

**CANYON RIM ELEMENTARY**  
**2004 & 2012 CA Distinguished School**  
**2016 Gold Ribbon School**

**PARENT-STUDENT HANDBOOK**

**2017-2018**



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**Please sign, tear off, and return to teacher:**

We have read and discussed the Canyon Rim Parent/Student Handbook and understand what is expected of us.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## STUDENT STANDARDS AND EXPECTATIONS

In planning Canyon Rim School's learning environment, there are four main questions for students to monitor their own behavior:

1. *Is what you are doing safe?*
2. *Are you being respectful, kind, courteous, and polite?*
3. *Are you protecting property – yours and others?*
4. *Are you acting in a responsible manner?*

These questions lead to the expectations that our students follow these standards of behavior:

### **AT ALL TIMES**

1. *Students will behave in a manner that does not disrupt or interfere with the rights of others.*
2. *Students will keep hands, feet, and objects to self.*
3. *Students will use only kind words toward others. No statements will be allowed that make fun of a person's name, appearance, or abilities.*
4. *Students will use common sense – if they think there is a chance that anyone might get hurt, they say, "Don't do it!"*

### **SAFETY FOR ALL**

1. *Students will not bring any weapons (toy or real), bullets or shell casings, or explosives to school under any conditions. This includes, but not limited to, guns, knives, martial arts instruments, shock pens, or any other object that can be misconstrued as a weapon.*
2. *Students will not fight, wrestle, or use any forms of martial arts, whether real or fake.*
3. *Students will not throw rocks, sand, sticks and/or other harmful objects.*
4. *Students will tell an adult if someone is hurt, or if there is a knife, weapon, fireworks or other dangerous objects on campus.*
5. *Students will tell an adult if someone has made a threat against them or another student.*

### **TO AND FROM SCHOOL**

1. *Students will be responsible for their actions on the way to and from school. Fighting, teasing, and vandalism are not tolerated.*
2. *Students will walk on the sidewalks, cross at intersections and crosswalks, and respect private property.*
3. *Students who ride bicycles to school (grades 3-6 only) will walk them while on school property and crossing the street. Bicycles are to be locked and helmets worn.*
4. *Retractable shoe skates are not allowed at school.*
5. *Skateboards and scooters are not allowed on campus.*
6. *Students arriving by bus will walk directly to the playground before school.*
7. *At dismissal, all students riding the bus are to line up at the flagpole in front of the office for the bus.*
8. *Primary students who are waiting for older siblings are to wait on yellow wall in front of the office, not by the classrooms.*

## **ASSIGNMENTS/HOMEWORK/PROJECTS**

*Homework is assigned by teachers to reinforce concepts already learned by the students. It is a monitoring system to understand which students have mastered the concept(s) and which students may need remedial attention or extra support. Student homework is assigned an effort grade on the report card (refer to teacher Back to School Night presentation). Homework time allotment follows OUSD policy (1<sup>st</sup> – 3<sup>rd</sup> grades: up to 30 minutes daily / 4<sup>th</sup> – 6<sup>th</sup> grades: up to 60 minutes daily). Each student, in addition to the homework, should read 20-30 minutes per day.*

- 1. Students will turn in assignments on time.*
- 2. Students will complete projects on time.*
- 3. Students will complete homework to their full potential. If an assignment cannot be completed, the teacher will be notified by parent note.*
- 4. Students will behave appropriately in class without disruptions.*
- 5. If a child brings an assignment late, does not complete a project on time, and/or does not return homework completed at the assigned time—the student is subject to recess detention to complete assignment, project, and/or homework.*
- 6. If a child is disruptive in class or misbehaves—the student is subject to recess detention to complete a thinking map/behavior reflections assignment on his/her disruptive behavior.*

## **SCHOOL SAFETY RULES**

### **ARRIVING AT SCHOOL**

- 1. Students should arrive at school no earlier than 7:40 a.m and line up (1<sup>st</sup>-6<sup>th</sup> along green gate and TK/K along yellow wall.)*
- 2. Drop students at the front gate. Parents do not enter campus without signing in through office. \*TK-K parents will be allowed through the front gate the first 2 weeks of school only. Student Runners in orange vests help TK/K students to class.*
- 3. The gate by the office will open at 7:45 a.m. Students in grades 1-6 walk directly towards the lunch shelter continuing on to their assigned lines. At the assigned line up place, students will drop and go (drop their backpacks and belongings and move to the playground.) Transitional Kindergarten and Kindergarten students hang backpacks and then walk directly to the kindergarten playground area using the gate left of K-1 as an entrance.*
- 4. Students do not run or play in front of the school.*

