

LA CAÑADA UNIFIED SCHOOL DISTRICT

Elementary Schools

Parent and Student Handbook

2024-2025



**Palm Crest
Elementary School**
5025 Palm Drive
La Cañada, CA 91011
Ph.: 818-952-8360
Fax: 818-952-8365
Attendance Hotline:
818-949-4875
Between 7:30 a.m.
and 10:00 a.m.



**La Cañada
Elementary School**
4540 Encinas Drive
La Cañada, CA 91011
Ph.: 818-952-8350
Fax: 818-952-8355
Attendance Hotline:
818-952-8339
Between 7:30 a.m.
and 10:00 a.m.



**Paradise Canyon
Elementary School**
471 Knight Way
La Cañada, CA 91011
Ph.: 818-952-8340
Fax: 818-952-8337
Attendance Hotline:
818-949-4881
Between 7:30 a.m.
and 10:00 a.m.

Table of Contents

[WELCOME](#)

[SCHOOL HOURS – SUPERVISION](#)

[School Hours](#)

[Early/Late Bird Program \(Grades 1-3\)](#)

[Day Care](#)

[LUNCHES, SNACK AND TREATS](#)

[Food Service](#)

[Lunches from Home Study](#)

[Allergies & Food Treats](#)

[SITES VISITATION POLICY School/Classroom Visitation Policy](#)

[PARENT INVOLVEMENT](#)

[Parent Teacher Association \(PTA\)](#)

[LCAP Council](#)

[ATTENDANCE](#)

[Absences](#)

[Tardies](#)

[ABSENCE AND TARDY CODES](#)

[FREQUENTLY USED ATTENDANCE TERMS](#)

[Student Release during School Hours](#)

[Requesting Homework](#)

[Independent Study Contract](#)

SCHOOL SAFETY

[Drop-Off/Pick-Up](#)

[Walking To & From School](#)

[Bicycles, Skateboards, Scooters, Roller Blades/Roller Sneakers](#)

[Dogs/Animals](#)

[Drug-Free/Tobacco-Free Policy](#)

EMERGENCY/DISASTER PREPAREDNESS

CONTACTING STUDENTS/PHONE USE

[Cell Phones/Wearable Technology](#)

MISCELLANEOUS

[LCUSD Student Technology & Internet Use Agreement](#)

[Parent-Teacher Communication](#)

[Homework Policy](#)

[Textbooks & Classroom Materials](#)

[Physical Education](#)

[Air Pollution Episode Emergency Plan](#)

[Special Education / Resource Center](#)

[Promotion/Retention Policy](#)

EDUCATIONAL SUPPORT SERVICES

[Optional Dyslexia Screening](#)

[School Counselor](#)

[School Psychologist](#)

[Speech Pathologist](#)

[Student Study Team \(SST\)](#)

[Other](#)

[ENRICHMENT PROGRAMS](#)

[Gifted and Talented Education \(GATE\)](#)

[Instrumental & Vocal Music](#)

[Visual & Performing Arts](#)

[Spanish Language](#)

[SCHOOL LIBRARY](#)

[HEALTH SERVICES](#)

[Pupils With Temporary Disabilities - Individual Instruction](#)

[TITLE IX: SEX DISCRIMINATION](#)

[GENERAL SCHOOL INFORMATION](#)

[Lost and Found](#)

[Dress Standard](#)

[Classroom Party Policy](#)

[ANTI-BULLYING POLICY](#)

[STUDENT CONDUCT AND RESPONSIBILITY](#)

[Rules for Responsible Behavior](#)

[When Students Struggle With Rules](#)

[General School Conduct](#)

[Playground Rules](#)

[Playground Supervision](#)

[La Cañada School Discipline Matrix](#)

[EQUIPMENT AND GAME RULES](#)

[Handball](#)

[Kickball](#)

[Tetherball](#)

[Four Square](#)

[Switch](#)

[Fitness Bars](#)

[Swings](#)

[Sandbox](#)

[Soccer](#)

[Hopscotch](#)

[Gaga](#)

[PARENT COMMUNICATION / WEBSITE / SOCIAL MEDIA](#)

[ELEMENTARY SCHOOLS' PARENT AND STUDENT HANDBOOK SIGNATURE FORM](#)

WELCOME

The La Cañada Elementary Schools offer a comprehensive education program for children in Transitional Kindergarten through Sixth Grade. Our elementary school campuses are full of experienced and talented staff members who are working hard to sustain a rigorous and supportive learning environment. The staff is dedicated to providing a rich educational environment that challenges all students to think critically, solve complex problems, express themselves articulately in speaking and writing, and work cooperatively and individually in a diverse and multicultural world. The intent of the faculty and support personnel is to help each child develop intellectually, emotionally, and physically to the best of the child's ability. In collaboration with parents, volunteers, and community members, we have much to offer to students as they develop their character, stretch their thinking, and experience the world around them in preparation for a successful future.

The district curriculum is implemented in all three elementary schools and is designed to reflect the goals of the Common Core State Standards and the district-designed goals and objectives. Ancillary programs, which provide academic support for students, include English Language Development (ELD), Gifted and Talented Education (GATE), and Special Education Services. Enrichment programs include Art, Music, Technology, Library, Drama, and Spanish. An overview of the curriculum is provided for parents during "Back-To-School Night" at the beginning of the school year, and parents will see student work samples of the curriculum throughout the year and at "Open House" in the spring.

SCHOOL HOURS – SUPERVISION

School Hours

The school playground is open to students with employee supervision 15 minutes before school hours each morning as indicated under "Arrival Times."

	<u>*Arrival Times</u>	<u>School Hours</u>
Morning TK and Kindergarten:	8:10 a.m.	8:10 a.m. – 11:50 a.m.
Afternoon TK and Kindergarten:	11:20 a.m.	11:20 a.m. – 3:00 p.m.
Grades 1 – 3: <i>Early Birds</i>	7:55 a.m. - 8:10 a.m.	8:10 a.m. – 1:50 p.m.
Grades 1 – 3: <i>Late Birds</i>	8:55 a.m. - 9:10 a.m.	9:10 a.m. - 2:50 p.m.
Grades 4 – 6:	7:55 a.m. - 8:10 a.m.	8:10 a.m. - 2:50 p.m.

