

Chaparral Elementary School

2016 - 2017

22601 Liberty Bell Road
Calabasas, CA 91302
Tel: (818) 591-2428
(To report your child's absence, Press "1")

PFC Co-Presidents

Jessica Nedick
Ann Park

Principal

Stephanie Brazell

www.chaparralelementaryschool.org

Follow us on Twitter [@chaparralcubs](https://twitter.com/chaparralcubs)

www.chaparralpfc.org

Chaparral Elementary School

Las Virgenes Unified School District

4111 Las Virgenes Road

Calabasas, CA 91302

www.lvusd.org

Tel: (818) 880-4000

Fax: (818) 880-4200

Superintendent – Dr. Daniel Stepenosky

Instructional Staff

Journeys

Jessica Regina

Kindergarten

Erin Gourley

Kim Gerber

Kellie Ryan

Taryn Van Dyke

First Grade

Kelly Lampert

Jacklin Otis

McCartney Ruff

Stephanie Shipow

Second Grade

Maxine Broussard

Barbara Fitzner

Susan Levy

Brett Ross

Third Grade

Chris Larkin

Claudine Mullenau

Sandra Tulbure

Linda Yollis

Fourth Grade

Laura Ekizian

Sarah Fitzgerald

Brigette Stevenson

Dana Weber

Fifth Grade

Katie Canet

Jessica Cioffi

Michelle Costantino

Kendra Napier

Learning Center

Julie Katz

Heather Nichwander

Targeted Instr (TI)/English

Lang. Development (ELD)

Sena Dietz

Kristen Thibodeau

School Psychologist

Christina Powell

Counselor

Anna Margaryan

Science (4th/5th)

Jackie O'Sullivan

Support Staff

Speech

Janine Liebman
Jane Shepley (Intern)

Occupational Therapy

Denise Grodzienski
Jennifer Pelkey

Specialists:

Art

Donna Lowy

Music

Annette Adler

PE

Felicity Clements

Office

Brenda Shearer
Donna Welti

Health

Christina Skillin

Library/Media Center

Laurie Davis

Plant Manager

Jim McHorney

Night Custodian

Carlos Godefroy

IA/SpEd

Heather Boursse
Caroline Joukjian
Blythe Klein
Kathy Levenson
Sherry Mikail
Linda Zolonz

Cafeteria Server

Kris Ferguson

IA – CS

Maryann DiComo
Jill Hurwitz
Andrea Menschel
Shay Nahapetian
Terry Saucier
Michelle Weiss

HANDBOOK



District Mission and Purpose: Las Virgenes Unified School District is committed to expanding options and opportunities for all students and continuing to ensure educational excellence as one of the top school districts in the State of California.

School Mission:

Chaparral is a unified community dedicated to building an environment that promotes the development of the whole child as a successful individual through:

- Collaboration
- Communication
- Critical Thinking
- Creativity

School Vision Statement:

C.U.B.S. A Community Unified Builds Success



School Spirit Colors: Royal Blue and White



School Mascot: Cubs

School Song:

We're the Cubs of Chaparral

By Trent & Annette Adler

(To the tune of "Take Me Out to the Ball Game")

Take me out to the school yard.

Take me back to class.

I brought my paper and pencils too.

I have got lots of learning to do here at,

Chaparral Elementary.

It's the place for me.

Place to learn, sing, and be with my friends.

We're the cubs of Chaparral.

School Time Schedule

The School office is open from 7:45am to 3:45pm.

GRADES J/K-5	M, Tu, Th, & F	Wed/Minimum
School begins	8:00am	8:00am
Recess		
Journeys	9:05-9:25am	9:05-9:25am
Kindergarten	9:25-9:45am	9:25-9:45am
Grades 1-3	9:50-10:10am	9:50-10:10am
Grades 4-5	10:15-10:35am	10:15-10:35am
Lunch		
Journeys/Kindergarten	11:25am-12:10pm	Lunch delivered to classroom prior to dismissal @ 11:30
Grades 1-3	11:55am-12:40pm	Students may purchase lunch before dismissal & return to class
Grades 4-5	12:30-1:15pm	Students may purchase lunch before dismissal and return to class
Dismissal		
Journeys/Kindergarten	1:00pm	11:30am
Grades 1-3	2:05pm	12:30pm
Grades 4-5	2:30pm	12:30pm

* WEDNESDAY DISMISSAL

- Every Wednesday is Teacher Collaboration Day, an opportunity for our teachers to collaborate on meeting the needs of all students in their grade level. Dismissal time is 11:30am for Journeys/Kinder and 12:30pm for grades 1-5.

