

**DEER CANYON
ELEMENTARY SCHOOL**



**2022-2023
Parent Handbook**

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School Accountability Report Card (SARC) -

Copies of the Deer Canyon School Accountability Report Card are available at our Deer Canyon front office and at the District Support Center. Copies are available to families upon request and free of charge.



Deer Canyon Elementary School

Bell Schedule

2022-2023

Schedule for Monday, Tuesday, Thursday, and Friday

Grade	Start Time	AM Recess	Lunch	PM Recess	Dismissal
PK AM Early Bird	8:30		11:00-11:45		12:35
PK PM Late Bird	10:10		11:00-11:45		2:15
K Early Bird	8:30		11:00-11:45		12:35
K Late Bird	10:10		11:00-11:45		2:15
1	8:30	10:17-10:35	11:45-12:30	1:45-2:00	3:00
2	8:30	10:35-10:53	11:45-12:30	1:45-2:00	3:00
3	8:30	10:17-10:35	12:15-1:00	1:45-2:00	3:00
4	8:30	10:35-10:53	12:45-1:30		3:00
5	8:30	10:35-10:53	12:45-1:30		3:00
6	8:30	10:17-10:35	12:15-1:00		3:00

PK & Kindergarten = 200 minutes, Primary = 312 minutes, Upper = 327 minutes

Wednesday & Modified Day Schedule

Grade	Start Time	AM Recess	Lunch	PM Recess	Dismissal
PK AM Early Bird	8:30		11:00-11:45		12:35
PK PM Late Bird	10:10		11:00-11:45		2:15
K Early Bird	8:30		11:00-11:45		12:35
K Late Bird	10:10		11:00-11:45		2:15
1	8:30	10:17-10:35	11:45-12:25		1:30
2	8:30	10:35-10:53	11:45-12:25		1:30
3	8:30	10:17-10:35	12:15-12:55		1:30
4	8:30	10:35-10:53	12:45-1:25		1:30
5	8:30	10:35-10:53	12:45-1:25		1:30
6	8:30	10:17-10:35	12:15-12:55		1:30

PK & Kindergarten = 200 minutes, Primary = 242 minutes, Upper = 242 minutes

***Wednesdays are modified days at elementary sites Grades 1-6 from August 10th through May 24th.**

Alta Loma School District 2022-2023 School Calendar (Adopted 2.2.22)

July-22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August-22						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Month # School Days

July-22

- 4 Independence Day Holiday (observed)
- 25 Opening of School Offices

August-22 18 (17)

- 2 New Certificated Staff Orientation
- 3 Convocation
- 8 Non-work Day for 8th Grade Certificated Staff
- 8 First Day for Grades K-7 (Grades 1-7 Modified Day)
- 9 First Day 8th Grade Students (Grades 1-8 Modified Day)

September-22 21

- 5 Labor Day Holiday
- 22-23 Elementary Parent Conferences (Grades 1-6 Modified Days)
- 26-29 Jr. High Parent Conferences (Grades 7-8 Modified Days)
- 30 Jr. High - Modified Day (Grades 7-8)

October-22 20

- 10 Staff Development Day
- 28 End of Trimester I (58 Days)

November-22 16

- 11 Veterans' Day Holiday
- 14-18 Elementary Parent Conferences (Grades 1-6 Modified Days)
- 18 Jr. High - Modified Day (Grades 7-8)
- 24-25 Thanksgiving Holidays

December-22 16

- 22 Modified Day, Grades 1-8; P.M. Kdgn. Students attend A.M.
- 23-30 Christmas Holidays/Winter Recess

January-23 15

- 2 New Year's Holiday/Winter Recess
- 9 Students Return
- 16 Martin Luther King Jr. Day
- 23 Staff Development Day

February-23 18

- 13 President Lincoln's Birthday Holiday
- 17 End of Trimester II (60 Days)
- 20 Presidents Day Holiday
- 28 Elementary Parent Conferences (Grades 1-6 Modified Days)

March-23 18

- 2-3 Elementary Parent Conferences (Grades 1-6 Modified Day)
- 24 Modified Day, Grades 1-8; P.M. Kdgn. Students Attend A.M.
- 27-31 Spring Recess

April-23 20

- 19 Jr. High - Modified Day (Grades 7-8)
- 24 Last Day of School Grades K-7 (62 Days)

May-23 18 (19)

- 24 Modified Day, Grades 1-8; P.M. Kdgn. Students attend A.M.
- 25 Last Day for 8th Grade Students (Modified Day)
- 26 Floating Holiday - Admissions Day (Observed)
- 29 Memorial Day

Total School Days 180

September-22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October-22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November-22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December-22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January-23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February-23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March-23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April-23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May-23						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June-23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Elementary Conferences - Modified Days
- Jr. High Conferences - Modified Days
- Modified Day - Extended Professional Development
- Jr. High - Modified Day
- Elementary & Jr. High - Modified Day

- Non-School Day: Schools and District Office Closed
- Non-School Day: Schools Closed; District Office Open

*Note: Wednesdays are modified days at elementary sites grades 1-6 from August 10 through May 24.