**If your child(ren) must arrive before these times, parents must make arrangements for childcare before and/or after school hours. Please see DAY CARE (below) for more information.*

Early/Late Bird Program (Grades 1-3)

To facilitate the Language Arts program, La Cañada elementary schools conduct an Early Bird/Late Bird program in grades first through third. Approximately one-half of each class begins at 8:10 a.m. and is dismissed at 1:50 p.m. (Early Birds). The other half begins at 9:10 a.m. and is dismissed at 2:50 p.m. (Late Birds). This schedule permits smaller group instruction with a more individualized Language Arts program at the beginning and end of the school day.

During the first two weeks of school, all 1st, 2nd, and 3rd grade students will have a special schedule to provide teachers with time to administer individual reading assessments. Parents will be notified of the Early Bird/Late Bird groups at the end of this assessment period, and the schedule begins in the third week of school.

Day Care

The School District does not provide before and after school care programs; however, Child Education Center (CEC) provides before and after-school programs on campus. For more information, please contact:

Child Educational Center (CEC)

140 Oak Grove Drive, LCF
(818) 354-3418 or (818) 790-5473

LUNCHES, SNACK AND TREATS

Food Service

La Cañada Unified School District is pleased to announce we will offer all students a school lunch at no charge in the coming 2024-25 school year. All students enrolled in the district are eligible to receive a healthy lunch at no cost. Also, as part of the Universal Meals program, all students enrolled in the district will be eligible to receive a healthy breakfast at no cost. The breakfast will be available during the morning recess at the elementary sites. No further action is necessary. Your children will be able to participate in this program without having to pay a fee or submit a meal application. This will last through the 24-25 School Year.

We look forward to your child joining us in the school cafeteria for a healthy daily lunch. If you have any questions, please contact Gretchen Bergstrom at 818-949-4750.

Lunches from Home

If you choose to pack a lunch for your child, please consider your child's likes and dislikes and the amount of food he or she is able to eat. While we understand each parent must make food choices for their children, we encourage healthful foods that reflect a balanced diet. Candy and soda are not permitted. We also cannot assist students in preparing foods that require microwave ovens or additional preparation steps. Parents are only permitted to provide food for their own students. ***Please send your child's lunch to school with them. Forgotten lunches may be placed on the lunch shelf in the office. Please inform your children about the lunch shelf in case they ever forget their lunch. Classrooms may not be interrupted by calls about forgotten lunches.***

Allergies & Food Treats:

Please contact your child's teacher or the school office before you bring class treats or food items to school for classroom events. We are responsible for ensuring that students with medical conditions or allergies to certain foods are accommodated at all times. Do not use nuts or nut products in any classroom treat or project. Do not distribute snacks at school as it is impossible for us to screen ingredients. Many food items that appear harmless have hidden ingredients. For student birthdays, it is recommended to have your child donate a book to the classroom library or bring nonfood items such as pencils or stickers (see Classroom Party Policy, page 26). Additional information is available from the Health Clerk.

SITES VISITATION POLICY School/Classroom Visitation Policy

Parents are welcome to visit their school and volunteer in classrooms. In order to maintain a safe and secure campus, all parents must **first check in at the office and must wear a visitor or volunteer badge until they leave campus.** If parents elect to volunteer:

- younger and older siblings may **not** accompany the parent
- a Volunteer Code of Conduct must be signed and on file
- proof of a current TB test must be on file in the health office

Classroom Observation

Parents who want to observe or visit the class of their child must get permission from the teacher and the administrator at least 24 hours prior to the visit. Only one such visit is permitted per trimester. The duration of the visit may not be longer than one class period, or about 30 minutes. Visits to the playground are not allowed. This would include both recess and lunchtime.

PARENT INVOLVEMENT

Parent Teacher Association (PTA)

The Parent Teacher Association (lcepta.org, palmcrestpta.org, pcypta.org) actively promotes and sponsors activities that benefit the children of La Cañada Schools. PTA meetings are held monthly,

and all parents are invited to attend. Informative programs on a wide variety of topics are presented at these meetings as well as at other times throughout the year.

Some PTA activities involve volunteers who devote time as classroom volunteers, library and computer lab helpers, clerical aides, room representatives, or other school volunteers. Parents should contact the teacher or room representative to find out how they can help. School volunteers must sign in at the school office when they arrive on campus. Parent volunteers must have a current TB test on file in the school's main office. **Parents who chaperone overnight field trips must be fingerprinted.** Ask in the office to learn the procedures for TB testing and/or fingerprinting.

The PTA facilitates communication between the school and home through regular email updates and flyers. The PTA President and Executive Board members are listed on the PTA websites. Please contact them if you would like to volunteer or have questions and/or suggestions about PTA programs and activities.

Funds raised at PTA activities have been used for curriculum materials, playground equipment, computers, library books, art materials, assemblies, PE equipment, and in so many other important ways.

[SSC/LCAP Council](#)

The SSC (School Site Council) / Local Control Accountability Plan (LCAP) is a three-year plan outlining the District's priorities and vision for students. The LCAP presents the strategies and objectives as well as demonstrates how the budget will support each of the identified priorities. Every school in the district has a parent/community outreach LCAP Council to provide input and serve as spokespeople in the development and monitoring of the district LCAP at the sites.

[ATTENDANCE](#)

Absences

Please call the attendance hotline phone number listed on the cover page of this handbook between 7:30 a.m. and 10:00 a.m. to report your child's absence for that day. Please indicate the reason for the absence and the probable duration. **Note: If your child has been ill for five or more days, the child must have a doctor's note to return to school.**

We ask you to support our efforts to increase student attendance by doing the following:

1. Allow your child to stay home only when he/she has a contagious illness, has a fever or diarrhea, or is vomiting.
2. Schedule doctor appointments for your child outside of school hours. But if there is no other option, please bring your child to school before or after the appointment.

3. **Plan your family vacations during the summer or school holidays.**
4. Contact your child’s teacher or the school office to obtain information regarding missed assignments.

Consistent school attendance is to your child’s benefit. For each day students are absent, they get more than two days behind their peers. It is difficult to make up missed learning and catch up with new learning at the same time.

