutes each night to complete.

*It is a school-wide expectation that every student will read for a minimum of 20 minutes every night! Research suggests that a students' academic success is directly tied to the amount of time he/she spends reading. Read, read, read! 😊*

**Student Agendas**
In order to promote organizational skills, the Student Agenda is provided to each student in grades 4-6, free of charge (thanks to our PFA). It is a school wide expectation that all fourth through sixth grade students write down all assignments daily. The Student Agenda should accompany the student to and from school. **Parents are required to sign as per teacher instructions.**

**Extended Day Care Program**
The Chaparral Extended Day Care program services our students in all grades. The extended day-care center is open from 7:00 AM to 6:00 PM, including all shortened and minimum school days. The program is designed to meet the developmental needs of the children in a safe, nurturing environment and complements the educational program of the school.

More information regarding availability, a fee schedule and Registration Forms is available by contacting the CUSD Child Development Office @ 398-0373.

**Acceptable Dress Policy**
We appreciate exercising good judgment in selecting the mode of dress. School is for learning and should not be used as a fashion platform. No spaghetti
straps, halter tops, sandals, shoes without back straps, shirts, pants, or shorts that expose the midriff, etc., are acceptable. Over-sized clothing that interferes with a student’s ability to participate in recess and physical education lessons is inappropriate. No make-up is allowed. Sleeveless athletic team jerseys should be worn with T-shirts underneath. Students who wear clothing with inappropriate slogans, disruptive to the educational environment, will be asked to change. Parental discretion and monitoring is appreciated.

Chaparral Pledge of Personal Behavior

Students, staff and parents created the following school-wide pledge as an expectation that ALL students and adults should adhere. Please take a few minutes to periodically review the Chaparral Pledge of Personal Behavior with your child. In addition, each grade level created a document of “Ten Ways to Make, Keep and Be a Friend” which should be visible in the classroom.

I pledge to my Chaparral Family

to treat everyone the way I want to be treated.

I will be fair, kind and respect the differences of others.

I will make good choices, be truthful, and take responsibility for my actions.

I will set good examples, encourage others and be a good friend.

I will come to school prepared and ready to learn.

Standards for Student Behavior

In striving to build positive leaders for the future, our Chaparral staff, parents and students have developed a program of expectations for student behavior. Positive leadership is based on mutual respect and responsible choices. These standards below were developed to ensure the best possible safe and rich learning environment for your child. All students in grades K-6 will be expected to follow these standards at all times in the classroom and on the playground. Basically, all students are expected to:

- Come to school prepared and ready to learn
- Maintain an environment that is safe, healthy and promotes learning
- Follow directions the first time and ask questions for clarification
- Respect self and others

Chaparral’s Code of Conduct

- Act in a safe manner
- Use positive leadership methods to solve problems
- Give help to others when needed
- Use class and playground equipment properly
- “Hands off” (i.e., keep hands, feet and objects to self)
- Use school areas for the proper intended use
- The Golden Rule: Treat others how you want to be treated.
- Show kindness and courtesy to others
- Follow directions promptly

To encourage and acknowledge positive behavior, each classroom has a system which will be shared with parents at Back-To-School.

There are consequences for students who are in violation of our school rules. Included in this handbook is a list which describes violations and consequences in the California Education Code.

Our staff has developed a progressive discipline program that begins with interventions the teacher uses in the classroom. These interventions may include notes and telephone calls home and progresses to a discipline referral to the school principal.Parent support in reinforcing the California Education Code laws, as well as our Chaparral school rules is greatly appreciated. Consequences for violations of school rules may include, but not be limited to, a warning, time out during class or recess, detention (i.e., in the office), loss of privileges, telephone conferences, visits to the principal, suspension or expulsion.

Below are the Chaparral playground rules that help establish clear expectations and all students in grades K-6 are expected to comply.

A. First and foremost we have a “HANDS OFF” policy. That means no games are allowed that involve any physical contact between the students. A child’s physical safety is of utmost importance and there should not be an instance where that is threatened, either in play or in anger/hostility.

B. GAME AREAS: All games, whether it is foursquare, handball, tetherball, soccer, basketball, etc. are to be played adhering to the rules and with good sportsmanship.

C. HALLWAYS & QUADS: There shall be no running, pushing or loitering in any hallway or quad area during any time of the school day.

D. TRASH: All trash will be placed in the proper containers. Students will clean up after themselves in the quad and at outside picnic tables.

E. RESTROOMS: There shall be no loitering, playing or running in any restroom. Please respect the privacy of each student using the facility.

F. SNACK AREA: Snacks are to ONLY be eaten at the outside picnic tables. Please do NOT bring any snack foods on the playground.

G. LUNCH: Students shall sit at the tables in the quad or other designated eating area. Students are to eat properly, using appropriate manners and clean up their area before being dismissed.
H. FREEZE BELL: Students are to immediately stop all play, “take a knee” (Grades 1-3) and wait quietly for the whistle to blow before WALKING to their classrooms.

I. TOYS: Only “tools” that are used for the children's job as a student are to be brought to school without teacher permission. That means no additional playground equipment, toys, dolls, games, etc.

Of course, common sense, respect and courtesy are the best measures for behavioral expectations. Our goal is to empower a student to take responsibility for his/her actions. We also want to provide an environment and model appropriate behaviors so learning takes place everyday.

Suspension and Expulsion

The following are subject to suspension and/or expulsion and falls under California Education Code section 48900.

