CONCORDIA
ELEMENTARY
SCHOOL
STUDENT HANDBOOK
2019-20
Table of Contents

School Contact Information ........................................................................................................... 1

Parent Information and Policies .................................................................................................. 2

Parent Rights and Responsibilities ............................................................................................... 2

Code of Conduct Philosophy ....................................................................................................... 3

Conduct ....................................................................................................................................... 4

Bullying ....................................................................................................................................... 4

Grounds for Suspension .............................................................................................................. 4-5

Acceptable Use of Electronic Communication .......................................................................... 5

Dress Code ................................................................................................................................... 6

Homework Policy .......................................................................................................................... 7-8

Communication with Parents/Guardians ................................................................................. 8

Food Policy .................................................................................................................................... 8

Sexual Harassment Policy ........................................................................................................... 9

Education Equity ........................................................................................................................ 10

School Policies ............................................................................................................................ 10

Office and School Hours ............................................................................................................ 10

Attendance/Tardies ..................................................................................................................... 11

Independent Study Agreements .................................................................................................. 11

Child Care .................................................................................................................................. 11

Parent Portal ................................................................................................................................. 11

Arrival and Dismissal Procedures ............................................................................................... 11-12
<table>
<thead>
<tr>
<th>Program/Organization</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gifted and Talented Education (GATE)</td>
<td>19</td>
</tr>
<tr>
<td>Student Council</td>
<td>19</td>
</tr>
<tr>
<td>Library</td>
<td>19</td>
</tr>
<tr>
<td>Computer and Maker Labs</td>
<td>19</td>
</tr>
<tr>
<td>English Language Learner (ELL) Program</td>
<td>20</td>
</tr>
<tr>
<td>Parent Teacher Association (PTA)</td>
<td>20</td>
</tr>
<tr>
<td>Splash-Concordia Elementary Education Foundation (CEEF)</td>
<td>20</td>
</tr>
</tbody>
</table>
Concordia Elementary School
3120 Avenida del Presidente
San Clemente, CA 92672

Office
949-492-3060

24-hour Attendance Line
949-492-2607

Fax
949-361-8652

Website
http://cces.capousd.ca.schoolloop.com/

Capistrano Unified School District
949-234-9200

Rob McKane, Principal
rwmckane@capousd.org

Amy Fickling, Office Manager
alfickling@capousd.org

Diana Hayes, Elem. School Clerk
dmhayes@capousd.org

School Arrival Policy
Students should arrive at school no earlier than 7:45 am. There will be no supervision prior to 7:45 am. Upon arrival, students should proceed to the lunch tables until a teacher dismisses students to the playground for line-up.

Dismissal
Students must be picked up or walk/ride home immediately after dismissal. Students riding bikes, skateboards, scooters, etc. (3rd grade and up) must observe the “Walk Your Wheels” zone and be wearing helmets. Parents that arrive before 2:20 should assemble at the lunch tables until the bell rings.

Leaving School During Class Time
Students who leave school for any reason other than at dismissal time, must have permission from the parent or a person designated on the student’s Parent Portal or Student Information Card. Students must be signed out in the office prior to leaving campus.
**PARENT INFORMATION AND POLICIES**

**Parent Rights and Responsibilities**

Parents have the right to expect that attention will be given to the academic, social, physical, and emotional needs of the students in an atmosphere which treats children with dignity, fairness, and consistency. Parents share the responsibility to support the school in its efforts to provide an exemplary program for students. Parents also have the responsibility to:

- Send students to school on time, each day.
- See that the students receive a proper diet and ample rest.
- Make sure their student comes to school with all materials, books, assignments, and a lunch.
- Provide a quiet time and place to study.
- Show an interest in the student’s day.
- Communicate with the teacher regarding report cards and any concerns or questions.
- Keep all conference appointments or notify the school to the contrary.
- Work cooperatively with the school as a student’s education is a shared responsibility.
- Refrain from taking their children out of school for vacations throughout the school year.

**Students BP 5020**

**PARENT RIGHTS AND RESPONSIBILITIES**

The Governing Board recognizes that parents/guardians of District students have certain rights as well as responsibilities related to the education of their children. Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership and to help their children succeed in school. (Education Code 51100)

(cf. 6020 – Parent Involvement)

The Board believes that the education of the District’s students is a shared responsibility. The Superintendent or designee shall work with parents/guardians to determine appropriate roles and responsibilities of parents/guardians, school staff and students for continuing the intellectual, physical, emotional and social development and well-being of students at each school site, including the means by which the schools and parents/guardians can help students achieve academic and other standards of the school.

Within this framework, the school’s primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the school. The Superintendent or designee shall ensure that district staff understands the rights of parents/guardians afforded by law and Board policy and follow acceptable practices that respect those rights.

The Superintendent or designee shall ensure that parents/guardians receive notification regarding their rights in accordance with law.