General Information

Mission Statement

All students will achieve high levels of learning. In order to accomplish our mission statement, we have a common vision for our compelling future which includes:

- Teams collaborating regularly with a focus on student learning.
- Intentional, effective initial instruction.
- Teachers respond in a timely manner to student's current levels of performance.
- Systems in place to ensure achievement through intervention and/or extension.

These collective commitments stand as our core values as the faculty and staff of Deer Canyon Elementary School.

School Colors and Mascot

School colors are blue and yellow. Students may show their school spirit by wearing school colors or any Deer Canyon shirt on Friday spirit days. Our school mascot is *Spirit the Eagle*.

School Office Hours and Telephone Information

The Deer Canyon office is open from 7:30 AM to 4:30 PM, Monday through Friday. Our school phone number is 909-484-5030. You may also check our web site at www.alsd.k12.ca.us and follow the tabs to Deer Canyon Elementary School.

Social Media

Please follow us on Instagram @deer_canyon & on Twitter @deer_canyon

Arrival and Dismissal Guidelines

1. Students are expected to come directly to school by the safest route possible. All students must leave campus to go directly home once dismissed. We advise all families to not allow their students to loiter or remain at Hermosa Park unattended nor unsupervised before or after school. On the way to and from school, students are to obey all school and traffic rules and to conduct themselves in a respectful manner.
2. Students in Grades 1-6 are permitted to arrive onto school grounds beginning each day at 8:15 AM. Students will enter through the front of school at the double chain link gates located by our D building. Students will be directed to the school playground, where they actively participate in our morning walk-n-talk until the bell rings. Students will then line up on their class number and wait for their teacher. Classroom instruction begins at 8:30 AM.

Transitional Kindergarten (TK) and Kindergarten (K) students will be greeted at arrival and dismissal at the Kindergarten playground gate. Early bird (EB) arrival is from 8:15-8:30 AM and EB dismissal is at 12:35 PM. Late bird (LB) arrival is from 10:00-10:10 AM and LB dismissal is at 2:15 PM.

3. Students in Grades 1-6 may arrive at 8:15 AM. Supervision will not be provided prior to this time. In the event that you must drop your student off before 8:15 AM the ALSD Child Care program is available. Please contact DC Child Care at 909-484-4315 for more information.

4. Students who participate in ALSD's breakfast program may begin to arrive at 7:45 AM, enter the front office and go directly to the cafeteria. Students should not be dropped off and left in front of the school prior to 7:45 AM as there is no supervision during that time.

5. All vehicles should enter campus from the drive-through-loop at the western end of the school for arrival and dismissal. The staff parking lot is limited to district employees. Please pull all the way forward in the drive-through-loop, no stopping and please remain in your vehicle. Students will exit the vehicle and enter through the large gate.

Caution: Please be patient with possible traffic and other vehicles. Grades 1-6 do not use the bus loop in front of the school office for drop offs and in accordance with city ordinances, do not park adjacent to red or yellow curbs or make u-turns in front of the school.

6. Parking for individuals with disabled placards/license plates is available in the staff parking lot and the bus loop. We ask that you reserve these spots only for individuals with disabilities who must exit their vehicle. Drop off and pick up of students is NOT permitted in these designated areas.

7. Bicycle privileges are extended to fourth through sixth grade students with written notification from parents/guardians along with a signed **Bike Rider Permission Form**. All students must adhere to traffic and bicycle safety rules, which includes wearing a helmet at all times. When arriving on campus, students should walk their bikes to the designated area near the D building. The school is NOT responsible for unlocked bikes, or those left beyond the school day.

8. Children who arrive at school late must check-in and receive a pass from the front office. If more than 30 minutes, a parent/guardian is required to sign the student into school.

9. Students who leave during school hours will only be released through the school office by the child's parent/guardian listed on the emergency card. Valid ID must be presented for student(s) to be released. Students will only be released to parent/guardian unless prior authorization is submitted by a parent in writing to the office.

Attendance and Tardy Policy

Regular and prompt attendance is essential for school success. It is not possible for your child to "make up" the valuable instruction and activities that take place during the day to support their learning. Each trimester attendance awards will be given to students who attend on time for the full day.

Absences – You may contact the school office to report your child's absence by:

- Telephone- (909) 484-5030. Voicemail is available outside of school hours. Please press 1 and leave requested information regarding the absence,
- Electronic mail- infodeercanyon@alsd.org
- Our school attendance clerk will attempt to contact you by phone if we have not received a phone or email message from you.