* ARRIVAL

- Supervision is provided on the upper playground from 7:30am to 8:00am for grades 1-5.
- **On rainy days**, if a student arrives before 8:00am, please have them report to the library. After 8:00am, they should report to their classroom.

* **DISMISSAL**

- Pick up children promptly at dismissal time. Grades J/K-1 are dismissed at the lower gate and grades 2-5 are dismissed at the upper gate.
- If you cannot pick up your child on time, please contact someone designated on your child's emergency card to pick them up for you.
- If children are not eligible to attend the Boys & Girls Club program, they will wait in the office until the parent or emergency contact can pick them up.

* **MORNING ASSEMBLIES**

Morning assemblies will be held on the first Wednesday of the month. The PFC will announce the activities for the month during this assembly.

Traffic Safety

The traffic and safety rules have been designed with your child's safety in mind. We encourage parents to carpool or walk their children to school to reduce traffic flow. Room parents organize volunteers from each class to help facilitate morning drop off. Two crossing guards will be on duty at the two street corners closest to Chaparral.

Pictures of traffic violators can be reported to **STTOP@jfojeda@lasd.org** or call (818) 880-5420 or (818) 878-1808 ext. 7867.

DO NOT DRIVE INTO THE PARKING LOT TO DROP CHILDREN OFF OR TO PICK THEM UP - EVEN IF IT IS RAINING.

* **DRIVING YOUR CHILD TO SCHOOL**

CHILDREN SHOULD ENTER AND EXIT THE CAR ONLY AT CURBSIDE. PLEASE DO NOT DOUBLE PARK.

* **A.M. DROP OFF JOURNEYS AND KINDERGARTEN**

- All Journeys and Kindergarten students must be walked to class – NO DROP OFF.

- Parents of Journeys and Kindergarten students must park and escort their child to and from the Kindergarten area.
- Kindergarten parents cannot use the drop-off area and may NOT park in the staff parking lot.
- It is important that parents not enter the kindergarten yard as we need to keep students organized and safely supervised in that area.
- There is supervision in the “K” yard beginning at 7:45 a.m.

*** A.M. DROP OFF GRADES 1-5 – PLEASE REFER TO TRAFFIC SIGNS**

- There is a drop off zone on Liberty Bell Road at the white curbed area starting at the middle parking lot to the grass area. Please drive as far forward as possible before having your children get out of the car. Parking is not allowed in this “white zone” from 7:30am until 8:30am.
- Please do not allow your child to exit your car on the grassy area.
- Please say your goodbyes before arriving at the drop off site, so that drop offs can be expedited.
- Chaparral provides supervision on the upper playground from 7:30am to 8:00am for grades 1-5 only. Parents should NOT drop off their children before 7:30 a.m., as there will be no supervision.

*** P.M. PICK-UP**

- You may use the white curbed area on Liberty Bell, either above or below the school driveway for pick-up.
- Do not block the driveways.
- Meet your child outside the designated release gate after their dismissal bell rings.

*** WALKING TO SCHOOL**

Chaparral encourages students and parents to walk to school whenever possible. This practice not only promotes good health, but also helps alleviate traffic congestion in the mornings and afternoons. Please help your child plan a walking route that is safe. Children should cross the street at designated crosswalks, especially on Liberty Bell. Encourage your children to walk in groups.

*** CHAPARRAL SHUTTLE**

The City of Calabasas offers a White Shuttle Bus, which provides transportation service along the Mulholland Corridor. Please contact the City at (818) 224-1600 for the current schedule.