Tardies

The warning bell rings at 8:05 a.m. for students to be lined up with their class, which starts promptly at 8:10 a.m. When arriving at school late, parents/guardians **must** sign their child(ren) in through the office and receive a “Tardy Pass” before the child(ren) can be admitted to class. Parents/guardians will be notified of excessive tardies. Habitual tardiness is considered truancy.

ABSENCE AND TARDY CODES

Elementary Schools

Tardy Codes

CODE	DESCRIPTION	VERIFIED or UNVERIFIED by PARENT	EXCUSED or UNEXCUSED per ED CODE	Does it COUNT as an ABSENCE?
A (Marked by Teacher)	Absence Not Yet Verified Used by teachers to indicate student was absent, reason TBD.	Unverified	Unexcused	YES
B	Unexcused Tardy MORE than 30 Minutes Parent must check in their student(s) at the front office. If Parent does not present a valid excuse, the tardy counts towards truancy accumulation.	Unverified or Verified	Unexcused	NO
D	Independent Study Contract Completed Work completed and contract submitted immediately upon return.	Verified	Excused	NO, If completed
E	Independent Study Contract Given Between 5 and 20 days absent, arranged	Verified	Unexcused	YES

	in advance, Independent Study Contract signed, not yet completed.			
F	Field Trip Full Day	Verified	Excused	NO
H	Home Instruction Teacher assigned by administrator to provide instruction in home setting.	Verified	Excused	NO
I	Illness or Full Day Medical Appointment Verify absence within 24 hours	Verified	Excused	YES
L	Excused Tardy When student is tardy for any reason identified in EC 48205(a) for any length as verified by the parent. Parent must sign student in.	Verified	Excused	NO
N	In-school Suspension Assigned for disciplinary reasons, parents are notified. Student responsible for make-up work.	Verified	Excused	NO
O	Unexcused Check-out MORE than 30 Minutes Parent checks student out at the front office. If a student misses more than 30 minutes before the end of the school day without a valid excuse it counts towards truancy accumulation.	Verified	Unexcused	NO
S	Suspension Assigned for disciplinary reasons, parent is notified. Make up work at the discretion of the teacher.	Verified	Unexcused (Not in Truancy Count)	YES
T (Marked by Teacher)	Tardy LESS than 30 Minutes Not Yet Verified Used by teachers to indicate student was tardy. Student did not check in at the front office.	Unverified	Unexcused	NO
U	Unexcused Absence Parent explanation for absence is NOT included in EC 48205. Examples include, but are not	Verified	Unexcused	YES

	limited to: sleeping in, family vacation, Disneyland, birthday parties.			
W	Administrator Approval for Personal Reasons Based on 48260(c), “discretion of school administrators & facts of pupil’s circumstances” such as, but not limited to court appearance, funerals, religious holidays or ceremonies. Request must be in writing.	Verified	Excused	YES
X	Excused Absence All reasons identified in EC 48205(a) (except illness, medical, admin approval)	Verified	Excused	YES
Y	Unexcused Tardy LESS than 30 Minutes Parent signs student in at the front office and reason for tardy is not excused by EC 48205(a).	Verified	Unexcused	NO
Z	State Emergency Only used at the direction of an administrator with state authorization.	Verified	Excused	NO

FREQUENTLY USED ATTENDANCE TERMS

Average Daily Attendance (ADA): This is commonly understood as the percentage of pupils who typically attend class each day, calculated by dividing the number of pupils present by the total number of enrolled pupils. However, in California, ADA also refers to the formula used to determine how much funding a school district should receive from the state. In this case, total ADA is defined as the total days of student attendance divided by the total days of instruction during which the student is enrolled.

Excused Absence: There are nine types of excused absences defined under Education Code Section 48205, six of them appropriate for elementary students. Parents must verify student absences, and the school will determine whether to classify the absence as excused or unexcused depending on the reason. Illness may also be verified by a public school nurse, physician, or other qualified school employees.

Chronic Absentee: A student absent for any reason on **10% or more of the school days** when the total number of days the student is absent is divided by the total number of days the student is enrolled. Unlike truancy, this measure includes ALL absences – including excused absences – and assumes excessive absence impedes learning. (EC § 60901[c][1])

Truant: Any pupil who is absent from school without a valid excuse as defined by the Education Code excuse (unverified or unexcused absence) for three full days, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (EC § 48260[a])

Habitual Truant: A pupil is deemed to be a habitual truant if he or she has been reported as a truant three or more times in a school year provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian. (EC §§ 48262, 48264.5)

Chronic Truant: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with EC Education Code sections 48260, 48260.5, 48261, 48262, 48263, 48291, and EC Section 48263.6.

Student Attendance Review Team (SART) / Student Attendance Review Board (SARB)

When a student's absences and/or tardies become excessive (5 or more unexcused absences and/or 5 or more tardies – arriving after the morning bell), a SART meeting may be called to address the issues contributing to the student's poor attendance record. A SART meeting includes the school's principal, counselor, resource officer, and parent/guardian. If the SART contract does not encourage improved attendance, then a referral will be made to SARB, the next step in the process, where an outside attendance panel and a district attorney will be assigned to the case. **Please be sure to make attendance a priority with your child(ren).**

Student Release during School Hours

A student must have a release notice signed by his or her parent/guardian or special permission given by the parent/guardian to the office before being released during school hours. If you plan to pick up a child, please come into the office where the child will be waiting. The "Sign-Out" sheet must be signed when a child leaves at a time other than the regular dismissal time. Students can only be released to individuals 18 or older who are listed on the emergency card.

Requesting Homework

When a child is absent from school for up to three days, work must be completed in the number of days equal to the absence, plus one day. If the absence is more than 3 days, please make a request for schoolwork by calling the office in the morning. This gives teachers time to compile the assignments and make them available for pick up.

Independent Study Contract (Short-Term)

We believe that the best education for your child comes with regular daily attendance; however, an Independent Study Contract may be requested if a student will be absent from in-person instruction for three (3) or more consecutive days. The purpose of the contract is to provide the student the opportunity to complete assignments during an extended absence from in-person instruction, not to exceed fourteen (14) school days. The contract also allows the District to regain revenue from the State that would be lost due to your child's absence. The contract requires that the student complete the same amount of school work as if sitting in the classroom each day. Depending on the grade level, you can expect the amount of work to be equivalent to work completed during a four (4) to six (6) hour school day, per full day of absence.