- Homework/ Missed Classwork Requests – Although it is not possible to “make up” the wide range of instruction and activities that take place during the school day, parent/guardian requests for work may be made by calling the school prior to 10:30 AM. Assignments may be picked up in the office after school. Please call the school to verify that work has been left in the office.
- Leaving School Early – For appointments during the school day, a parent/guardian must sign the student out, and back in when they return. Please notify your child’s teacher of this type of absence in advance if you would like work sent home.
- *Chronically Absent or Chronically Tardy*: A student who has missed more than and/or are late 10% of the number of school days they are enrolled.
- Students who are considered *Chronically Absent or Chronically Tardy* will be required to attend a SART (Student Attendance Review Team) meeting, in-person, with the school administrator.
- If attendance does not improve following a SART meeting, the site administrator will refer the student/family to a DART (District Attendance Review Team) for a meeting at the ALSD District Support Center. If attendance does not improve following a DART, student/family will be referred TO SARB (School Attendance Review Board) and the San Bernardino County District Attorney’s office where a meeting will be held.
- The SARB process may begin after three (3) unexcused absences or three (3) tardies over thirty (30) minutes.
- **Tardy Policy** – Students who arrive late must check in at the front office. If more than 30 minutes, a parent/guardian is required to sign the student into school.
- Students with Independent Study days will not be eligible for the SOARing Eagle Attendance Award.

At Deer Canyon we will Strive for Five...no more than 5 absences, days tardy, or early pickups for the entire year.

Independent Study Contracts

If you are planning on having your student(s) out of school for three (3) or more days, please stop by the office and fill out a Short Term Independent Study contract. The district requires seven (7) days notice ahead of any planned time off so that the teacher can compile work for the student. The contract will be signed by the student, parent, and principal to ensure that the work prepared and sent with the student will be completed and turned-in on the day the student returns to campus. Please stop by the school office or call the school at 909-484-5030 and speak with our attendance clerk.

ALSD Student Release Policy

The Alta Loma School District strives to keep all students safe. The policy requires that students only be released from class during the school day to a parent or guardian. If a parent or guardian is requesting another individual pick up their student, during the school day, it must be **(on that specific day regardless if that person is listed on the emergency card)** in writing via:

- email infodeercanyon@alsd.org,
- fax (909) 484-5035, or
- written note to the front office

This also applies if the parent is requesting their student be picked up by someone who is not named on the emergency contact card. There will be no exceptions to this policy. These procedures are in place for the safety and security of your child. Person picking up a student must present a valid photo ID.

School Information and Policies

Breakfast and Lunch Information

For menus, meal applications, and household income forms, please visit the District website at <https://www.alsd.k12.ca.us>.

Breakfast: Free breakfast is served daily from 7:45 AM to 8:25 AM. Students who bring outside breakfast items onto campus in the morning (i.e. Starbucks drinks and/or food, McDonald's, etc.) will be directed to take their items with them to the lunch quad to finish eating/drinking.

Lunch: At Deer Canyon, we discourage lunch drop-offs during the day. The school continues to provide breakfast and lunch to students at no-charge for the 2022-2023 school year. If you must drop-off a lunch, please make sure the lunch is clearly marked with the student's name and your student knows that there will be a lunch in the office for them. It is the responsibility of the parent/guardian, not the school office, to communicate this to the student. Due to food allergy precautions, only lunches for your own student will be accepted in the office.

Classroom Celebrations

At Deer Canyon we discourage families bringing in food items for class celebrations. As such, we comply with the district wellness policy regarding healthy food selections for classroom parties. Do not send items to school without contacting your child's teacher in advance. We must take into consideration our District Wellness Policy, grade-level appropriate guidelines and specific dietary restrictions/ food allergies of classmates. In lieu of food items, we encourage families to bring in items such as pencils, stickers, toys, bubbles, etc. that will be handed out by your child as the class is dismissed at the end of the school day. Students should be able to carry any items they plan on bringing in a bag as they enter school. Balloons are not allowed in the classroom and can be checked into the office for a student to pick up after school.

Forgotten Items/Messages to Students

To prevent disruptions to instructional time, we are unable to call classrooms to deliver items and give routine messages to students during instruction. Lunches that are delivered to school during the day should be marked with the student's name and dropped off in the front office. We ask that you advise your child of routine messages (i.e. walking home or waiting for a ride) to reduce these calls to only those which are essential.

Homework/Missed Classwork Request

Although it is not possible to "make up" the wide range of instruction and activities that take place during the school day, parent/guardian requests for work may be made by calling the school prior to 10:30 AM. Assignments may be picked up in the office after school. Please call the school to verify that work has been left in the office.

Inclement Weather Schedule

In the event of rain, high winds, extreme temperatures, or unhealthy air quality, students will follow the same time schedule, but will use the lunch shelter area, classrooms, cafeteria and/or the multipurpose room for recess, and/or lunch.