*** SCHOOL BUS SERVICE**

The City of Calabasas and LVUSD provide a school bus service to Chaparral students. Applications are available in the Chaparral main office or you may call the Durham Bus Company at (818) 880-4257 for more information.

*** STAFF PARKING LOTS**

- **DO NOT ENTER THE STAFF PARKING LOTS DURING DROP OFF OR PICK UP!**
- Do not park in the red emergency zones.

After School Care

*** BOYS AND GIRLS CLUB – CLUB CHAPARRAL**

Ms. Laura Moede, Director

(818) 224-3097 or www.bgcconejo.org

Club Chaparral is a paid program. They offer many after school programs to meet the various needs of our parents and children. Club Chaparral is held on the lower playground. Information is available in the main office or online on the school website. Please contact the Boys & Girls Club directly for information.

*** AFTER SCHOOL ENRICHMENT (Registration Fee Required)**

An After School Enrichment program with various classes in drama, foreign language, music, art, and sports is provided throughout the year by the Boys and Girls Club. Please contact Laura at lmoede@bgcconejo.org for more information.

Encouraged Parent Conduct

*** VISITORS**

- All visitors **MUST** sign in at the office and wear a visitor's badge. This is a security measure that is strictly enforced.

- If you do not sign in at the office, you will be asked to leave the campus immediately.

*** PARENT VOLUNTEERS**

- All parent volunteers are asked to sign a “Confidentiality of Student Information” form to protect student privacy. This pertains to any parent who helps out in the classroom or helps with any school activity or field trip.
- All parents who volunteer at least once a week need to complete a TB assessment questionnaire administered by our district nurse. Please check with the health office to schedule a time for this assessment.
- For volunteer forms and more detailed information, please contact the main office.

*** CHECKING STUDENTS OUT OF SCHOOL DURING SCHOOL HOURS**

- Parents must report to the office and sign their child out when leaving during the school day. It is helpful if the parent sends a note to the teacher so that he/she is aware and can remind the child to be ready.
- Please DO NOT go directly to your child’s classroom.
- Please remember that checking a child out of school during the school day is discouraged and should only be done in extenuating circumstances.
- Please arrive at the office a few minutes before you need to leave, to allow for time to locate the student and for them to pack up and get to the office.

*** ABSENCES**

- Please call the school office at (818) 591-2428 and press “1” to report your child’s absence. Leave your name, your child’s name, teacher, date of absence and a brief explanation for the absence, i.e. illness, religious observance, etc. No note is necessary.
- If you have not contacted the school within 3 school days (72 hours) of the child’s return to school, the absences will be considered unexcused. According to the California Education Code, students are considered truant if they have four or more unexcused absences.

- A student is tardy if he/she is not in the class line when the 7:55 a.m. bell rings. The office records all tardies. According to the California Education Code, four or more unexcused late arrivals (more than 30 minutes) are considered truancies. For further information, please see the LVUSD Attendance Policy at www.lvusd.org.
- If your child arrives late or leaves early due to a medical appointment, a doctor's note is required in order to excuse the absence.
- Homework should be requested from your child's teacher via email and can be picked up in the office within 24 hours after the request is made.
- If your child is returning from having a communicable disease such as chicken pox, please see the school health clerk.
- Students with lice must check into the office accompanied by a parent to be readmitted to school.
- If you plan to take your child out of school for 5 or more days, parents are encouraged to request an independent study contract. Please email your request to the teacher and copy Mrs. Brenda Shearer at bshearer@lvusd.org, in advance. The email should include the dates, length of time, and purpose for the absence.

*** RECORD KEEPING AND COMMUNICATION PROCEDURES**

Chaparral Elementary School staff support regular and clear communication between home and school.

*** CHAPARRAL ELEMENTARY PARENT COMMUNICATION EXPECTATIONS**

As C.U.B.S., a Community Unified to Build Success for the students of Chaparral, we believe effective communication between all stakeholders is essential. The first step in effective communication is making use of the provided resources available. These include the school website (www.chaparralelementaryschool.org), the teachers' websites and emails, the district website (www.lvusd.org), the PFC website (www.chaparralpfc.org), the Chaparral Facebook page, and Twitter. If your question or concern is still unanswered, use the communication procedures below, prepared by the Parent Vision Committee.