The Superintendent or designee shall take all reasonable steps to ensure that all parents/guardians who speak a language other than English are properly notified in English and their home language of the rights and opportunities available to them pursuant to Education Code 48985 and 51101.1.
**Code of Conduct Philosophy**

Concordia's campus climate policy provides for a systematic approach to discipline, which enables teachers to set firm, fair, and consistent limits while remaining aware of individual needs for warmth, understanding and the development of a positive self-concept. Our Multi-Tiered System of Support includes Positive Behavior Interventions and Supports (PBIS). This system is taught to students and parents with the purpose of creating consistency in and out of school. We believe when students hear the same message of **RESPECT, RESPONSIBILITY and KINDNESS** throughout their day, they will be motivated and more likely to incorporate them into their daily lives, in and out of school.

Having been taught school expectations, students are anticipated to make responsible decisions and to behave in a manner consistent with all school rules. Students will be held accountable for their own behavior and will conduct themselves in a manner conducive to their own learning, as well as, that of others. Students are expected to use the “Talk it Out” strategy or seek an adult to resolve problems and refrain from physically aggressive acts that may endanger the safety of others.

Maintaining a positive school climate requires the communication of clear behavioral expectations that are consistently enforced in and out of school. Cooperation between home and school represents a strong force in ensuring that each student benefits from a safe, orderly learning environment.

**General Rules:**

1. Students are to act in a respectful manner to other students and adults.
   a. Students will not use inappropriate language or gestures.
   b. Students are to refrain from activities that physically or verbally hurt others (chasing, pushing, name calling, spitting, threatening, etc.).
   c. Students are to follow the directions of ALL adults in the school.
   d. Defiance of authority and/or disruptive classroom behavior is not permitted.
2. Rough play, play fighting, throwing objects, possession of dangerous or disruptive objects/weapons, and possession of alcohol/drugs are suspendable offenses and will not be tolerated.
3. Students will respect all school property and the property of others. Graffiti and/or property destruction may result in a financial obligation for parents.
4. Students are to remain under the supervision of an adult at all times and may not leave designated play areas or remain in classrooms alone.
5. Students are not to bring or chew gum, candy, or sunflower seeds at school.
6. All toys will remain at home and not brought to school. If a student brings a toy to school, it will be confiscated and a parent will have to pick it up at the office at the end of the school day.
7. Students riding bicycles, skateboards, scooters, etc. (3rd grade and up) must observe the “Walk Your Wheels” zone and wear helmets. Violations of this important safety rule could result in confiscation or loss of privilege.
Board Policy 5150(C)

Expectations for Student Behavior

The Governing Board expects all students to attend school regularly with the primary purpose of applying themselves toward learning and developing their skills and knowledge to the highest level of their abilities. In keeping with this purpose students are expected to:

1. Cooperate with their teachers/administrators, complete assigned classwork and homework, and follow the valid direction of school employees;
2. Refrain from participating in behavior which disrupts the educational process;
3. Show respect for school employees and other students and refrain from causing or threatening harm to persons or property;
4. Assist in promoting school safety and refrain from using or possessing any weapon, explosive device, or other dangerous object of no reasonable use to a student at school;
5. Come to school ready to learn and refrain from using or possessing tobacco, alcohol, illegal drugs or other controlled substances;
6. Respect societal standards of common decency and refrain from using profanity at school, behaving immorally, and/or sexually harassing others;
7. Respect the property of school employees and other students, and refrain from damaging or stealing school or private property and/or extorting valuables from others;
8. Promote a positive school climate, follow student dress codes, and refrain from harassment/intimidation of others, participation in hate violence and/or gang related activities.

Conduct

For further information about student conduct please refer to the Board Policy at http://goo.gl/2SGe6r. Topics include bullying/cyberbullying, behavior, etc.

Bullying

For further information about bullying please refer to the California Dept. of Education at https://www.cde.ca.gov/is/ss/se/bullyfaq.asp#schoolbullying

Grounds for Suspension

In accordance with Education Code 48900, a student may be suspended from school for the following reasons:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
3. Brandished a knife at another person.
4. Assaulted or committed battery upon any school employee.
5. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
6. Unlawfully offered, arranged or negotiated to sell any controlled substance.
7. Committed or attempted to commit robbery or extortion.
8. Caused or attempted to cause damage to school property or private property.
9. Stole or attempted to steal school property or private property.
10. Possessed or used tobacco, or any products containing tobacco or nicotine.
11. Committed an obscene act or engaged in habitual profanity or vulgarity.
12. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
13. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
14. Knowingly received stolen school property or private property.
15. Committed sexual harassment as defined in California Education Code 212.5.
16. Harassed, threatened, or intimidated a pupil who is a complaining witness or retaliating against that pupil for being a witness, or both.
17. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
18. Intentionally engaged in harassment, threats, or intimidation directed against a student or group of students.