Photography and Videography on Campus

While visiting or volunteering on campus, permission from the classroom teacher and/or administrator is required to take photos or videos of students. If photo permission is granted, parents/guardians may only take pictures or video of their own child and are prohibited from taking pictures or video of any child other than their own.

School Office Hours

The school office is open daily from 7:30 AM until 4:30 PM, Monday through Friday. The office is closed on all holidays during the school year.

School Telephone

The school office is frequently a very busy place. The office telephones and equipment are to be used for business. Students should not rely upon them for phone calls to ask parents for permission to go home with friends or bring missing items to school. Students will be permitted to use office phones for emergencies only.

Visitors/Closed Campus Policy

For our students' safety, Deer Canyon Elementary School is a closed campus. Students must be signed out by a parent or authorized adult to leave campus during the school day. Students should be signed back in through the office upon returning to school.

Trimester Awards & Recognitions

Grades 1 & 2: Certificate of Achievement: Student is recognized for achievement in a specific area at the discretion of the teacher. Students will not be chosen more than once in a school year.

Grade 3: Academic Achievement: All 3's and 4's in all academic areas and only 3's and 4's in Learning Skills for Success areas including citizenship and study skills.

Grades 4-6: Academic Honor Roll: All A's or B's and only 3's and 4's in Learning Skills for Success; *Principal's Honor Roll:* All A's, and only 3's and 4's in Learning Skills for Success.

Grades 1-6: Accelerated Reader: Students earn various levels based on passing reading comprehension tests with 80% accuracy or higher.

Eagle of the Month Award

Students that earn the Eagle of the Month award are being recognized for their character and for demonstrating one (or more) aspects of our PBIS SOAR expectations: be Safe; be Organized; Achieving excellence; be Respectful. This award will be given out at each month's Flag Assembly.

SOARing Eagle Award

Students earning a SOARing Eagle award are recognized for maintaining perfect attendance in each trimester. This award is given at each Trimester Awards Ceremony. Students with Independent Study days will not be eligible for the SOARing Eagle Award.

6th Grade End-of-Year (EOY) Awards Ceremony

Our EOY awards ceremony is Deer Canyon's way of recognizing our 6th grade students for their hard work and dedication to their academics and celebrate their completion of elementary school. This ceremony is not a promotion or graduation. Balloons and/or flowers brought onto campus will be checked into the office and families can retrieve them after the completion of the ceremony. This is to prevent blocking the view of others attending the ceremony.

President's Award for Academic Excellence

Sponsored by the United States Department of Education and the National Association of Elementary and Secondary School Principals, this award is presented to students recognizing them for academic excellence. To qualify, recipients must meet the following criteria:

- GPA of 3.5 or better in 4th-6th grade (through 6th grade 2nd trimester)
- Level 4 score (green) in STAR for either math or language arts from February 2022

President's Award for Educational Achievement

Also sponsored by the United States Department of Education and the National Association of Elementary and Secondary School Principals, this award is presented to students recognizing them for academic achievement. To qualify, recipients must meet the following criteria:

- GPA of 3.0 or better in 4th-6th grade (through 6th grade 2nd trimester)
- Achieve high scores or showing outstanding growth, improvement, commitment or intellectual development in particular subjects, such as English, math, science, etc.

Report Cards and Progress Reports

Report cards will be posted on the Infinite Campus Parent Portal. Any academic needs notices will be completed and sent home for the parent/guardian to sign and return. The school year is divided into three trimesters. Trimester report cards will be posted in November, February/March, and May. Parents/guardians should contact the school if they cannot access a progress report or report card.

Family Involvement

Volunteers

Deer Canyon Elementary School encourages and appreciates parents, guardians and grandparents volunteering to help our students. Volunteers may help students with their academic subjects and enrichment activities, go on field trips, or assist in making educational games or instructional materials for classroom use in our Volunteer Workroom. Please contact our Volunteer Coordinator, Michelle McCliman (mmccliman@alsd.org) to volunteer on our campus and help our students (909) 484-5030.

Please note that because of school district insurance requirements, siblings are not allowed on campus during volunteer time, class activities and/or school time events. Please arrange for child care during your volunteer time. Children, including current students, are NOT allowed in our workroom areas. At no time are volunteers allowed on the playground during any recess.

Prior to any service on campus during the school day, all volunteers must read, acknowledge, and sign the ALSD Volunteer Agreement Form. All visitors/volunteers MUST sign in through the school office and will be required to provide photo identification, be entered in the Raptor System and receive and wear an identification badge at all times. (AR 1250)

While visiting or volunteering on campus, visitors are reminded that due to student privacy, pictures or videos may not be taken of students in the classroom, on the playground, or anywhere on campus. Special exceptions are made only with prior consent from the teacher and/or Administrator. If photo permission is granted parents/guardians may take only pictures or videos of their child and are prohibited from taking pictures/video of any child other than their own.