As C.U.B.S., MUTUAL APPRECIATION IS ENCOURAGED!:

START WITH:

1. Make an effort to show your appreciation to your child's teacher, administration, PFC, Plant Managers, Boys and Girls Club, and any other member of our community.
2. You or your child can fill out a "**Chaparral Staff Cub Kudos.**"
3. Direct email is also a great way to notify the person as well as the principal with positive feedback.

CURRICULUM ACADEMICS/COMMON CORE:

START WITH:

1. Common Core Specifics; see district website www.lvusd.org.
2. Make sure you attend Back to School Night and parent/teacher conferences in the fall. Review teachers' websites, all paperwork, emails, communications, etc. Many questions can be answered regarding homework and classroom policies at Back to School Night and on the teacher's websites.
3. **Please be sure to note teacher's preferred method of communication.** (Teachers prefer email to being approached on the yard, especially at pick up and drop off when the priority is student safety.)

NEXT STEP: Email the teacher for questions regarding curriculum, individual student progress, missed homework, and social/emotional development. Parent/Caregiver can expect an email response from the classroom teacher within 24 hours, excluding weekends and holidays.

THEN TRY: For a bigger picture, contact the School Site Council Chair, Ann Park, at aparkshin@yahoo.com, for questions regarding the school plan and the principal or classroom teacher for district wide curriculum and articulation, especially between grade levels.

FURTHER STEPS: Contact the principal, Stephanie Brazell at sbrazell@lvusd.org.

BEHAVIOR IN CLASS, RECESS & LUNCH:

START WITH:

1. For specific information on playground rules and game rules, refer to The Chaparral Discipline Policy, which is located at www.chaparralelementaryschool.org under “Information” tab, then “School Rules.”
2. Contact your child’s teacher immediately with questions or concerns.
3. If your child is having an issue with another student, please refrain from contacting the student’s parent/caregiver and **contact the teacher first.**
4. For questions regarding the school/district policies, refer to the Chaparral Handbook (red tab) and the school website for the school discipline policy.
www.chaparralelementaryschool.org.

NEXT STEP: Set up a meeting with your child’s teacher and/or get support from the school counselor.

THEN TRY: Contact the Principal for concerns unable to be resolved at the classroom level with the teacher or counselor.

SCHOOLWIDE EVENTS

START WITH:

1. Diligent, careful reading of the monthly Cub Corner Newsletter, PFC Website at www.chaparralpfc.org, fliers sent home, Weekly E-Blast, Chaparral Facebook Page and Twitter.
2. Class Room Parents emails and communication as it relates to classroom specifics.
3. Please avoid contacting the front office.

For PFC sponsored events:

NEXT STEP: Check the PFC website for the Event Chair’s contact and emails chair(s) of events.

THEN TRY: Contact the PFC Co-Presidents.

For school sponsored events such as field trips, curriculum celebrations, performances and class parties:

NEXT STEP: Check the classroom website and/or contact your child's room parent.

THEN TRY: Email your child's teacher.

SCHOOL STRUCTURE AND CLASS FORMATION:

When putting together grade level classes, Chaparral's goal is to create heterogeneous groupings of students. Administration and teachers take into consideration each child's needs and strengths when classes are formed. The major factors that are considered are: the child's demonstrated achievement in reading and math and other academic areas, the quality of the student's citizenship, his/her work and study habits, whether he/she requires guidance to behave and perform optimally, his/her leadership ability, how he/she will fit in with the others in the class, and the boy-girl ratio in the class.

START WITH:

Each May parents may fill out an Environmental Request form, available in the school office, to add information parents believe is important for school staff to note and take into consideration when placing students. If procedures are not followed, the information will not be used during the placement process.

NEXT STEP FOR CONCERNS AFTER CHILD IS

PLACED IN CLASS: Class changes are only considered after the first two weeks of school except in extenuating circumstances. At that time, parents may fill out a Class Placement Concern Form, available in the school office. Once the form is completed and returned to the office, parents will be contacted by the principal to discuss concerns as soon as possible.