Acceptable Use of Technology
For a complete list of rules, policies, and procedures around technology, please refer to the District Student Acceptable Use of Technology Agreement. (English Version - Spanish Version)

Telephones/Electronic Devices
Students may use the school telephone only in an emergency. Parents are asked to plan ahead with their children regarding any changes to procedures for students to follow after school. Changes such as not riding the bus should be communicated to the student’s teacher by written note.
CUSD policy permits possession of cell phones on a school campus but requires that they are turned off and stored in a locker, backpack, purse, pocket or another place where it is not visible during the instructional day. Depending on the specific campus policy, the device may be used before the first bell and after the school day ends. Only students in high school may use cell phones during the lunch period.
If a student uses a cell phone inappropriately on campus, school officials have the authority to confiscate the device. If the device rings, or is visible during exams or is used for cheating, it may be confiscated and the student may be removed from the situation. Exceptions to this policy may be granted by the site administrator for purposes relating to the health or educational needs of a student.
If the device is found connected to the CUSD network without permission, it will be determined that the student has violated the Student Acceptable Use Policy and appropriate disciplinary action will be taken. This will occur only in cases where the device is used in a manner that disrupts the learning environment.
The District assumes no responsibility under any circumstances for the loss, destruction, or theft of any cellular phones, or any other electronic signaling devices that are brought to school at any time or to any extracurricular or after school activity. School and District office personnel are not required to investigate lost or stolen devices.
Pictures or recordings taken on campus or at school events will not be posted on the Internet or shared without the written permission of the Administration. The District is not liable for any inappropriate actions, content, or materials accessed or shared on personal devices (see BP 6163.5 and AR 6.7). If there is reasonable suspicion, the administration reserves the right to hold onto the device and search content on any personal device, including but not limited to blogs, text messages, images, etc., during an investigation.
No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of the pupil and the use of which is limited to the pupil’s health.
The use of camera functions on electronic devices is prohibited on campuses.
**Dress Code**

Students shall not wear clothing/apparel which:

1. Is considered unsafe, dangerous or a health hazard.
2. Contains offensive or obscene symbols, signs, slogans, or words.
3. Contains language or symbols oriented toward violence, sex, drugs, alcohol, tobacco, or vandalism.
4. Is disruptive to the instruction process (e.g., bare midriffs, halter or thin-strapped tops, short shorts, tight or revealing clothing, underwear exposed, etc.)
5. Is gang-related.

**Students BP 5142(a) DRESS AND GROOMING**

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Student dress choices should respect the District’s intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student’s attire resides with the student and their parent(s) or guardian(s). The school District is responsible for ensuring that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization, shaming, or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, or religion.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards may be subject to appropriate disciplinary action.

**Gang-Related Apparel**

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school’s activities. Such a dress code may be included as part of the school discipline plan.

1. **Clothing**
   a. Each school site shall allow for outdoor use during the school day articles of sun-protective clothing including, but not limited to, District-approved hats.
   b. Each school site may set a policy related to the type of sun-protective clothing including, but not limited to District-approved hats, that pupils will be allowed to use outdoors pursuant to “BP5142a.”
   c. Specific clothing and hats determined by the school district or school site to be gang-related or inappropriate apparel may be prohibited under this policy.

2. **Sunscreen**
   a. Each school site shall allow pupils the use of sunscreen during the school day without a physician’s note or prescription.
   b. Each school site may set a policy related to the use of sunscreen by pupils during the school day.
   c. For purposes of this subdivision, sunscreen is not an over-the-counter medication.
   d. Nothing in this subdivision requires school personnel to assist pupils in applying sunscreen.

(cf. 4119.22 - Dress and Grooming (staff))
(cf. 5184 - Freedom of Speech/Expression)

**Instruction BP 6154(a)**
HOMEWORK/MAKE-UP WORK

Homework
The Governing Board believes that homework properly designed, carefully planned, and which is appropriate to the development of the individual student is an essential part of an effective, well planned instructional program. The administration and certificated staff shall design homework plans and assignments so that, through their homework, students can reinforce academic skills taught in school and learn how to conduct research effectively, develop ideas creatively, and become life-long learners. Homework, if properly designed, significantly strengthens student learning and achievement.

The Board believes homework is the responsibility of the student. It is the student's job to develop regular study habits and to do most assignments independently. The Board encourages all teachers to view the parent/guardian as a contributing resource and to structure homework assignments to involve the parent/guardian without diminishing the student's sense of responsibility. When assigning homework which involves interaction with parents/guardians, teachers should include instructions which show how parents/guardians can best help their children.

To be effective, homework assignments should not place an undue burden on students and families. Homework should reinforce classroom learning objectives and be related to individual student needs and abilities. Homework can involve a variety of activities related to the established curriculum and does not need to be exclusively “paper and pencil.” This can also include advance preparation for upcoming lessons.

The Superintendent or designee shall ensure that each school site develops an effective homework plan in accordance with Board policy and administrative regulation.