Classroom Visits

Classroom visits are welcomed. Classroom visits must be pre-arranged (24-hour notice) with the teacher/administration and sign in at the school office. This is for your child's protection, as well as ours, since we do not allow unauthorized persons on the school grounds at any time. Visits are limited to twenty minutes and may be accompanied by administration. Student visitors are not allowed. All school visitors must report to the office before coming on campus. (EC 49091.10/AR 1250)

Deer Canyon PTA

We highly encourage your membership and involvement in our school-based parent group. The purpose of this group is to support and enrich students and school programs through assemblies, recognition awards, and volunteer time. The membership drive begins in August. Parents, community leaders, business groups, extended family members, neighbors, and friends are all welcome to join.

School Site Council

The School Site Council is an elected group of parents and staff members who meet to plan, implement, and evaluate the school program. Meetings are open to all parents and residents of the school's community. The agenda for each School Site Council meeting is posted in front of the school office prior to the meeting date.

School Website

Check our website for event information and updates. <https://www.alsd.k12.ca.us/Domain/81>

School Expectations and Criteria

Deer Canyon Elementary School has established rules and guidelines to address student behavior and discipline through the PBIS model. This school-wide system includes proactive strategies for defining, teaching and supporting appropriate student behavior to create a positive school environment. We strive to acknowledge positive behaviors while teaching students to S.O.A.R.

Deer Canyon School-wide Expectations

Be proud eagles and SOAR everywhere you go!

S - be Safe

O - be Organized

A - Achieve excellence

R - Respect yourself and others

Deer Canyon School-Wide Matrix

	Safe	Organized	Achieve Excellence	Respectful
Restrooms Voice Level: 1	<ul style="list-style-type: none"> • Wait until a stall is available • Keep self to self • Report any problems 	<ul style="list-style-type: none"> • Always flush • Wash and dry hands • Use water and paper wisely • Throw away trash 	<ul style="list-style-type: none"> • Use facilities correctly • Finish up quickly • Give privacy 	<ul style="list-style-type: none"> • Stay in own stall • Leave it better than you found it
Playground Voice Level: 2-3	<ul style="list-style-type: none"> • Walk on blacktop/ramp • Keep self to self • Use equipment properly • Wait in line for games 	<ul style="list-style-type: none"> • Freeze at bell • Walk to lines after whistle • Snacks in snack area only • Keep track of balls/bands 	<ul style="list-style-type: none"> • Attempt to resolve conflicts positively • Use good sportsmanship • Share and invite others to play 	<ul style="list-style-type: none"> • Listen and respect all adults • Use kind words • Use restroom and water fountain before bell
Lunch Area Voice Level: 2	<ul style="list-style-type: none"> • Walk • Keep self to self • Eat your own food 	<ul style="list-style-type: none"> • Stand in single file line • Clean up after yourself • Raise your hand for dismissal 	<ul style="list-style-type: none"> • Be helpful to others • Use pass for classroom visits • Use two hands with trays 	<ul style="list-style-type: none"> • Listen and respect all adults • Practice good table manners • Wait for your turn
Media Center Voice Level: 1-2	<ul style="list-style-type: none"> • Walk • Keep self to self 	<ul style="list-style-type: none"> • Keep belongings with you • Sit flat during assemblies 	<ul style="list-style-type: none"> • Remove hats during assemblies • Enter with adult supervision 	<ul style="list-style-type: none"> • Respect others learning • Listen and respect all adults • Use kind words
Walkways Voice Level: 0-1	<ul style="list-style-type: none"> • Keep self to self • Stay outside yellow arcs • Avoid obstacles 	<ul style="list-style-type: none"> • Walking forward, single file with your teacher • Walk with a purpose 	<ul style="list-style-type: none"> • Use handrails correctly • Stay with your class • Go directly to destination 	<ul style="list-style-type: none"> • Use kind words • Respect classroom learning
Arrival Voice Level: 1-2	<ul style="list-style-type: none"> • Walk • Keep self to self 	<ul style="list-style-type: none"> • Breakfast is eaten in the cafeteria • Line up with class 	<ul style="list-style-type: none"> • Arrive on time • Wait at lunch tables until 8:15 a.m. 	<ul style="list-style-type: none"> • Listen and respect all adults • Use kind words with others
Pick Up Voice Level: 1-2	<ul style="list-style-type: none"> • Keep self to self • Walk • Stand behind red line 	<ul style="list-style-type: none"> • Walkers leave immediately • Wait for car to stop before entering 	<ul style="list-style-type: none"> • Face forward • Watch for your car • Listen for your name 	<ul style="list-style-type: none"> • Listen and respect all adults • Use kind words with others
Office Voice Level: 1	<ul style="list-style-type: none"> • Walk • Keep self to self 	<ul style="list-style-type: none"> • Wait in an empty seat • Follow all directions given • Keep track of belongings 	<ul style="list-style-type: none"> • State reason for office visit • Wait for your turn 	<ul style="list-style-type: none"> • Listen and respect all adults • Use kind words • Read a book while waiting

Clean Campus

Deer Canyon has a beautiful campus. Please take pride in keeping it that way! Each student contributes to our clean campus by using trash cans and respecting property. Gum is not allowed at any time.