HEALTH & WELLNESS QUESTIONS:

For health and wellness policies and specifics:

START WITH:

1. The district website at www.lvusd.org "General" then "Wellness Policy." The policy also includes guidelines for which snacks are allowed at school celebrations. You may also check the school handbook/directory.
2. For PFC sponsored activities check the PFC website at www.chaparralpfc.org and/or contact the Health and Wellness Committee chair.

3. For specific health concerns regarding your child, contact the health clerk, Christina Skillin, in the school office skillin@lvusd.org.

For health and wellness regarding school nutrition:

START WITH:

Contacting the district office school nutrition director, Waleska Cannon, at wcannon@lvusd.org.

For health and wellness regarding school health:

START WITH:

Contacting the district office and the district nurse, Alice Garcia at agarcia@lvusd.org.

THEN TRY: Contacting the principal for concerns unable to be resolved.

A. Flu/Contagious Illnesses

START WITH: Keep all ill children home if they have a fever over 99 degrees or have had vomiting or diarrhea in the past 24 hours.

NEXT STEP: If child stays home from school, you must notify the Attendance Clerk at (818) 591-2428 ext. 1 to report your child's absence, as per state law.

THEN: Parents are required to call the Health Clerk, Christina Skillin, at (818) 591-2428 ext. 2 to report contagious illnesses (typically flu, whooping cough, strep throat, pink eye, hand, foot, and mouth, etc.).

B. Lice

START WITH: Lice Prevention and Control information on the CDC Website: www.cdc.gov/parasites/lice/head/prevent.html.

NEXT STEP: If your child has lice, treat it immediately to prevent further infestation. Also, you are required to notify the Health Clerk at (818) 591-2428 ext. 2.

THEN: After treatment, see the Health Clerk for a head check and permission to return to class.

*** REGULAR HOME-SCHOOL COMMUNICATION**

The school's website, www.chaparralelementaryschool.org, contains general school information, as well as specific teacher web pages with classroom information.

- LVUSD Policy requires Principal/District approval of information before it can be distributed to students.
- The *Chaparral Cub Corner* is a digital newsletter. Each Sunday you will receive an email with the week's upcoming events. In addition, you will also receive a monthly digital *Chaparral Cub Corner* with more detailed information about activities and events.
- Chaparral's grade levels work together to plan universal expectations of all students in the grade. These expectations are communicated at Back to School Night and parent conferences in the fall, or through grade level, classroom, and school correspondence.
- The Blackboard Connect Electronic Message System is a phone and/or email system that the District and the school office use regularly to contact parents. **(Please don't hang up on our recorded voices!)**

*** INDIVIDUAL COMMUNICATION PROCEDURES**

These are the ways parents can contact teachers, the specialists, or the administration:

- Email, school voicemail, or written note sent with the student.
- Since teacher focus is on their classroom during school hours, teachers are not expected to respond immediately to parents. However, it is expected that a teacher will respond within 24 hours (week days only) to a parent communication.
- Teachers are available, by appointment, to speak or conference with parents in person before or after school during site time.
- Parents are expected to pre-arrange meetings so that staff can give their focused attention to the parent comments or concerns.

*** MESSAGES TO STUDENTS FROM PARENTS**

According to LVUSD Policy, messages shall be delivered **ONLY IN CASE OF EMERGENCY**. All staff value the learning time in classrooms and will refrain from interrupting a class unless there is a real emergency.

- Parents are asked to call as early as possible in the day with after school emergency messages. Often, emergency messages arrive so late, that the child is already waiting for the expected ride.
- Please handle routine communication, such as pick-up plans or any other non-emergency information, with your child before leaving for school.
- Please remind your students to come to the office if the ride they are expecting does not arrive. Office staff will help them to sort it out safely.
- Forgotten lunches or homework are not considered emergencies.
- Children must follow through with the after school plans that were in place when they left home. Understandably, teachers and the office staff cannot assist in arranging or re-arranging play dates.
- School personnel are not allowed to convey messages to students other than those from a parent or guardian.