Make-up Work
Students shall be given the opportunity to make up school work missed because of an excused absence or suspension and shall receive full credit if the work is turned in according to the school’s established make-up schedule.
(cf. 5113 - Absences and Excuses)
Teachers may require a suspended student to complete any assignments and tests missed during suspension (Education Code 48913).
BP 6154(b)

HOMEWORK/MAKE-UP WORK

Excused Absence for Students Observance of Religious Holidays
The student and/or parent has the responsibility to make arrangements with the classroom teacher for any make-up assignments. The classroom teacher will make every effort to not schedule tests during or on the school day following religious holidays and will provide make-up assignments or inform students of post-holiday tests prior to the holiday being observed. The student will be allowed two (2) days for each day of absence to make up assignments and/or tests if tests must be scheduled during the period of absence or on the day he/she returns to class. Additional time may be given at the classroom teacher's discretion.
(cf. 6182 - Opportunity School/Class/Program)

Legal Reference:
EDUCATION CODE
48205 Absences for personal reasons
48913 Completion of work missed by suspended pupil
Students BP 5120

COMMUNICATION WITH PARENTS/GUARDIANS

Because parental involvement contributes greatly to student achievement and conduct, the Governing Board encourages frequent communication between parents/guardians and teachers by means of parent-teacher conferences, class newsletters, mail, telephone, and school visits by parents/guardians.

(cf. 1250 - Visits to the Schools)
(cf. 6020 - Parent Involvement)

As part of this communication, teachers shall send progress reports to parents/guardians at regular intervals and shall encourage parents/guardians to communicate any concerns to the teacher.

(cf. 5112 - Absences and Excuses)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5190 - Notifications Required by Law)

To facilitate parent participation in their children’s education, the District will publish information on the CORE Curriculum and the Secondary Course of Study. Parent information nights will augment Back-to-School and Open House events. At the secondary level, parents will be asked to participate in their children’s registration for classes by reviewing and signing registration documents. All parents will also be invited to participate in Four-Year Planning during their child’s 9th grade year.

Legal Reference:

EDUCATION CODE

49067 Mandated regulations regarding pupil’s achievement
49069 Absolute right to access (parents’ right to access to student records)
51216 Pupil proficiency; assessment; conference to further pupil’s progress;
instruction in basic skill for pupil not demonstrating sufficient progress

Policy adopted: August 18, 1997

Food Policy

Based on Capistrano Unified School District Board Policy on Student Wellness, recent data regarding the growing incidence of childhood obesity, and the increasing number of students with food allergies and childhood diabetes, Concordia Elementary School has a school-wide food policy. Instead of the usual cupcakes, cookies, and doughnuts, birthday recognitions are limited to non-food items, such as pencils, erasers, stickers, or books.

Recognizing that treats for special occasions are a reasonable part of enjoying life, food may be shared as a part of a limited number of celebrations. According to CUSD Board Policy, two parties per year are allowed for the winter holidays and the end of the school year (BP 6145.7). Parents are encouraged to consider nutritional quality when selecting food items for these parties. Other events, such as Thanksgiving feasts, are activities when sharing food is permitted as a reflection of our cultural history. Other holidays, such as Valentine’s Day, St. Patrick’s Day, and Halloween, may be acknowledged with crafts, activities, and other non-food items. Our goal is to promote health and fitness, both of which will contribute to student’s academic success.
Students BP 5183(a)

SEXUAL HARASSMENT

The Board of Trustees is committed to maintaining a learning environment that is free of harassment and discrimination. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-sponsored or school-related activity. Prohibited sexual harassment includes, but is not limited to, unwelcome advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when: (Education Code § 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student’s academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student’s academic performance, or of creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any District program or activity.

Examples of types of conduct that may constitute sexual harassment in particular circumstances include, but are not limited to:
1. Unwelcome leering, sexual flirtations or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual’s body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual’s body or clothes in a sexual way
9. Purposefully cornering or blocking normal movements
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

The appointed Uniform Complaint Officer for the District is the Title IX Officer, and Sexual Harassment Officer. ‘Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and District procedures specified in AR 1312.3

Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4-12, the disciplinary action may include, but is not limited to, suspension or expulsion.

The District strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee.

Any student or parent on behalf of the student, who feels that he/she is being sexually harassed may pursue the complaint in an informal process or may file a formal complaint with the District. As soon as practicable, staff shall report complaints of sexual harassment to the principal or designee and to the Uniform Complaint Officer’s office. Staff shall similarly report any such incidents they may observe even if the harassed student has not complained to the principal or designee.
The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be kept confidential to the extent possible, within legal constraints and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

The Superintendent or designee shall take appropriate actions to reinforce the District’s sexual harassment policy.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the District to monitor, address, and prevent repetitive harassing behavior in District schools.

FOR STUDENTS AND EMPLOYEES

If you believe that a violation of this policy has occurred, report it to your teacher or supervisor or directly to the District’s Uniform Complaint Officer:

Rich Montgomery
Executive Director, Personnel Services/Compliance
33122 Valle Road
San Juan Capistrano, California 92675
(949) 234-9200

Education Equity

Non-discrimination statement:

The Capistrano Unified School District prohibits discrimination, harassment, intimidation, and bullying based upon actual or perceived gender, gender identity, gender expression, race, ethnicity, color, religion, ancestry, nationality, national origin, ethnic group identification, sex, sexual orientation, marital or parental status, pregnancy, age, physical or mental disability or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics.