### **FIRE AND EMERGENCY DRILLS**

- 1. Students stop talking immediately, remain silent, and follow the directions of the teacher.*
- 2. All students will take part in monthly emergency disaster drills that will ensure the best possible care and safety for your child.*

### **SNACK AND LUNCH PROCEDURES**

- 1. All food must be eaten at the lunch tables and not taken onto the playground.*
- 2. Students are to eat their own food; trading is discouraged. No glass bottles.*
- 3. During lunch, students will sit at their assigned class tables. Each student must remain seated once they have chosen a place to sit.*
- 4. Students must remain seated until a noon supervisor dismisses them.*
- 5. Upon dismissal from the tables, students are to place all trash into the trashcans and walk out to the playground.*
- 6. Do not bring playground equipment to the lunch tables. It should be stored on your class lunch cart.*

## HEALTH COMPLIANCE

*Due to numerous student allergies, parent complaints, and the law stating that we must provide a healthy environment on school campuses, we must stop doing the following:*

- 1) *“MUNCH PASSES” will not be offered as a regular classroom incentive. This allowed too many junk food items to be present on campus in and out of the classroom.*
- 2) *NO Birthday celebrations bringing in doughnuts, ice cream, cupcakes, or junk food items.*

*Teachers may come up with other options such as toys, incentives, and healthy snacks such as carrots, celery, apples, oranges, yogurt, rice crispy treats, granola bars etc... to offer students.*

*If you are interested in bringing healthy food or items for your child's birthday at school, you MUST have this pre-approved by the teacher and it may not disrupt classroom instruction.*

*Thank you for understanding. It is your child's health and education that we want to protect.*

## PLAYGROUND/SCHOOL RULES

1. *Students must be visible to a supervisor at all times and avoid playing between or behind the portable classrooms, or near classrooms in session.*
2. *Students must stay on the east side of the tree line/fence dividing the campus and the park.*
3. *Students must stop playing immediately and freeze when the bell rings. When the teacher/supervisor blows the whistle, students walk to their lines. If on the grass or apparatus, students walk to the edge of the blacktop and wait for the teacher/supervisor to blow the whistle to begin walking to their line.*
4. *Students get drinks and use the restroom before the end of recess before the bell rings.*
5. *Students must walk on the blacktop at all times.*
6. *Problems on the playground are reported to the teacher/supervisor on duty.*
7. *Students may not come up to the office without permission from a teacher/supervisor on duty. They must have a hall pass or note.*
8. *Students are not allowed in the halls during recess or lunch.*
9. *Teachers will designate a place to meet students wanting to help out during lunch or recess. Students may not wait outside classrooms.*
10. *Restrooms are to be used to go to the bathroom and wash hands. No playing in or around the restrooms. They must be kept clean.*
11. *Students are to place all trash in the trashcans and help keep the school clean.*
12. *Gum is not allowed at school. This includes candy with gum in it.*
13. *Toys may not be brought to school.*
14. *No pushing, pulling, kicking, shoving, hitting, or threatening another person on campus.*

## CELL PHONES AND ELECTRONICS

If the student has an emergency, he/she should notify the teacher or main office for assistance. Cell phones must be turned OFF AT ALL TIMES unless specifically directed by a teacher. They are not to be used at any time during school hours. Smart watches must ONLY be used as a watch during school hours (i.e.-no texting, calling, internet, recording, etc.) Cell phones/smart watches will be confiscated if in use during school hours. They will only be returned to parents. iPods, portable game systems, and other electronic devices are not allowed at school. Please keep these items at home. The school is NOT responsible for any electronic device that is damaged, lost or stolen at school.

## EQUIPMENT RULES

1. *No child shall be excluded from any play opportunity at his/her grade level.*
2. *Students may not bring hard baseballs, bats, or footballs to school unless they have permission and are directly supervised by the classroom teacher.*
3. *ONLY soccer balls and rubber balls may be kicked, and only while playing kickball or soccer.*
4. *ONLY rubber balls will be used at the handball courts.*

### Swings

- *Swing in one direction (one person at a time) – facing the Multi-Purpose Room.*
- *Sit in the swing, no kneeling or standing.*
- *If someone is waiting in line, count 25 full swings (up and back) and then the person swinging gets off. Students must wait outside the swing area.*
- *No jumping out of the swings.*