*** DROPPING OFF ITEMS IN THE OFFICE**

- For safety reasons, do not walk onto campus to drop off items in your child’s backpack.
- To eliminate disturbing a classroom, please bring forgotten items to the office and place them in the blue cubbies against the wall. Please label the item with your child’s name and teacher. Students will be directed to check the office cubbies for any forgotten items.

Chaparral Dress Code

The way students dress has a direct impact upon their attitude and performance and the attitude and performance of others. In order to maintain a respectful, positive, and productive educational environment, the Chaparral Elementary dress code is based on California Education Code (35183.6) and the LVUSD Parent, Student and Staff Legal Notification Handbook.

“Clothing or appearance that can create a class/school disturbance or distraction that interferes with the learning environment, or represents a danger to student health or welfare is not permitted.”

Students should wear comfortable clothing and appropriate shoes that allow them to move safely and participate easily in a variety of activities such as art projects, sitting on the floor, and/or strenuous physical activities.

- Shirts must be long enough that if hands are raised over the head, a bare midriff will not be exposed.
- Shirt straps must be at least one inch wide (no strapless tops).
- No baggy or oversized pants. Pants must be able to stay up and not touch the ground.
- Skirts and shorts must be worn with a hem that reaches the tips of the fingers when arms are extended down the thigh.
- Clothing that shows, or appears to show, underwear is not permitted.
- Shoes with open toes and/or open backs (for example: flip flops, jellies, sandals, clogs, Crocs, etc.) are not permitted.
- Shoes with high heels, wedges, or skate wheels are not permitted.
- Peds or socks must be worn with shoes.
- Appropriate shoes, such as sneakers, must be worn for P.E. class.
- Sun protective clothing (including hats, caps, sunglasses) is permitted when outdoors.
- Hanging chains, dangling jewelry (earrings, necklaces and/or bracelets) that are safety hazards and/or distractions may not be worn in school.

Clothing which depicts any of the following is not permitted:

- Offensive or vulgar language.
- Inappropriate pictures or innuendos relating to sex, drugs, alcohol, cigarettes or other controlled substances.
- Advertisements for alcohol, cigarettes or other controlled substances.
- Breaking the law, violence, ethnic and/or racial slurs.

*** HAT/CAP POLICY**

Students may wear plain hats on the playground, during P.E., recess, and lunch but not in the classroom or any building. Students must keep hats in backpacks or out of sight or they may be confiscated.

* ENFORCEMENT OF DRESS CODE

Parents may be called to provide an appropriate change of clothes. Confiscated items can be picked up in the office at the end of the school day.

Lunch

- Lunches may be purchased for \$4.00 each day.
- You may place money in your child's account by delivering money to the office. Cash or checks are accepted. Checks must be a minimum of \$25 made payable to LVUSD. Please bring money in an envelope marked with your child's name, teacher and amount. You can also post money to your child's account at www.paypams.com (Note: It may take 24 to 48 hours for the money to post to your account when done online and there is a small processing fee).
- All parents are urged to register at www.paypams.com. You will be notified via e-mail when your child's account is low. There is no fee to register.
- Your child will need to punch in his/her lunch code # in order to purchase a lunch through their account. Our cafeteria server has a record of each student's code # should they forget it.
- **Chaparral does not have an onsite kitchen. If your child is going to be tardy and he/she wants to buy a lunch, you must call the office by 8:30 a.m. so that a lunch can be ordered for them.**
- An emergency lunch of cheese and crackers will be provided to students who forget their lunch.

Procedures for Student Dismissal During a Disaster

Chaparral conducts monthly emergency drills. In the event of a serious disaster, your child(ren) will only be released to you or the person(s) designated by you on your Disaster Release Tag.

Except in the case of a required school evacuation, the children will be assembled for protection and pick-up on the upper playground of the school or in an area designated as a safe area. If Chaparral has to be evacuated, we will evacuate as quickly as possible. You will then be notified, as soon as possible, by school authorities via our electronic phone message system, where to pick up your child.