To obtain a contract, parents/caregivers are instructed:

1. To contact the school office and the student's teacher at least 1 week prior to taking the student out of school or as soon as practicably possible if the child is ill for three (3) or more school days. While parents/caregivers are not guaranteed or have a right to an independent study contract, the school will do its best to accommodate last-minute or emergency requests, to the extent possible, consistent with District Board Policy.
2. To carefully consider the impact the absences will have on their child as classroom instruction cannot be duplicated through the Independent Study work.
3. Before making the commitment, please make sure that the parent and child are prepared to set time aside to complete the assigned work.
4. While every attempt will be made to assign appropriate work, a student's grades may be lowered if the absences significantly interfere with the student's learning in one or more subject areas.
5. To receive full credit, all assigned work must be complete and turned in to the office the day the student returns to school.

Please note:

Teachers dedicate significant time and careful consideration to compile the Independent Study work. Please ensure that you and your child are prepared to allocate sufficient time to complete the assigned tasks. While we strive to assign appropriate work, parents/caregivers must be aware that excessive absences may hinder learning in one or more subject areas and/or negatively impact the child's grades.

SCHOOL SAFETY

Drop-Off/Pick-Up

Each school will provide parents with specific information regarding drop-off/pick-up procedures prior to the first day of school. Parents and students must follow the established school guidelines regarding drop-off/pick-up to ensure the safety of all students. All school sites have established car lines to facilitate student drop-off/pick-up. When using the car lines, vehicles are to move in a single line and as far forward as possible. Students must wait for vehicles to come to a complete stop to safely **enter or exit them from the passenger side only**. Students cannot jaywalk across streets to enter vehicles. Vehicles may not double park or make u-turns. Backpacks should be inside the car and not in the trunk to keep the carline moving and our students safe. Parents need to remain in the vehicle. A campus supervisor and/or parent volunteer will be available to assist students during drop-off and pick-up times.

Walking To & From School

Students are urged to use caution at all times when using public streets and sidewalks. Where sidewalks do not exist, students should walk on the left side of the street, facing traffic.

Bicycles, Skateboards, Scooters, Roller Blades/Roller Sneakers

Bicycles may be ridden to school by grades 4, 5, and 6 students only. A Bicycle Permit is available in the school office and must be signed by a parent. Bicycles are to be walked while on school grounds and must be locked securely in the bike rack during school hours. Students riding bicycles are required by state law to wear a helmet. If safety rules are not followed, the privilege of riding a bicycle to school will be revoked.

Skateboards, scooters, roller blades, and roller sneakers are not to be ridden to or from school. Riding skateboards, scooters, ZUCA® backpacks, and rollerblades/sneakers on school grounds is prohibited at all times.

Dogs/Animals

In order to provide for the health and safety of La Cañada Unified students, staff, and visitors, we have a **NO ANIMALS policy on school grounds, which includes the school parking lot**, except for service dogs. Please do not bring your dogs on school grounds when dropping off or picking up your children. Thank you for your understanding and cooperation in this matter.

Drug-Free/Tobacco-Free Policy

The intent of the Governing Board is to keep the district schools free of alcohol, tobacco, and drugs. The use of alcohol, tobacco, e-cigarettes, vaping devices, and drugs is prohibited at all times on district grounds. This prohibition applies to all employees, students, parents, visitors, and other persons at any activity or athletic event on district property.

Recognizing that keeping schools free of these risky behaviors is a major concern of the schools and the community. LCUSD actively supports cooperation between schools, parents/guardians, students, law enforcement, and other appropriate community agencies which are involved in alcohol, tobacco, and drug prevention programs.

Any person who observes a violation on school property should report it to the site administrator. Students who violate the provisions of these policies shall be subject to disciplinary action.

Intervention and cessation services will be provided to assist individuals from continued use. They might include school counseling, parent conferences, and/or referrals to outside agencies. The following local agencies can provide more information and assistance:

California Smokers' Hotline	1 (800) NO-BUTTS
Alcoholics Anonymous	1 (800) 923-8722

EMERGENCY/DISASTER PREPAREDNESS

An emergency situation on campus can be an anxiety-provoking event. In order to be prepared, each month all schools participate in school-wide drills to ensure that our staff and students are trained to follow the District and School Site emergency procedures.

If an earthquake or other serious disaster occurs during school hours, children will evacuate the building after it has been deemed safe to do so. For their safety and protection, we will detain children until they are picked up by their parents or by one of the alternates who is authorized on the emergency/disaster cards. Please do not ask anyone else to pick up your child(ren) unless we have written confirmation authorizing that individual to take custody of your child(ren). Adults must have a picture ID to pick up a student during a disaster. The school will send a message to all parents to clarify the situation in a specific disaster.

In partnership with the PTA, food, water, and emergency supplies are stored on campus and are sufficient to provide for the safety and welfare of our children for several days if necessary.

In the event of a disaster, experts say that parents often panic and rush to the school to pick up children. Please remember that often children are physically safer in a controlled school environment than they may be in other, more isolated situations. We have devised a plan for the orderly release of children so that we can account for each and every child. It is imperative that we have accurate emergency information on each child and that people designated as “emergency contacts” know what they are to do in the event of an emergency.

We ask that you do the following:

- At the beginning of each school year, provide us with your emergency contact information for each child. You will be able to update this information online, and we ask that you return a printed and signed emergency contact form to your child’s teacher as proof that you have completed this very important task.
- Provide an updated and accurate list of emergency contacts. Keep the list updated throughout the school year as changes occur.

In the meantime, we suggest that each family design its own disaster preparedness plan. ***Radio stations KFI (640 am) and KNX (1070 am) broadcast school closure information. In the event of an emergency outside operating school hours, please refer to the radio for school closure information as well.***

The administration will contact all parents in the event of a disaster through our ParentSquare portal. We will give you directions on where to pick up your child. In most cases, you will pick up your child at their elementary school. However, in the case of a nearby fire, we may evacuate to a safer place.