Nondiscrimination Program, Activity, and Club Statement:

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district’s academic and other educational support programs, services, and activities. The Board prohibits, at any District school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student’s actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

School Policies:

Office and School Hours

The school office is open from 7:30 am to 4:00 pm. Our school number is 949-492-3060. School hours are 8:00 am – 2:20 pm. Students are asked not to arrive to school prior to 7:45 am.
**Attendance/Tardies**

A Call-in Sick Program is provided at Concordia Elementary School. Please leave a recorded message at 949-492-7603 when children are absent from school. Pupils are excused if absent because of illness. Children should be kept home when they are not feeling well. Ample time will be provided for them to make up any work that is missed. If a child is tardy, he/she must check in through the front office before being admitted to class. Frequent tardies without a valid excuse is considered truancy under the law. **Students with 3 truant tardies and/or 3 unexcused absences will receive a School Attendance Review Board (SARB) letter informing parents that their child is truant and will contain Education Code 48260.5 guidelines.**

**Independent Study Agreements**

If it is necessary for parents to keep their children out of school for up to two weeks (minimum of five days) to travel or attend some special event, the District requests that an independent study agreement is set up between the child and the teacher.

The agreement provides children with lessons and activities to complete while away from school and helps to ensure that the students do not fall behind in their studies. The study agreement is given to the child and should be returned to the classroom teacher upon completion. Parents should notify the office at least ten school days prior to the first day of a child’s unavoidable absence from school for reasons other than illnesses.

**Child Care**

The YMCA operates an on-campus daycare program. For information regarding services and fees, please contact the YMCA at 949-498-1298.

**Parent Portal**

All parents must register for a portal account. Call or visit the school office for Individual Verification Passcodes needed to create portal accounts.

The Portal provides parents and guardians the ability to annually re-register their student on-line and download important documents versus completing traditional paper packets. Parents also have access to their student(s) demographics, current class assignment, daily attendance, and test scores. Report card grades and unofficial transcripts can also be printed. **Emergency contact information can be updated anytime.**

**Arrival and Dismissal Procedures**

**NUMBERED AND STAFF SPACES ARE RESERVED FOR TEACHERS:** Please park in the unmarked spaces around the parking lot. Occasionally, our teachers leave campus during the day for lunch or meetings. It is imperative that Teachers and other Concordia staff have a parking space available when they return.

**PEDESTRIAN WALKWAY:** When arriving and leaving campus, please note that the pedestrian walkway is between the parking lot and the State Park. Students should always stay out of the parking lot and travel along the pedestrian walkway. Bicyclists should walk their bikes on the walkway starting at the gate near the pedestrian footbridge. Students should never walk across or through the parking lot. It’s always a good idea for students to walk or ride their bikes in groups, preferably with adult supervision.
STUDENT DROP OFF AND PICK UP: Students arriving and leaving school in vehicles should be dropped off and picked up in the two lanes closest to the Multi-purpose room. This is the loading zone. Be sure to pull your car all the way forward to the loading zone before allowing children to exit. Parents should never allow students to enter or exit their cars prior to reaching the loading zone in front of the multi-purpose room. During dismissal time, students will be escorted from the lunch tables to their waiting vehicles by a staff member. Parents should always remain in their vehicles during drop off and pick up. Kindergarten parents are asked to walk their child to the lunch tables or blacktop at drop off and pick up their child from the lunch tables at dismissal time. Due to Fire Code, no cars can be parked or left unattended along the fence or red curb.

NAME SIGNS FOR STUDENT PICK UP: Students will be seated at the lunch tables while they wait for parents to pick them up at dismissal time. It is very helpful if parents post the names of the children they are seeking in the front windshield of their car. This will allow the person on duty to page the children promptly and prepare them for departure as parents approach the pick-up zone. Signs should be legible and can be any size (8 ½ by 11 inches will work fine). We have rear-view mirror signs available in the office.

Parking

Numbered parking spaces are reserved for and assigned to teachers. Parent parking and the pedestrian walkway are on the right as you enter the school grounds. If you park on the right, please use the walkway to reach the school campus. If you park on the left as you enter school, please use the walkway to reach the school campus.

Forgotten Items & Visiting Classrooms

Teachers structure their day to maximize instructional time and minimize interruptions. Please use the school office to make any deliveries to students (lunches, homework, etc.) The office staff will see that it reaches your child at an appropriate time. Student instruments are to be taken to the MPR. Please clearly mark the student(s) name and room number on the lunch box/bag or instrument. Items may not be taken directly to the classroom as this is very disruptive. If you would like to observe in your child’s classroom, please make arrangements with the teacher or principal. Please remember to stop by the office to sign in prior to volunteering.

Medication

Medical treatment is the responsibility of the parent(s) and family physician. Medications, both prescription and over the counter, should be dispensed at home rather than at school whenever possible. The only exceptions involve special or serious problems where it is deemed absolutely necessary by the physician that the medication is given during school hours. In order for any medication to be dispensed at school, an Administration of Medicine form signed by both the physician and parent must be on file in the school office.