### Apparatus

- *NO RUNNING in the apparatus area.*
- *Students are not permitted to sit on decks.*
- *No unsafe moves on the apparatus. Both hands must always be on bars.*
- *When sliding, you must be seated in a forward position and go down the slide only, one at a time. Students may not climb up the slide.*
- *Travel in one direction (towards the deck) when using the horizontal ladder and rings, and only one student at a time may cross them.*
- *Do not walk, crawl across the top, or just remain sitting on the monkey bars at any time.*
- *Do not lift another student or be under another student at any time.*

### Grass Area

- *The field is for playing soccer, kickball, catch or running.*
- *No tag at any time.*

### Handball Courts

- *Play only on ball walls, not against any building walls.*
- *Two players are on the court at a time.*
- *Stay behind the line at all times while waiting your turn.*
- *Do not “cut” in line or give “cuts” to another person.*
- *The ball must remain within the painted line box area.*

### Kickball

- *A rubber playground ball is recommended for kickball to avoid hand injuries.*
- *Form two equal teams (mix grades, boy, girls).*
- *Outs are made by catching the ball and tagging a base, not by hitting a runner.*
- *After three outs, teams change sides.*
- *Same batting/kicking order for a complete recess. Always continue where you left off the previous inning. If the play is a close call, the same “batter” repeats his/her turn.*

### Soccer

- *Must be played on grass field only using nets to mark goalies.*
- *A hard playground ball (soccer ball) is recommended for soccer.*
- *Form two equal teams (mix grades, boy, girls).*

## MEDICINE

1. *Students are never to bring any kind of medicine to school.*
2. *All medicine must be brought to the Health Office by a parent.*

*A Message from the Health Clerk: Medication*

*If your child needs to take any non-prescription or prescription medication at school please contact the Health Office for required forms. Forms must be signed by you and your physician before medication will be dispensed.*

*If you have any questions please contact the Health Office @ 714.532.7027.*

## PARENT CHECK IN/CHECK OUT PROCEDURES

1. *All adults must be identified when on the school campus. Parents, volunteers, and other visitors must check in and out of the office during the school day including before school.*
2. *All parent volunteers must be approved through the district. Please see office to fill out paperwork to become a volunteer. Parent volunteers sign in through office and must be wearing their Parent Volunteer Badge. Parent volunteers should have a pre-arranged time with the teacher.*
3. *If you need to check your child out of school for an appointment, please come to the office and notify the office staff. They will call your child's classroom and your child will meet you in the office. Students will not be called to the office until parent arrives.*

## CANYON RIM DRESS CODE

The Governing Board of Education, along with the Canyon Rim Staff, believes that appropriate dress and grooming contribute to a productive learning environment. We expect students to give proper attention to personal cleanliness and **to wear suitable clothing**. Generally, students **are not** to be attired in clothing which compromises safety or modesty, clothing which is disruptive to the educational process, and any clothing or accessory that is gang-related.

1. *Students are to wear shoes that allow them to participate in all school activities. No sandals or open-toe shoes. All shoes must cover heel as well.*
2. *Make-up and extreme hairstyles are not allowed for everyday use. They may be worn for school approved fun days, talent shows, or class plays with teacher/school permission.*
3. *Pants and shorts must be appropriate to allow safe movement for school activities. Pants must fit at the natural waist.*
4. *Clothing that is very large or baggy is not allowed. Pants are too large if the pant legs wrap half way around the leg, or they do not stay up without a belt.*
5. *Shorts must reach mid-thigh or longer. Very tight shorts are not allowed.*
6. *T-shirts depicting violence, weapons, blood, promoting drugs or alcohol, or including inappropriate insinuations or language are not allowed.*
7. *Bare-midriffs, halter tops, or spaghetti straps are not allowed.*
8. *Children are not allowed to wear long dangling earrings or chain wallets.*
9. *Clothing with decorative rips or tears will not be allowed.*
10. *Hats or caps are not allowed in the classroom. They may be worn on the playground with the brim facing forward to protect the face from the sun.*
11. *Hair must be of natural color.*

**Special Note:** *If a student comes to school dressed in an inappropriate manner, his/her parents will be called to bring appropriate clothing.*

## CONFLICT RESOLUTION STRATEGIES

One of the ways in which children learn to play and work cooperatively is through positive recreational experiences. Since disagreements are more likely to occur in unstructured environments, our playground will provide a setting that encourages skills in conflict resolution.