School alarms and/or bells trigger the classroom's response to different disaster situations. Students and staff are trained to listen for an alarm to indicate a fire. If students are in the classroom, their teacher guides them to a predetermined location on the field. If a fire were to occur while students are at recess or lunch or other non-classroom activities, they will be directed to reunite with their class.

In the event of an earthquake, students and staff are trained to take a "Drop, Cover, and Hold" position and are then escorted to the field. All classes will remain on the field under the supervision of a teacher until released to an authorized adult.

CONTACTING STUDENTS/PHONE USE

Delivering Items - Lunches, lunch money, or necessary items, i.e. glasses, need to be brought to the office and have the student's name clearly marked. Students are not permitted to wait inside or outside the office for forgotten items. **We will not interrupt class** to notify a child of nonessential items delivered to the office; however, students are permitted to check for delivered items at recess

and lunch. Please discuss this policy with your child in advance so he/she will know to check in the office for forgotten items at the appropriate time.

Messages to Students – Messages to students will be delivered to class only in **emergency situations**. We will notify students to come to the office when eyeglasses are delivered or when medication must be administered. **Please do not disrupt classroom instruction.**

Phone Use - Permission by a staff member must be given for students to use the office telephone. Students are not allowed to call home for forgotten lunches and homework assignments or to make after school playdate arrangements. **Students are not permitted to use cell phones or personal devices during the school day.**

Cell Phones/Wearable Technology

Students are permitted to have a cell phone or wearable technology (smartwatch, Gizmo, etc.) at school. These devices must be OFF and stored in student backpacks during school hours. Cell phones and/or wearable technology are NOT to be used during the school day. These devices will be confiscated and returned to the parent if students are using devices during the school day.

MISCELLANEOUS

LCUSD Student Technology & Internet Use Agreement

The La Cañada Unified School District has established ethical standards for the use of technology and technological resources in its schools. LCUSD has taken steps to guide student use of the Internet, including installation of blocking software to limit access to inappropriate information. In addition to providing instruction, LCUSD continually monitors student use of technological information. ***Every student and parent in grades TK-6 are required to read, sign, and return the [LCUSD Student Technology and Internet Use Agreement](#)*** (also available in the Aeries Parent Portal). Please carefully review the terms of these agreements with your child. Inappropriate use of technology will be dealt with under the terms of the district's and school's discipline policies.

Parent-Teacher Communication

Parent-Teacher Conferences are held in the fall for students in Transitional Kindergarten through sixth grade. At Back to School Night, information about conference sign-ups may be available from the classroom teacher. All TK, Kindergarten, and 1st – 3rd grade students have individual conferences. Conferences for 4th - 6th grade students are scheduled on an as-needed basis. Conferences may be scheduled throughout the school year as needed by teacher or parent request.

Please contact the classroom teachers first when you have questions or concerns. Messages to teachers can be emailed directly to them or given to the office. If you would like to meet with your child's teacher, please avoid "dropping in" unannounced. Though it may appear that a teacher has a

free moment, they are often engaged in supervising students or preparing materials or lessons for their class. You can make an appointment with any teacher by emailing them or leaving a message in the office. Respect and civility shall be practiced in all forms of parent-teacher communication.

Homework Policy

The La Cañada Unified School District policy recognizes that the actual time required for assignments may vary with the study skills of the individual student and the course load. Parents are encouraged to contact their student's teacher or counselor if they observe excessive time being spent on homework or if they have questions concerning the appropriateness of specific homework assignments.

The La Cañada Unified School District recommends the following time periods:

- Kindergarten:** Kindergarten students are not required to have daily homework.
- 1st Grade:** First graders shall be responsible for school related homework activities designed to be completed in no more than 10 minutes per school day.
- 2nd Grade:** Second graders shall be responsible for school related homework activities designed to be completed in no more than 20 minutes per school day.
- 3rd Grade:** Third graders shall be responsible for school related homework activities designed to be completed in no more than 30 minutes per school day.
- 4th Grade:** Fourth graders shall be responsible for school related homework activities designed to be completed in no more than 40 minutes per school day.
- 5th Grade:** Fifth graders shall be responsible for school related homework activities designed to be completed in no more than 50 minutes per school day.
- 6th Grade:** Sixth graders shall be responsible for school related homework activities designed to be completed in no more than 60 minutes per school day. This time also includes self-review, self-preparation, self-reflection, study, memorization, and independent projects.

Students in grades 4-6 are expected to turn in completed homework when it is due. Failure to submit homework assignments completed and on time may affect a student's grades.

Textbooks & Classroom Materials

The school furnishes textbooks and basic classroom materials. Purchasing school supplies/Edukits not mandatory. However, each child is responsible for the maintenance of textbooks. In the event of loss or more than normal usage, the parents will be billed for the cost of the textbook. As a convenience for parents, the PTA sells "School Edukits" with supplies for each grade level in the Spring for the following school year. Parents are welcome to purchase their own supplies in lieu of the Edukits if they wish. School supply lists by grade are available in the office and online on the PTA website throughout the year.

School Agendas:

School Agendas may be used by students in grades 3-6. The School Agenda is a notebook organizer that builds consistency for students to record and track their assignments. *It is most effectively used when parents look at it with their child daily as it serves as a communication tool between school and home.*

Assessments and Report Cards

A variety of assessments, including teacher-made tests, end of unit assessments, projects, and reports are used by classroom teachers to monitor student progress. Assessments are given throughout each trimester on a regular basis.

Report Cards – TK and Kindergarten students receive report cards at the end of the second and third trimesters. Students in grades 1-6 receive report cards at the end of the first, second, and third trimesters.

Physical Education

Students participate in physical education daily for approximately 30 minutes under the direction of a physical education teacher and PE aides. Students participate in games and sports and have an opportunity to develop fine and gross motor coordination skills. Concepts of health education are taught during the physical education periods as well as in the regular classroom setting.

Each child is required by law to participate in physical education activities unless a note from the doctor excuses that child from these activities. Because dressing facilities are not available, children's everyday school dress should also be suitable for physical education activities. Sandals or open toed shoes may not be worn during PE or recess activities. Students should wear closed toed shoes suitable for PE and active outdoor play.