Use of School Telephones

Please be sure to clear all after school plans with your child prior to leaving for school in the morning. Phone messages are difficult to relay to a student if he/she is at recess, P.E., or on a field trip. Outside phone calls cannot be forwarded to the classroom. Students must have a note from their teacher or permission from the administration to use the office telephone.
Parent Involvement
Parents play a vital role in making Concordia Elementary School a success. During Back to School Night, teachers will discuss the many ways parents can be involved in their child’s education. We rely heavily on parents to assist us both inside the classroom and at home. Concordia Elementary School maintains an active Parent Teacher Association (PTA) and CEEF Splash Foundation. Ongoing opportunities are made available to help plan our many school events. All parents are invited and encouraged to join the PTA and or CEEF Splash Foundation and to attend the meetings. If you have questions about these organizations, please visit Concordia’s website at www. http://cces.capousd.ca.schoolloop.com

Lost and Found
Labeling jackets, sweaters, and lunch pails will help us return misplaced items to their proper owner. Any unclaimed items throughout the year will be donated to a charitable organization. Lost items can be found in a bin located in the MPR.

Lunch Program
School lunches may be purchased beginning Tuesday, August 20th for $2.75 each. Additional items may be purchased at various costs. Free and reduced lunch applications were sent to parents of all CUSD students at the beginning of August. Parents are encouraged to prepay lunches for their child to help avoid lost lunch money and other mishaps.

Please visit the food services web site: http://capistrano.healtheliving.net/ for more information on the department, including menus and nutritional data.

Parents and Students walking to school
Parents are asked to support our efforts to teach children to respect the property of others. Lawns, shrubbery, and trees adjacent to walkways are not to be abused. Students walking to school are encouraged to walk with a friend and to always use crosswalks. Always remember to be RESPECTFUL, RESPONSIBLE and KIND.

Bicycles/Scooters/Skateboards
Bikes, scooters, skateboards may be ridden to and from school by 3rd, 4th, and 5th grade students only. Please contact the principal if you have extenuating circumstances for a younger child. Helmets and bike locks are required. The school is not responsible for stolen bicycles. Bicycles must be locked inside the fenced bike cage. Bike riding is not permitted on school grounds. Violation of safety rules in this area could subject the student to confiscation or loss of this privilege.

Pets on Campus
Orange County health regulations prohibit dogs on school grounds at any time except service animals. Students are asked not to bring pets from home. Pets may never be taken aboard school buses.
Weapons on Campus

The Board of Trustees maintains a zero tolerance policy concerning weapons on campus. Any student in possession of, or even a party to, a student possessing a knife, gun, or weapon is subject to immediate suspension and will be further recommended for expulsion. Toy replicas of guns as well as pocketknives are also prohibited. This policy will be strictly enforced. Please help us ensure that our campus remains safe by discussing this policy with your child.

Class Assignments / Changes

Our professional staff works as a team to make class assignments. Any change would disrupt the balance at each grade level and within each classroom. For this reason, and others, we are not accepting requests for specific teachers. We would like to ask for your support by remaining flexible as enrollment counts fluctuate throughout the first weeks of school. At times, it becomes necessary to reorganize classrooms, although we hope not to have to do so. Enrollment numbers will be monitored carefully the first few weeks of school. Thank you in advance for your support during this important process.

Releasing Children to Adults

Parents must sign their child out in the office when removing students from school early. Children will only be released to those individuals listed on your parent portal. If special pick up arrangements are made with persons not listed on the parent portal, please send a note to the school office. Any pertinent custody information should be brought to the attention of the teacher and principal immediately.

School Property

Students are expected to take proper care of the books and materials they receive from the school. Parents will be required to pay for lost or damaged items. Report cards and yearbooks will be held and privileges can be lost until items are paid for or returned.

Students who lose or willfully deface, destroy, or steal school property (textbooks, library books, etc.) or property of others may be expected to clean up, repair, replace, and or pay for damaged item(s).

Fire and Earthquake Drills

Fire drills are scheduled monthly to familiarize students with proper safety procedures. Disaster drill (duck and cover) also occur several times a year. Each class has an emergency bag that contains emergency first aid items and student emergency information. During an emergency, students will only be released to individuals listed on the Student Emergency Information Card or Parent Portal. Parents are responsible for updating their Parent Portal regarding any changes in information (address, phone numbers, etc.)

Items Not Permitted at School

Students are not allowed to bring roller skates, roller blades, shoes with wheels, hard balls, tobacco products, alcohol, candy, gum, iPods or similar electronic devices, cameras, toys of any kind, makeup, nail polish, balloons, fire crackers, stink bombs, or aerosol cans (shaving cream, hair spray, perfume, etc.) as they pose a safety concern. If these items are brought to school they will be confiscated and brought to the school office. Parents will be required to come to the office to claim them and students may be assigned disciplinary consequences. The school accepts no responsibility for lost or damaged items.
Disruptive/Dangerous Objects

Tape recorders, portable radios, electric games, IPods, etc. are not allowed at school. Such articles provide distractions in the classroom and supervision problems on the playground. Toy/real knives, toy/real guns, water balloons, gun powder, caps, drugs, alcohol, tobacco products, or any other item that is dangerous/illegal are prohibited at Concordia Elementary School.