IF WE ASSEMBLE ON THE UPPER YARD, THE FOLLOWING PROCEDURES WILL BE FOLLOWED:

For safety reasons, we will allow only a few parents at a time to enter the yard via the large gate on the upper yard.

- Report to your child's teacher, sign the teacher's check-out list, and initial the Disaster Release Tag.
- Return the tag to the school official in charge at the upper yard check-out area. This will let us know with whom the child left, in case another authorized person comes for your child later. **It is imperative you turn in the signed tag before leaving the checkout area.**

IF WE REMAIN IN THE CLASSROOMS OR ASSEMBLE IN THE MULTIPURPOSE ROOM, GO DIRECTLY TO THE CLASSROOM OR MULTIPURPOSE ROOM TO PICK UP YOUR CHILD.

IF THE PICK-UP PERSON IS NOT NAMED ON THE CHILD'S DISASTER RELEASE TAG, THE PICK-UP PERSON MUST REPORT TO A SCHOOL OFFICIAL OR AN OFFICE STAFF MEMBER TO OBTAIN PERMISSION TO TAKE THE CHILD HOME.

Health and Emergency Procedures

Our school health office is staffed by a Health Clerk who is certified in First Aid and trained in CPR. She assists with first aid or illness situations occurring at school. As wonderful as the Health Clerk is, she is not a licensed nurse. However, she is trained and supervised by the LVUSD District Nurses who make regular and "as needed" visits to our school.

* **CASTS, CRUTCHES, AND STITCHES**

Students returning to school after an accident or injury requiring a cast, crutches, splint, ace bandage, sutures or other medical appliances, need to bring a written release (form is available online or in the office), signed by both physician and parent, to the Health Office before returning to class.

LVUSD policy **does not permit** elementary school students requiring such medical appliances to be on the playground during recess or lunch nor are they allowed to participate in P.E. class. The practice at Chaparral Elementary School is that the student may bring a buddy (depending on the number of students injured on any given day), to a designated area that is supervised.

* **STUDENT RETURN TO SCHOOL AFTER AN ILLNESS**

- Students who are ill need to remain at home to promote recovery and help prevent the spread of communicable disease.
- Students need to remain at home until they are fever free for 24 hours.
- Students returning after contagious conditions such as chickenpox and pediculosis (head lice), must be cleared by the Health Clerk before returning to class. Students returning after treatment for pediculosis must be nit-free.

* **EMERGENCY CARDS/DISASTER TAGS**

- Every student must have a current emergency card on file at the school. This card contains names, phone numbers and other important information needed in case of an emergency at school.
- **Older siblings may only pick up students if their name is listed on the card.**
- Please notify the school office if any information changes during the year, i.e. address or phone number changes.

* **ILLNESS OR INJURY AT SCHOOL**

If a child becomes ill at school, parents will be notified immediately. If parents cannot be reached, another adult designated on the student's emergency card will be asked to pick up the child.

* INSURANCE

Accidents which occur at school are not the responsibility of the school. Insurance forms are made available for your convenience at the beginning of the school year.

* MEDICATION

Students are not permitted to possess or administer medication by themselves. **All medication, including over the counter medications,** must be brought to the health office by an adult with written verification from the **student's physician** as to the name of the medication, the proper dosage, and the means by which it is to be administered. All medication must be taken in the presence of a school official.

* DISCIPLINE AND BEHAVIOR

LVUSD Policy states that all students are expected to comply with school regulations, to pursue the required course of study, and to accept the reasonable authority of the Principal and the school staff. Students en route to or from school or in attendance at school functions are subject to the authority of the school.

The Discipline Plan at Chaparral Elementary School is aligned with the LVUSD's Dynamic on Student Responsibility and Citizenship, helping students to demonstrate strong character and ethics to make responsible choices for themselves, their community, and the environment.

Chaparral's school-wide discipline program utilizes principles of CHAMPS, Peaceful Playgrounds, and is a 3-tiered model (e.g. Positive Behavior Support (PBS) and Applied Behavior Analysis (ABA). In addition to modeling the desired behaviors, staff members directly teach (with guided practice and positive reinforcement) classroom and school routines and rules, including appropriate recess, lunch, and games rules and behavior.