Injuries

If a child has sustained an injury outside of school, the child must bring a note from their parent(s) excusing them from PE and recess for up to three days. For four or more days, the child will need to bring a doctor's note. Children with a cast, crutch, brace etc. must have a doctor's note. They will not be allowed to participate in PE and recesses.

Air Pollution Episode Emergency Plan

Notification of air pollution episodes will be received by a radio-receiver installed and monitored at the District Office. Notification of alerts will be issued to all schools and the maintenance department. When the temperature reaches 95 degrees or more, physical activity will be prohibited and there may be a schedule change.

Special Education / Resource Center

The Individual Education Program (IEP) conference determines the eligibility for services and the type of program needed. The resource teachers work with students individually or in small groups

both in regular classrooms and/or by clustering students for specific instruction in the Learning Center/RSP room. Close communication is maintained with the classroom teacher and with parents. The RSP teacher also serves as a resource to teachers and assists in the modification of classroom and instructional materials. Additionally, they provide training for instructional aides working with identified children.

Promotion/Retention Policy

Promotion to the next grade level is based on a number of factors that include potential, academic progress, social and emotional progress, as well as the desire to succeed. Using criteria in the District's Promotion/ Retention Policy (BP5123), a teacher may recommend that a student be retained in the same grade level for an additional year. The teacher must notify the parent by October if the student is not making adequate progress. The student is referred to the Student Study Team to implement recommendations for remedial instructional services. During the year, teachers will communicate with parents regarding student progress. By January, a formal written notice must be sent to parents of students who remain at risk of retention. Prior to the final decision being made, parents will have the opportunity to meet with the teacher to review the assessment results. The final determination promotion/retention will be made at a Student Study Team meeting during the last 30 days of school.

EDUCATIONAL SUPPORT SERVICES

Optional Dyslexia Screening

Our district has added an optional dyslexia screening to the enrollment process. This screening tool was designed to measure risk of reading disability in preschool and school-aged children and can be found on the district's website under the [Enrollment Portal](#).

School Counselor

Our school counselor, in collaboration with our administrator(s), staff, and parents, continually develops ways to most effectively support and meet the needs of our TK-6 students. Through classroom lessons and individual and small group counseling, students have the opportunity to learn skills that build confidence for school success.

School Psychologist

Our school psychologist works with educators, parents, and other professionals to create an Individual Education Plan for students with special needs. The school psychologist has the primary responsibility for assessing students who may require the services of special education.

Speech and Language Pathologist

Speech and Language therapy includes remediation services for articulation problems, language delay and other language and/or hearing difficulties. Students may be referred for a Speech screening by the classroom teacher or parent request. The school speech and language pathologist

has the primary responsibility for assessing students who may require the services of special education in the area of speech and/or language.

Student Study Team (SST)

The SST serves as a school resource where the classroom teacher(s) and parents can discuss their concerns about a child's school performance with a team of educators, including the School Counselor and/or administrator, specializing in child development and learning issues. Academic, behavioral and/or social/emotional concerns are the focus of the SST with the goal of developing plans to help children experience as much school success as possible.

Other

Information about our other educational and support services can be found in the Notification of Parents' Rights under Differentiated Education. This can be found in the Aeries Parent Portal as well as on the district's website by following [this link](#).

ENRICHMENT PROGRAMS

Gifted and Talented Education (GATE)

The State provides supplementary funds for those children who are identified as gifted. Identification for the GATE program begins with an assessment given only with parent permission in the second half of third grade and in August for newly enrolled 4th, 5th, and 6th grade students. Students may qualify either through this assessment or through the alternative criteria established by LCUSD. Beginning with the fourth grade, students who qualify for GATE participate in a differentiated program to enhance their achievement, creativity, critical thinking, problem-solving skills and self-concept in the regular classroom setting. Students also receive extended interaction with other GATE students in a weekly grade level pull-out class and through other enrichment opportunities.

Instrumental & Vocal Music

Instrumental music instruction is provided by Encore Music and Performing Arts and made available to children in grades 4 through 6. A student may elect to play a stringed instrument (violin, viola, cello, and bass), woodwind (flute, clarinet, oboe, and saxophone), brass (trumpet, trombone, French horn, and baritone) or percussion (drums). Beginning, intermediate, and advanced classes are offered. Instruction is provided weekly and may occur before school or after school. For more information, contact lcusd@encorepasadena.com. An instructional music program is provided by LCUSD for all students in grades TK-6 during the school day.

Visual & Performing Arts

The LCF Educational Foundation provides for an art specialist who teaches art that is correlated with the regular classroom curriculum. The art program is available to all TK-6 students. The Educational Foundation also provides for a specialist who teaches drama to all students in grades

4-6. The drama program is shared by the three elementary schools so that each site receives drama one third of the year.

Spanish Language

The La Cañada Flintridge Educational Foundation provides an optional Spanish class on campus to students in grades 3-6. Classes are held according to the established Spanish calendar available in the main office or school website. The program is a full-immersion instructional program that starts with basic vocabulary development and introduces children to reading and writing as it progresses through the year.

SCHOOL LIBRARY

The school library is open throughout the school day to students and faculty. While students change teachers annually, the library remains an ongoing center of activity with continuing familiarity to all students throughout their years at the school.

All students visit the library on a regular basis and at a regularly scheduled time. Students in the upper grades also come to the library for group projects and reference research. They are encouraged to make arrangements with the school librarian when needed for additional time.

HEALTH SERVICES

The school's health clerk is primarily responsible for maintaining student health and immunization records. The health clerk is on campus every day and works under the supervision of the District Nurse. Only basic first aid is administered in the health office; however, upon written request of the parent and with a doctor's order, medication may be kept in the health office and administered as directed. No child is permitted to carry his or her own medication during the day. The health clerk must be contacted if your child needs to have access to emergency medication at school, such as an asthma inhaler or an Epipen. **All medications given at school, prescription or over the counter, including Tylenol, cough drops, throat lozenges, etc. require a written request.** A medical request form is available from the health clerk.

The nurse comes to the elementary school on a regular basis to review health records, to update the staff on current health issues, and to provide special services, such as vision and hearing screenings. The nurse also advises the teachers and staff on the health needs of students assigned to them. Please do not send your child to school with a home injury to ask the school nurse or health clerk for an assessment if a doctor's examination is indicated.