Discipline Policy / Code of Conduct

Disciplinary Actions

Students who choose not to follow CA Education Code and our PBIS guidelines are subject to progressive discipline as outlined by CA Education Code, Board Policies and Administrative Regulations. One or more of the following actions (not listed is progressive order) may be taken by the school officials. The action(s) taken will be in accordance with Board policies, California Education Codes, and State laws.

- ✓ **Discipline Counseling** – A school official (teacher, administrator, or counselor) will talk to the student to identify the inappropriate behavior, review alternative behaviors, discuss consequences, and develop a plan to promote appropriate student behavior expectations. Recorded in administrative record.
- ✓ **Loss of Recess; Lunchtime Restrictions** – A staff member may take a student’s recess or restrict lunchtime activities for a determined period of time.

- ✓ **Loss of Privileges** – Students are prohibited from attending or participating in student activities for a period of time.
- ✓ **Parent Conference** – A formal conference is held between the student, parent, and one or more school officials. Parent involvement will be solicited in an attempt to modify/improve student behavior. During this conference, the student must agree to correct his/her behavior. Recorded in administrative record.
- ✓ **Removal from Class(es)** – The student is removed from one or more classes (sent to a buddy teacher's classroom), but remains at school during these class periods.
- ✓ **Systematic Exclusion** – Readjustment or modification of student schedule.
- ✓ **Student Intervention Team Referral** – A process to help advise students at all levels who may be experiencing academic or behavioral difficulties. A committee of staff and administration facilitates this process.
- ✓ **In-School Suspension** – A student may be assigned to an in-school suspension program at the discretion of the principal or designee for offenses for which suspension is permitted. Students will work on class and/or behavioral assignments while being isolated from their peers.
- ✓ **Suspension** – The student is informed that s/he is subject to a suspension (five days or less). The student is also informed regarding the due process procedure. The student's parent(s) or legal guardian is notified by telephone or in person that the student is subject to a suspension. Notification to the parent(s) or legal guardian must include clear instructions regarding the due process procedure. The suspension will be recorded in student's record.
- ✓ **Expulsion** – See District section of handbook.
- ✓ **Police Contacted** – The police will be contacted if drugs, alcohol, or weapons are brought onto the campus. The site designated School Resource Officer (SRO) will be contacted for consultation with students and discipline for fighting, bullying and other necessary infractions of school rules.
- ✓ **Request Parent Attendance** – Parents/guardians may be requested to escort/attend class with their child.
- ✓ **Restitution** – Restitution (either in payment, or in-kind) will be expected for damaged or lost property, e.g., textbooks, library books, vandalism, etc.
- ✓ **Revocation of Inter/Intra District Transfer Agreement** – The principal may revoke a transfer agreement at any time due to excessive tardiness, absenteeism or unacceptable behavior.
- ✓ **SARB** – School Attendance Review Board.
- ✓ **Suspension of Bus Privilege** – Loss of privilege to ride the bus for a period of time.

Dress Code

The following are district guidelines for clothing selection:

- Hats, caps, or warm weather gear are allowed for warmth and sun protection, but must be removed when entering buildings. All head coverings should be worn with a bill facing forward. Students may not wear a beanie unless it has a bill on it.
- Attire that advocates or advertises any type of alcohol, drugs, racial slurs, hate language, profanity, violence, or acts which are illegal, obscene, or hazardous to one's health is not allowed.
- Gang affiliated attire that is worn or altered in such a way as to identify students with gangs is not allowed.

- Low or high-cut garments, strapless or off the shoulder tops, bare midriffs, see-through tops, tops with thin straps (less than 2" wide), shorts, pants, or skirts exposing posterior or that do not cover undergarments is not allowed.
- Proper footwear must be worn at all times for safety reasons. Sandals may be worn, but they must have a back strap. Flip-flop styles or slippers are not allowed. Sandals may not be worn during physical education.
- Although make-up is greatly discouraged at the elementary school level, all make-up, hair styles, and dress cannot be disruptive to the learning process.
- Attire, including clothing, jewelry, and other accessories, which is deemed a safety hazard to the wearer or others is not allowed. Jewelry worn in the face and/or other body piercings must be removed for activities such as P.E. at the discretion of the teacher if deemed a safety concern.
- Sunglasses shall not be worn inside school buildings.