Volunteers

Volunteers in Capistrano Unified School District are an integral part of the classroom program, and we encourage parents and community members to get involved with their schools. Your participation enhances the instructional program and motivates and encourages students.

Types of Volunteers

There are two types of volunteers, Tier I and Tier II.

Tier I volunteers may have unsupervised contact with students and can include coaches, field trip drivers, and tutors. Tier I volunteers undergo a more rigorous process before being approved. For more information on becoming a Tier I volunteer, please go to http://cusdjobs-capousd-ca.schoolloop.com/cms/page_view?d=x&piid=&vpid=1476867750015

Tier II volunteers cannot have unsupervised contact with students. In order to become a Tier II volunteer, please read the Volunteer handbook and contact your local school. Tier II volunteers are checked against the state's sex offender registry. More information is available at http://cusdjobs-capousd-ca.schoolloop.com/cms/page_view?d=x&piid=&vpid=1476867750015.

If you are unsure which type of volunteer you would be considered, please check with the office manager at your school site.

Student Supervisors

The school district provides paid adults to supervise children in the lunch area and on the playground during recesses and lunch time. The school expects all students to demonstrate respect for all school personnel.

Student Lunch Procedures

LUNCH STANDARDS

1. Students are to sit at their assigned table only.
2. Students are to remain seated while eating.
3. Students are to raise their hand if they need help or have a question. A student supervisor will come to them.
4. Students are to keep their voices at a conversational level. Students should talk at a respectful level.
5. Students are to keep their eating space neat and orderly.
6. A student supervisor will blow a whistle 3 times to indicate the start of dismissal.
7. Students will begin being dismissed from their tables once their eating space and the ground is clean of trash.
8. Students begin picking up trash around their seat and from the table top, but stay seated. Sit quietly without calling out and the student supervisor will check the table for cleanliness and for all students sitting down. When the table has passed inspection, the student supervisor will then tell them that they are now excused.
General Rules Outside:

1. Students are not to play in or around the restrooms, lunch area, sidewalk areas, or in classroom areas.
2. Students may leave the playground to go to the office only with a note from the student supervisor or teacher.
3. There will be no throwing rocks, sticks, or any similar types of objects.
4. No teasing, fighting, kicking, hitting, or "play" wrestling or fighting. Student created games with pulling, punching, kicking, or choking are not allowed.
5. All students are to sit in their lines.
6. Food must stay at lunch tables. No food will be allowed on blacktop.
7. No eating food on blacktop or field unless as a reward with written permission.
8. Students should keep their hands and feet to themselves at all times while on the playground, field, or handball courts.
9. Any toys, cards, etc. brought from home will not be allowed on campus. If confiscated by a Supervisor, a parent must pick up the item from the front office.
10. Students must stay on the blacktop or field.
11. Only the student that brings the ball from the classroom is allowed to take the ball out of the ball bucket.
12. No kicking of balls on the blacktop.
13. Jump ropes are to be used only for jumping rope. No horsey, tug-of-war, etc.
14. When the bell rings, students are to stop where they are, cease activity and take a knee or crouch down until a whistle is blown by a supervisor, then immediately walk to their class or class line.

Playground Game Rules

Handball

- 2 to 4 players at a time; if players are waiting, the maximum number should be on the court
- 2nd person in line is the judge
- Each player takes turns hitting ball against the wall, ball must bounce once before hitting the wall
- Sliders are legal hits during the game. No sliders on the serve.
- Players may hit the ball before it hits the ground or let it bounce once within the boundaries of the court
- Players move up in position as others are eliminated; from 4 to 3 to 2 to 1, 1 being the server. The new player is in position 4. Players hit the ball in this order.
- Line up at the line outside of the court
- When a ball or person enters the court, re-do the round
- Players may only call "first" once and not in the middle of the game
- Fouls/Outs: Throwing ball instead of hitting it
  - Catching or stopping ball during play
  - Hitting the ball twice in one turn
  - Ball bounces outside court
  - Interfering with game
  - Kicking the ball
  - Self-inners, cherry bombs, and pops
Tetherball

- Two players per court
- The player who first winds the rope completely around the pole until the ball touches the pole wins the game
- During the game, each player must remain in his/her own playing zone
- After winning a game twice, your turn is over
- Foul: Touching the pole or rope with any part of the body, stopping the play by holding or catching the ball, stepping out of the playing zone or on a line, throwing the ball

Big Toy Rules

1. The big toy is not open for student use before school.
2. Students must walk on the big toy.
3. Students should keep their hands and feet to themselves at all times while on the big toy or anywhere on playground (no grabbing, pushing, etc.).
4. Students should not jump off of any part of the big toy.
5. Students should not climb up the slides.
6. Students should slide down the slide one at a time.
7. Students should always slide down the slide feet first.
8. Students should never stop midway down the slides
9. Students should always keep two hands on the horizontal bars.
10. Students are allowed 3 tricks on the bars, and then they must move on.
11. Students should not hang upside down from the ladders.
12. The rock structure should be used for climbing up on to the big toy. Students should not climb down or jump off of the rock.
13. When hanging from the hanging loops, students should start on the platform that is closest to the portables and move hand-over-hand across the loops toward the grass field. Students may start across the hanging loops when the person ahead of them reaches the vertical bar at the mid-point of the hanging loops.
14. Students waiting to swing should count 30 repetitions on the person occupying the swing before taking their turn.
15. Students should never play chase or tag games on the big toy.