The elementary school counselor, in collaboration with administration and teaching staff, is on-site part time to assist students, parents, and staff with behavioral intervention services. These services are given individually, through small groups, and as part of the Student Study Team and Individual Education Process. The elementary counselor is for short-term intervention only.

Students who are experiencing difficulty following the class or school rules will be re-taught and given appropriate consequences. Repeated infractions and/or serious issues will be handled with a Behavior Referral to the Office, and will be documented by school staff. Unfortunately, some situations may be of such a serious nature that a suspension from school may be required.

*** STUDENT SEXUAL HARASSMENT– BP 4119.11**

The LVUSD School Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment, which impairs the educational environment or a student's emotional well-being at school.

*** SUSPENSION**

California Education Code 48900 states that suspension, including supervised suspension, shall be imposed only when other means of correction fail to bring about proper conduct. Parents will be contacted in situations of serious misbehavior.

California Education Code 489159(c) 1-5 requires suspension or expulsion if the Principal or Superintendent of schools determines that the student participated in the following serious infractions:

1. Sale, possession or furnishing a firearm (exception for Imitation firearm).
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Attempted or committed sexual assault or committed sexual battery.
5. Possession of an explosive.

**PLEASE REFER TO CHAPARRAL'S FULL
COMPREHENSIVE DISCIPLINE PLAN ON
CHAPARRAL'S WEB SITE FOR MORE SPECIFIC
DETAILS:** www.chaparralelementaryschool.org

* **TECHNOLOGY**

- **Students** are expected to abide by and will be held accountable for the rules described in the LVUSD Student Technology Acceptable Use Policy (AUP), available at: www.lvusd.org/index.php?option=com_docman&task=doc_download&gid=1233&Itemid=107 and school/classroom rules which are communicated at Back to School Night and in classroom/grade level and/or school correspondence.
- Students not abiding by and following district AUP and school/classroom rules, may lose the privilege of bringing and/or using technology at Chaparral.

* **STUDENT USE OF THE INTERNET - BP 6163.4**

Staff shall make reasonable effort to supervise students while using on-line services and may ask instructional assistants, parent/guardian volunteers or student aides to assist in such supervision.

* **ELECTRONIC DEVICES (CELL PHONES/PDA'S) – BP/EC 48901.5**

In accordance with California Education code 48901.5, the LVUSD School Board recognizes that parents/guardians may wish to be in close contact with their children during the school day, and therefore, students may be provided an electronic device such as a cellular telephone. The Board also recognizes that staff members may be in possession of electronic devices. Although the board recognizes the possession of electronic devices, it further recognizes that these electronic devices can disrupt the instructional process. Therefore the following procedures shall be implemented for students and staff at all school sites:

- Students and staff shall be permitted to be in possession of electronic devices (cell phones) while attending school and school-sponsored activities. Chaparral's students must follow classroom procedures for storage of devices developed by classroom teachers/grade levels. Cell phones may not be brought to recess, lunch or school day assemblies.
- Staff and students shall have all electronic devices turned off at all times except as approved by school personnel. Use of such devices shall not constitute a reason for being tardy to class.
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- Should a student receive a call or use a phone during school hours (including recess and lunch) that disrupts the classroom instructional process or a school assembly, the device shall be confiscated by a certificated or classified staff member and be given to an administrator who will return it to the student at the end of the day. A second infraction shall result in the device being confiscated and the parent/guardian will be required to meet with the Principal or the principal's designee in order to retrieve the device. A third infraction shall result in disciplinary action with the consent to possess all electronic devices being revoked until the end of the semester.
- No student shall be prohibited from possessing or using an electronic device that is determined by a licensed physician to be essential for the health of a student.
- Chaparral Elementary School students will follow the rules established by their classroom teacher as to the use of an electronic device in class. Electronic devices including cell phones are not to be brought on to the play yard at recess and lunch. Students may not take pictures of other students in class, on the yard, or on school sponsored field trips without permission from the classroom teacher.