All students are expected to comply with the District dress code. School personnel are responsible for enforcing the dress code when students are on campus or at a school function. A student who violates the dress code will be asked to correct the violation. This may include:

- Removing the accessory
- Turn the clothing inside out
- Have other clothing brought from home
- Wear a school loaner shirt/shorts. Parent(s) agree to wash and return any borrowed clothing.
- Repeated violations will be addressed by school administration as they see necessary.

Possession/Use of Cellular Phones and Other Mobile Communications Devices

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

Students may possess personal electronic signaling devices including, but not limited to, iPod's, iPad's and cellular/digital telephones, smart watches, as well as other mobile communications devices, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. Electronic signaling devices need to be turned off during the school day and remain in backpacks. NO phones or watch devices (example: Apple watch) may be used to take pictures, video, text, or call home during the school day and are prohibited during testing.

Cell Phone Violation Consequences:

1st offense: Student is warned about cell phone expectations on campus and the cell phone is turned off and put away in the student's backpack. Violation recorded in their discipline record as a warning.

2nd Offense: Student is reminded of the cell phone policy and the phone is confiscated by staff and locked up in the office until a parent/guardian is able to pick it up from the office. Violation recorded in their discipline record.

3rd Offense: Student's cell phone is sent up to the office and locked up until a parent/guardian is able

to pick it up. Student will lose a recess for their actions. A conference with parent/guardian and site administrator will be held to outline the cell phone policy and expectations. Violation recorded in their discipline record.

4th Offense: Violation recorded in their discipline record. Student's cell phone is sent up to the office and locked up until a parent/guardian is able to pick it up. Parent(s)/guardian(s) are notified that the student must check-in their cell phone in the office upon arriving at school and can check it out when their school days ends.

A student who violates this policy past the 4th offense will lose the privilege of possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board Policy and Administrative Regulation. Serious offenses involving use of cell phones may result in immediate consequences including suspension or expulsion from school.

The school is not responsible for loss or damage for items brought from home.

Eagles Don't Bully!

Deer Canyon Elementary School actively seeks to provide a safe, supportive learning environment that is free from all forms of harassment and intimidation. **It is the responsibility of every member of the school community to ensure that KINDNESS IS ACTIVELY PRACTICED, NOT BULLYING.**

What is bullying?

Bullying is a form of antisocial behavior that has no place at Deer Canyon. It can include repeated, targeted physical actions (hitting, kicking, taking belongings), verbal actions (name-calling), or indirect actions (gossiping, spreading rumors, excluding from groups).

Bullying has five common features:

- » it is deliberate, hurtful behavior
- » it is repeated often over a period of time
- » it is difficult for those being bullied to defend themselves
- » it is difficult for those who bully to learn new social behaviors
- » the person who bullies has, and exercises power inappropriately over the victim

In order to ensure that all students understand the serious nature of bullying, and that each member of the school community actively rejects bullying, all students must abide by the EAGLES DON'T BULLY contract (included here and again on the signature page for this booklet).

Eagles Don't Bully! Contract

Everyone has the right to feel safe at school. I will do everything I can to help make sure that Deer Canyon Elementary School is a safe place where we can focus on learning. I commit to the following:

- ✓ I will be respectful to everyone at my school, even if I don't want to be friends with them myself.
- ✓ I will not stand by and watch someone be teased, threatened, or hurt.
- ✓ If I see someone being bullied, I will stand up for what is right by telling the bully to stop. I will also tell an adult.
- ✓ I will tell a trusted adult at school and/or at home if I feel that I am being bullied.
- ✓ I will not tell hurtful rumors, gossip, or stories about someone to another person.
- ✓ If someone hurts my feelings, I will talk to them and tell them how I feel. I will also talk to an adult. I won't try to get back at them.
- ✓ I will not use violence, threats, gossip, or intimidation in my relationships with other people in person or through technology.
- ✓ I will control my emotions when I am upset and I will ask for help from a trusted adult if I have trouble doing this.

PLEASE SIGN THE FINAL PAGE OF THIS DOCUMENT TO ACKNOWLEDGE THAT YOU AND YOUR CHILD REVIEWED AND UNDERSTAND THIS CONTRACT.



Title I, Part A School-Level Parent and Family Engagement Policy

This policy describes the means for carrying out designated Title I, Part A parent and family engagement requirements pursuant to ESSA Section 1116(c).

To involve parents in the Title I, Part A programs, the following practices have been established:

Deer Canyon Elementary appreciates and acknowledges our parents as our children's first teachers and our most important partner in educating our students. A significant piece of this partnership is parent engagement. The Alta Loma School District provides parent training opportunities, parent advisory groups and our site based meetings and training.

Below is an outline of some of the opportunities that are available to our Deer Canyon families throughout the school year.