Through the activities that are done on the playground, the students are introduced to a consistent set of rules, conflict resolution strategies, and expectations for appropriate behavior. Children practice skills in problem solving and responsible behavior that expand from the playground to the classroom, home and community. The following four strategies, used in any sequence, are among the kid-friendly ways that children can solve their problems:

- **Walk:** The student can simply walk away from a conflict situation.
- **Talk:** The student can choose to resolve a conflict by talking it over with the involved parties.
- **Rock, Paper Scissors:** The students can have one quick round of this hand signal game (rock breaks scissors, scissors cut paper, paper covers rock). The winner gets to select the solution to the disagreement.
- **If the above is not a viable solution, an adult must be consulted immediately.**

Fighting at school **will not** be tolerated. Students who choose to fight may be sent home on suspension. Habitual fighters may lose the privilege of attending school at Canyon Rim.

## CHARACTER BUILDING

At Canyon Rim, we emphasize behavior and character as well as academics. We promote showing the Big R with a Kind Heart. Big R: Respectful, Responsible and Ready to Learn. The Big R symbol is the sign language for the letter R. A Kind Heart is promoted by lessons and discussions about how kindness matters. The Big R with a Kind Heart is reinforced through ongoing classroom discussion, monthly raffles, trimester standards assemblies, and trimester citizenship certificates.

## SCHOOLWIDE INCENTIVE PROGRAM

One of the most important factors in a student's successful learning is their motivation to learn, how hard they will try, and how much effort they will put forth. The more a learner is interested and successful with learning, the more the process of learning will become its own reward.

Teachers may include encouragement and praise, positive phone calls home, special classroom activities, and awards and certificates. In addition to the classroom awards, recognition is given to students throughout the year who have demonstrated academic achievement or outstanding citizenship. To honor the achievements of our "All Star" students, Canyon Rim's incentive program revolves around the motivational theme of baseball.

### ACCELERATED READER AWARDS (trimester)

- Criterion:
1. Grades 2-6
  2. **Independent Reader**  
Students must read 3 or more books at his/her ZPD level and pass the quizzes accumulating **10 points**.

3. **Super Reader**  
Students read and pass quizzes on 3 books. Books must be worth at least 1 point each at the student's ZPD level or higher.
4. **Advanced Reader**  
Students must read and pass quizzes on 3 books worth at least 2 points each at the student's ZPD level or higher.
5. **Star Reader**  
Students must read and pass quizzes on 3 books in Brown/Yellow Level or higher, and each book must be worth at least 4 points.
6. **Classic Reader**  
Students must read and pass 3 books on a 6<sup>th</sup> grade level. Each book must be worth 7 points or more. Students must pass this level with an 80% passing grade.
7. **Million Word Club**  
Students must read a million words in 1 school year and take AR tests on those books

Reward: \* Students receive a certificate and will be recognized in the classroom each trimester.  
\* Students will receive an end of the year award.

Grades 3-6: ACCELERATED READER (AR) points are accumulated and are part of the ELA Achievement Grade.

### **PRINCIPAL'S PRIDE (recognized in the Principal Office)**

Criterion: 1. Grades TK– 6  
2. Teacher Selected

Reward: \* Students receive Canyon Rim ID tag at the trimester awards assembly (on stage).  
\* Parents are sent a celebratory postcard.  
\* Students are invited to have a Popsicle with the principal.

### **TRADING CARDS**

Criterion: 1. Grades 1-6  
2. Good Sportsmanship  
3. Academic Homeruns and Honors

Reward: \* Students receive Trading Cards to be spent at the PTA Roadrunner Store held toward the end of each trimester.

## **SCHOOL ASSEMBLY AWARDS** (1st-2<sup>nd</sup> recognized on stage, T-K in classroom)

### **ROADRUNNER AWARD**

Criterion: 1. Grades TK-2  
2. Teacher selected character trait

Reward: \* Students receive a certificate.  
\* Two students per class are recognized at Trimester Awards Assembly.



## ACADEMIC AWARDS

Excellence in reading comprehension

Excellence in math

Excellence in writing

Criterion: 1. Grades K-6

Reward: \* Students receive a certificate.

\* One student per class is recognized at Trimester Awards Assembly.

Excellence in history

Excellence in science

Criterion: 1. Grades 3-6

Reward: \* Students receive a certificate.

\* One student per class is recognized at Trimester Awards Assembly.

## SCHOOL AWARDS

(recognized in classroom/sent home with report card)

**Gold, Silver, and Bronze Honor Roll** – Gold, Silver, and Bronze Honor Roll certificates are awarded at the end of each trimester for students in grades 4-6. The certificates are sent home with the report card. There will be no recognition of honor roll students at the Awards Assemblies. The honor roll awards are given for the following:

**Bronze Honors – 3.0 – 3.4 GPA**

**Silver Honors - 3.5 – 3.74 GPA with no D's or F's**

**Gold Honors - 3.75 GPA and above**