At the beginning of each year, emergency information is requested. Please update all medical information as required. Your child's medical information must include a list of any known allergies. In the event that your child becomes ill, you will be contacted immediately. If you are not available, the office will follow your emergency instructions. Please be sure that alternates have been contacted

and that they know they are responsible for your child in the event that you cannot be located. Please include emergency contacts located nearby.

To keep our school environment as healthy as possible, before coming to school, children must be fever and symptom free for 24 hours. If your child has been diagnosed with COVID or a different contagious disease, (i.e. strep throat, pink eye, chickenpox, scabies, lice, etc.) notify the school health office IMMEDIATELY. Upon return, students must check-in through the Health Office and provide a doctor's note before being readmitted to school.

ANY CHANGES IN THE EMERGENCY INFORMATION, INCLUDING CHANGES IN THE HOME/WORK/CELL TELEPHONE NUMBERS, EMPLOYMENT, ETC., SHOULD BE SENT TO THE OFFICE IMMEDIATELY.

Pupils With Temporary Disabilities - Individual Instruction

A student who normally would be in attendance in the La Cañada Unified School District is eligible for home instruction when, at the request of the parent or guardian and on the recommendation of a physician, the student is confined to home or hospital for a noncontagious illness or temporary disability, which makes attendance in the regular day classes or alternative education program impossible or inadvisable for an anticipated minimum of ten school days. The student may receive individualized instruction for the equivalent of one hour per day of school missed.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district of where the hospital or other residential health facility is located if there is a presence of a pupil with a temporary disability. Upon receipt of the notification, the District will, within five working days, determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less. *EC48207 and EC48208*

TITLE IX: SEX DISCRIMINATION

The La Cañada Unified School District maintains as its policy that all aspects of the District's employment, curriculum, counseling and guidance, physical education and athletic program, be free of discrimination on the basis of sex as defined in Title IX. In accordance with the law, a set of grievance procedures will be available at all schools as well as the District Office.

GENERAL SCHOOL INFORMATION

Lost and Found

Articles that have been lost and found should be turned in to the Lost and Found collection area. Smaller articles of value, such as jewelry, wallets, or glasses should be taken to the school office.

Please mark all children's clothes, lunch boxes, glasses, and school supplies so that lost items may be returned to the owners. Items not claimed will be donated to welfare agencies.

Dress Standard

All students are required to present themselves in an orderly manner, conducive to the advancement of education. Appearance should be appropriate for the instructional setting. Items that are disruptive or could cause situations that would diminish the safety of students will be prohibited.

Appropriateness, safety, and cleanliness are the three factors that should be considered.

Appropriateness means a student comes to school dressed for school activities. Students are allowed to wear hats for sun protection only but must take them off when entering classrooms and school buildings. If a student's dress is felt to be unsafe or inappropriate for an elementary campus, the parent may be contacted and requested to bring a change of clothing.

Morning Snack & Lunch:

1. There are no "saved" places for friends or cuts in the line to get breakfast and lunch.
2. A single file cafeteria line will be enforced. Students will be directed to the end of the line if the rules are not followed.
3. Politeness, respect, and turn taking will be enforced.
4. Healthful lunches are encouraged. Candy, soda, canned food, microwave lunches, or dried foods in containers that require water are not permitted.
5. Students will sit in assigned areas during lunch, unless the supervisor has designated the day as "free seating." Students are to remain seated in the assigned areas unless given permission to move.
6. Students are to have all needed lunch items prior to sitting down at the table and are to remain there until excused. Students who are finished eating lunch are also expected to remain seated.
7. Students are encouraged to maintain a low conversation level during lunch time.
8. Students are responsible for the cleanliness of their eating area and may not be excused to the playground until the supervisor has given permission.
9. Food should not be wasted, and students are encouraged to take only what they plan on eating from the breakfast and lunch choices.
10. Students may not share food.

Classroom Party Policy

1. **Each classroom may have two planned parties per year during instructional time:**
 - 1) A winter holiday party, held on the day before winter recess begins

- 2) An end-of-the-year party, held on the last day of school. The PTA room representative will check with the classroom teacher to determine the time of the party, the duration, the activities, the food, and any “favors” to be distributed. Any food items must be consumed outdoors. The classroom teacher must approve all aspects of the party. Teachers are responsible for making certain that students who have medical conditions or allergies to certain foods are accommodated at all times during these events.
2. **Birthday parties are not celebrated during class time.** If a student has party invitations to pass out, these should only be passed out at school if everyone in the class is invited. Otherwise, parents can reach out to the classroom teacher for information about specific student addresses. In TK and Kindergarten, parents may send party favors (non food items only) to the classroom on their child’s birthday and the classroom teacher will plan an appropriate way to distribute these items. Other grade levels may want to do something to recognize student birthdays within the context of instruction, but food items are not to be a part of that. ***The classroom teacher must be contacted in advance of any party planning.***
3. **The sixth grade** end-of-trimester and end-of-the-year activities are planned and implemented by the sixth grade teaching team with assistance from the sixth grade PTA room representatives and other parent volunteers.

ANTI-BULLYING AND HATE SPEECH POLICY

The La Canada School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Hate speech is any form of expression through which speakers intend to vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color sexual identity, gender identity, ethnicity, disability, or national origin.

Our elementary schools will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions.

Bullying among children encompasses a variety of ***negative acts*** carried out ***repeatedly over time***. It involves a ***real or perceived imbalance of power***, with the more powerful child or group taking some kind of action (physical, verbal, psychological, or cyber) upon those who are less powerful.