- Parent group involvement:
 - PTA (Parent Teacher Association)
 - SSC (School Site Council)
 - ELAC (English Learner Advisory Committee)
 - Watch D.O.G.S. (Dads of Great Students)
 - DELAC (District English Learner Advisory Committee)
 - GATE (Gifted and Talented Education)
 - TIDE (Title 1 District Engagement)
 - LCAP Advisory (Local Control and Accountability Plan)
 - Monthly Parent Leadership District Level Meetings
- Attend special events:
 - Learning Lab - Welcome Informational Meeting
 - Learning Lab - Back to School Night
 - Learning Lab - Open House
 - Learning Lab - Family Events
 - ALSD Parent University Night
 - Parent-Teacher Conferences
 - Parent Workshops
 - Monthly Family Fun Nights/Dine Out
 - Awards Assemblies
 - Math Festival
 - Fall Festival

- Pancake Breakfast
- Winter Wonderland
- Lunch with Loved Ones
- Fun Run Fundraiser Event
- Book Fairs
- Festival of the Arts
- Reflections Awards Night
- Parent Portal Support Opportunities
- Daily involvement opportunities
 - Volunteer in classrooms, the Parent Volunteer Center and the Learning Lab
 - Contacting teachers to discuss student progress (Class Dojo, Remind, etc.)
 - Read school bulletin boards
 - Blackboard Connect calls & emails
 - Encourage student attendance of morning computer lab hours
 - Reading all communication sent home from the school
 - Reinforcing study skills and checking homework for quality work
- Signing documentation the school has developed to assure that your child is working toward high standards
 - Report cards
 - Reminder binders
 - Assignment journals
 - School and Teacher communication

The school convenes an annual meeting to inform parents about Title I, Part A requirements and about the right of parents to be involved in the Title I, Part A program (ESSA Section 1116[c][1]).

- Title 1 - Learning Lab - Welcome Informational Meeting (first trimester)
- Title 1 - Learning Lab - Back to School Night (August)

The school offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning or evening (ESSA Section 1116[c][2]).

- Title 1 - Learning Lab - Welcome Informational Meetings
- Title 1 - Learning Lab - Back to School Night (evening event)
- Title 1 - Learning Lab - Family Events (vary)
- Session 1, 2 and 3 Progress Reports (trimesterly)
- Infinite Campus Messenger Connect calls & emails (as needed)
- Title 1 - Learning Lab - Open House (evening event)
- ALSD Parent University (evening event)
- Parent-Teacher Conferences (individually set)
- Parent workshops (vary)
- TIDE - District Level Meetings (TBD)

The school involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parent involvement policy (ESSA Section 1116[c][3]).

During the Welcome Informational Meeting, the Title 1 parent survey is distributed and collected, the Title 1, Part A school-parent compact and the Title 1 Part A Parent and Family Engagement Policy are reviewed and approved. Learning Lab eligibility, program design and curriculum are defined. These documents along with the Learning Lab Fact Sheet are always available at the Title 1 Information Counter in the Learning Lab.

The school provides parents of Title I, Part A students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet (ESSA Section 1116[c][4][B]).

- Welcome Informational Meeting - Curriculum reviewed
- Learning Lab FAQ Sheet - Available in the Learning Lab
- Assessment & Progress Tracking - Trimesterly Reports
- Curricular Programs & Assessments:
Fountas and Pinnell, Lexia Core5, iXL, STAR Math, STAR ELA, STAR Early Literacy, California Assessment of Student Performance and Progress (CAASPP) and Smarter Balanced Interim Assessments (SBAC).
- California State Standards

If requested by parents of Title I, Part A students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children (ESSA Section 1116[c][4][C]).

- Title 1 - Learning Lab - Welcome Informational Meetings
- Title 1 - Learning Lab - Back to School Night (evening event)
- Title 1 - Learning Lab - Family Events (vary)
- Session 1, 2 and 3 Progress Reports (trimesterly)
- Title 1 - Learning Lab - Open House (evening event)
- Parent-Teacher Conference opportunities
- Student Study Team meetings as requested
- Title 1 parent survey - Available in the Learning Lab

This School-Level Parent and Family Engagement Policy has been developed jointly with, updated periodically, and agreed on with parents of children participating in Title I, Part A programs, as evidenced by:

- Meeting Agendas
- Meeting sign-in sheets
- Meeting Notes
- Completed Title 1 parent surveys

Deer Canyon Elementary School
Parent/Student Acknowledgment Form

Parent:

My signature (parent/legal guardian) below indicates that I have read and discussed with my child The Deer Canyon School Behavior Expectations and Guide to Dress and Grooming. I understand the rules and take full responsibility for my child, and will make sure he/she abides by them.

Student's Name (please print) _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____

Date _____

Student:

I understand and will follow the rules outlined in the Deer Canyon School Behavior Expectations. I understand that failure to follow any of the rules may result in appropriate disciplinary action.

Student Signature _____

Date _____

Teacher's Name _____

Room # _____

Please return this signed sheet to your child's teacher.