A. CAUSED INJURY: Caused, attempted to cause, or threatened to cause physical injury to another person.

B. DANGEROUS OBJECT: Possessed, sold, or otherwise furnished any firearm, knife, REPLICA or imitation firearm, knife explosive, or other dangerous object.

C/D: CONTROLLED SUBSTANCES INTOXICANTS: Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or intoxicant of any kind.

E. ROBBERY/EXTORTION: committed, or attempted to commit, robbery or extortion.

F. DESTRUCTION OF PROPERTY: Caused or attempted to cause damage to school or private property.

G. THEFT: Stole, attempted to steal, or knowingly received stolen school or private property.

H. TOBACCO: Possessed or used tobacco, or any products containing tobacco or nicotine products.

I. PROFANITY & OBSCENE ACTS OR VULGARITY: Committed an obscene act or engaged in habitual profanity or vulgarity.

J. DRUG PARAPHERNALIA: Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.

K. DISRUPTION/DEFIANCE: Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other personnel engaged in the performance of their duties.

L. SEXUAL HARASSMENT
M. HATE VIOLENCE
N. HARASSMENT, THREATS, OR INTIMIDATION directed against a pupil or group of pupils.

This information has explained the major disciplinary problem areas and the actions that will result for those students who cannot abide by the rules. All students are entitled to due process. This means there are certain procedures which school officials must follow prior to taking appropriate disciplinary action. There are also procedures, which students must follow if they do not agree with the school's actions.

The school principal has the right to suspend a student for a period of up to five days. In cases of this type, there will be an informal hearing between the principal or his/her designee, the student and any other appropriate persons. If, after the hearing is completed the principal decided that a suspension is necessary, it will become effective immediately. The principal will attempt to notify parents by telephone before this action is taken and will send one copy of the suspension notice to the parents with the student and one copy by mail the next day.

The school principal has the right to recommend to the district superintendent that a student should be expelled. In cases of this type, the hearing will be conducted before the Governing Board of the Claremont Unified School District at the school district office.

It is our sincere wish that these tickets, referrals, consequences and disciplinary actions do not have to be imposed on any student. It is also our sincere hope that positive rewards and reinforcement be the order of each day. We ask our parents to support our efforts to keep your child, our student, safe by following all school rules.

Suggestions, Concerns & Comments

Please know that I have an “open door” policy. Please come see me (Dr. Olesniewicz) either in person, by email or on the phone. I feel it's always better to be proactive instead of reactive to situations. I appreciate a “heads up” attitude and the opportunity to address your concerns in order to make Chaparral the best possible school for your child to attend. I normally respond to emails and phone calls the very day they're received. If I do not, please call or email again. It is possible that I did not receive the message.

Thank you for investing the time in reading and discussing with your child(ren) the contents of this important handbook.
PROCEDURES FOR PARENTS ON CAMPUS WHEN ON CAMPUS

It is and foremost, we love our parents, volunteers and visitors! We’re sure you realize that it is imperative, for the safety and reassuring comfort of our students, staff and families that you adhere to the following procedures. Parents are NOT allowed to loiter outside the classrooms or be on the playground or quad areas or anywhere on campus unless they are volunteering in the classroom and have obtained a Visitor’s badge. Anytime you are on campus or in a classroom, other than the common waiting areas, you MUST come into the office, sign in and wear a "Visitor/Volunteer Badge." We’re teaching our students that if an adult has a “Visitor/Volunteer Badge” then they’re a helper at school and not a stranger. Creating a safe environment so the students can learn and the teachers can teach is our number one priority and we do not want to compromise the safety (or perceived feelings) of any child, staff or family.

The common waiting areas that you may use during arrival and dismissal times are:
- The front of the school and the outside breezeways leading to the cafeteria tables. Please do not go inside any of the quads while waiting for a student.
- The upper turf
- Thank you for not waiting on the playground
- The cafeteria tables

PARKING LOTS

Please help us with traffic safety and congestion, and keeping our buses and daycare vans on their scheduled time. During the morning arrival times, the bus lane of the Staff Parking Lot may be used as a quick drop off. We will have “greeters” support your child. Please do not get out of the car and pull up as far forward as possible. During dismissal, the Staff Parking Lot is reserved for buses and daycare vans ONLY. Please DO NOT ENTER this parking lot with your vehicle to pick up your student. When using a vehicle, parents may “stop & go” on the north side of Chaparral Dr. Do not sit and wait or leave your car unattended. Also, thank you for not honking your horn to call your child over. We appreciate your cooperation and understanding.

DROPPING OFF FORGOTTEN ITEMS

No one is allowed to enter the campus to “quickly drop off” a lunch, forgotten book, or homework assignment, etc. in the classrooms. You are requested to bring the item to the office so the classroom is not disturbed. Please note: we do not call rooms for lunches -- your child needs to check in the office if one was forgotten.

LATE PICK-UPS

All students need to be picked up within 10 minutes of their dismissal. Dismissal times are 2:20 pm for grades 1-3 and 2:35 pm for grades 4-6. Primary students may not wait for their parents on the grassy area in front of Rooms 16 – 18: classes are still in session. Please encourage your child to wait at “Mrs. Stone’s stone wall” and watch for your arrival. We understand that there are times when emergencies come up and you may be late in picking up your child from school. Students who are not picked up on time must be signed out at the school office. Often, we see students playing on the turf or playground after school with no parent supervision. This is a liability and not allowed. Students will be asked to go to office and parent will be called.

Please feel free to see Dr. Olesniewicz if you have any questions or constructive suggestions. We are always open to suggestions that keep the safety of our children at the forefront.