Australian Handball

1. Always Kiwis. “hit with foot”.
2. No rage quits.
3. No Kamikazes unless court owner says so.
4. Owner can’t change rules in middle of recess.
5. Can’t go out of the court purposely.
7. No enters during serves, but enters are allowed likewise.
8. If judge wasn’t watching, you are still in.
10. If a person doesn’t call “normal” or something like that ... i.e. “norms, “normality” you can serve however you want.
11. Can’t throw ball over anger.
12. You can claim a square if no one is in it.
13. No stepping on the ball.
14. You can’t purposely push or pull someone.
15. Can’t catch the ball, fold it, or inner from the line.
16. No cheating in any way.
17. No “Firsts”.
18. If you are ready, don’t say you aren’t to stay in.
19. There are “Nevers”.
20. If you try to hit it, it is not a “not-ready”.
21. If somebody inners from outside the court, it is an automatic redo.

UNIFORM COMPLAINT POLICY

The Capistrano Unified School District does not discriminate in its academic and other programs against any person, based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics. (5 CCR 4610)

The Capistrano Unified School District has adopted a policy (B. P. 1312.3) establishing a Uniform Complaint Procedure (UCP). The UCP policy addresses how complaints alleging a violation of federal or state laws or regulations, which may include allegations of unlawful discrimination, harassment, intimidation and/or bullying, including noncompliance with laws relating to pupil fees and LCAP requirements are filed, investigated and resolved.

Formal complaints of discrimination in District programs can be filed with the Uniform Complaint Officer.

Uniform Complaint Officer
33122 Valle Road
San Juan Capistrano, California 92675
(949) 234-9200
Programs and Organizations

Gifted and Talented Education (Gate)

CUSD GATE VISION STATEMENT: The CUSD GATE program has an unwavering commitment to provide gifted students with an instructional program that meets their unique and diverse educational needs so that all students are challenged to reach their full potential. The program is based on current research and best practice in order to maximize student academic growth, recognize and enhance individual strengths, and nurture social and emotional development.

Each CUSD Elementary School Provides cluster classes for GATE identified students in grades 4 and 5. GATE cluster classrooms include a small group of GATE students within a mixed ability general education classroom. This model allows the classroom teacher to more effectively differentiate instruction. It also provides opportunities for these students to interact with both their intellectual and same age peers.

Teachers of gifted learners are provided with professional learning opportunities specific to meeting the academic and social-emotional needs of gifted and advanced learners. Teachers of GATE students assess each student’s skill level and make adjustments to instruction and curriculum to meet individual needs. Students participating in GATE cluster groups receive differentiated instructional opportunities. Differentiated instruction is provided within the school day and in the general education classroom through the use of flexible groupings, supplemental materials, and varied learning activities. Differentiation is not accomplished by assigning GATE students more homework or special at-home projects.

Please check the district web site periodically for the most updated information regarding GATE and all district programs.

Student Council

The school has an elected Student Council, represented by a student from each classroom in Grades 4 – 5. Officers are elected from students in grades 4 & 5. Students participate in various service activities and sponsor events that promote school spirit.

Library

The library is staffed by a library media assistant and volunteers 5 days a week. Students will visit the library and have an opportunity to select from a wide variety of books. Students are encouraged to bring their selections home to share with parents. Students are responsible for the proper care and return of materials. Lost or damaged books must be paid for. At the end of the school year report cards and yearbooks will be held until books are returned or paid for.

Computer and Maker Labs

The computer and maker labs are designed for 21st century learning and are used to support the learning taking place with the teacher’s curriculum.
English Language Learner (ELL) Program

The English Learner Services Department and Language Assessment Center are dedicated to ensuring English Learners (EL) in the Capistrano Unified School District receive appropriate instructional support focusing on English language development. For more information visit www.capousd.ca.schoolloop.com.

Parent Teacher Association (PTA)

PTA membership is open to all parents, guardians, relatives, teachers, and friends of Concordia students. A membership drive will be conducted early in the school year; however, parents may join at any time. Parents are encouraged to join the PTA and take an active role in this supportive organization.

Splash - Concordia Elementary Education Foundation (CEEF)

Splash Foundation is a non-profit organization consisting of families, alumni, and friends of Concordia Elementary School. The Foundation is open to all parents, guardians, relatives, teachers, and friends of Concordia students. The Foundation raises funds to bridge the gap created by budget cuts to provide academic and enrichment activities that otherwise may go unfunded by traditional sources.

Updated 5-31-19