Bullying can take several forms: physical (hitting, kicking, spitting, pushing, taking personal belongings); verbal (taunting, malicious teasing, name calling, racial slurs, and making threats); psychological (spreading rumors, manipulating social relationships or engaging in social exclusion,

extortion or intimidation), and cyberbullying (use of technology to harass, threaten or humiliate). There is a difference between normal peer conflict and bullying:

Knowing the Difference Between Normal Peer Conflict and Bullying*	
Normal Peer Conflict	Bullying/Harassment
Peers have equal power or are friends with each other.	Imbalance of power between peers; not friends.
Conflict happens occasionally or rarely.	Repeated negative actions that happens often.
May be accidental.	Purposefully done.
May not be serious; no threat of harm.	Serious with threat of physical or emotional harm.
Equal emotional reaction from both peers.	Strong emotional reaction from victim and little or no emotional reaction from bully.
Not seeking power or attention and not trying to gain something.	Seeking power, control or material things.
General remorse - will want to take responsibility.	No remorse - bully blames victim; no guilt from bully.
Effort on both sides to solve the problem.	No effort to solve the problem.
<i>*Adapted from Bully-Proofing Your School, 2004</i>	

Our elementary schools expect students to immediately report incidents of bullying to school staff. Staff is expected to immediately take action when they see or hear of a bullying incident. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school, during the lunch period, and during a school-sponsored activity.

Teachers will discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action.

The steps for intervening in bullying behavior include, but are not limited to, the following:

1. Staff are expected to take immediate action when they see a bullying incident or when an incident is reported.
2. The school will consistently follow established progressive discipline procedures in dealing with students who violate school rules and/or the school's Anti-Bullying Policy.
3. People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way. In addition, students who

retaliate against witnesses or those reporting bullying behaviors are subject to disciplinary action.

4. The school will make reasonable efforts to keep a report of bullying and the results of an investigation confidential.

STUDENT CONDUCT AND RESPONSIBILITY

School is often the first place where children begin to develop an understanding of their own needs and wants, as well as the needs and wants of others. It is a place where children begin to "negotiate" turn taking, confront issues of fairness, and resolve differences. La Cañada schools are committed to providing a safe, academically challenging, and socially instructive supportive environment in which children can learn and grow. Our schools have a clear set of school policies and rules for both the classroom and the playground. With parent support, we believe we can teach our children to be responsible young people.

Rules for Responsible Behavior

At LCUSD elementary schools, we believe that a positive environment, where responsible behavior is recognized and rewarded, fosters individual growth, lasting friendships, and pride in the community. We want all students to be proud of their own sense of responsibility. Students can be empowered to make good choices for themselves and others by learning to use the following basic interventions when confronted by unacceptable behaviors in others.

Say “Stop” Students can advocate for themselves by letting others know that the behavior is hurtful or threatening.

Walk Away Students can avoid hurtful or threatening situations by walking away. We want students to learn that they can choose to be safe and socially responsible at school.

Talk to an adult We encourage students to go to a supervisor on duty, a teacher, a staff member, or an administrator when they need help.

When Students Struggle With Rules

Our role at school is to model, help shape, and work supportively with students to develop responsible behaviors. We view inappropriate student behaviors as opportunities to positively intervene, to provide coaching, and to prompt problem-solving skills among our students. Children grow when they have knowledge and feedback about their actions, understand the reasons for rules, and are given opportunities to practice appropriate behavior.

The type of consequence is based on the severity of the incident and the maturity of the individuals involved. We also acknowledge that behavior determines consequences. Below is a list of possible steps the staff uses to support and intervene with students who periodically struggle with rules. Please remember, struggling with rules is a part of growing up. Learning from mistakes now will lead to better choices later.

1. As problems emerge, the adult supervisor will meet and counsel with the student. Teachers and supervisors are encouraged to brainstorm and informally seek the advice of other staff members. Strategies used in the classroom may include positive praise, individual and group incentives such as points, earning privileges or recognition, “time-out” or quiet areas in the classroom, loss of privileges or play periods, detention, and/or individual student contracts. Strategies on the playground may include clarifying rules, using rock-paper-scissors to solve disagreements, “time-out” breaks from play, etc.

Emphasis is placed on replacing inappropriate behavior with an alternate appropriate choice. Frequently, simply telling a student what *not to do* is not enough. A student also needs to know *what to do* instead of the inappropriate behavior.

2. If a pattern of problems continues, the teacher will share his/her observations and concerns with the parent and encourage a home-school solution.
3. If the behavior(s) continues, or if the problem is felt to jeopardize the personal welfare of other students or staff members, the administrator will intervene.
4. If problems do not improve, the administrator, parent, teacher, and in some cases, the school psychologist/counselor will assist in determining ways of altering the unwanted behavior. These may include a home-school contract, detention, exclusion from specific activities or from a particular peer group, or other techniques that may be helpful.

Occasionally, if a student’s behavior is felt to regularly interfere with his/her classroom performance, the teacher may make a referral to the Student Study Team (SST). The SST is an informal body of colleagues, which may include the administrator(s), the school counselor, and/or the school psychologist, whose purpose is to generate formal or informal academic or behavioral interventions for the teacher to implement. The parent will be notified if an SST is recommended.

Examples of inappropriate behaviors that are investigated and confirmed that can result in suspension include, but are not limited to the following:

1. Physical violence that is intentional and harms others
2. Threats of violence

3. Bringing weapons (guns/knives or any object intended to harm another person)

In these cases, parents will be notified by the administration in a timely manner. A meeting will be required and the incident will be documented to ensure all parties are involved and a plan is established for improved student behavior.

General School Conduct

We believe school rules need to be clear and consistently enforced. The following is a detailed list of rules that apply to different times of the day and different areas of the campus, including specific game rules played during recess periods.

1. Students must walk in the hallways and sidewalks.
2. Students are not permitted to bring or wear shoes with wheels.
3. Planted areas may not be used for shortcuts.
4. Students must refrain from making excessive loud noises that may disrupt other classrooms while walking to and from various areas on the campus.
5. Restrooms and drinking fountains must be kept clean and orderly. Paper towels go into trash containers. The toilets should be kept free of any item other than toilet paper.
6. All trash goes into trash containers. Students are responsible for their own trash.
7. Gum is not permitted unless specific permission is given by the teacher and Administrator.
8. Personal student items of play (game equipment, trading cards, toys, etc.) may not be brought to school, unless specific permission is given by the teacher and Administrator.
9. Climbing trees or other school facilities is not allowed.
10. No items are to be thrown (rocks, sand, sticks, pine cones, paper wads, etc.).
11. Students may not use profanity. Students may not tease, malign, or threaten.
12. Students are expected to follow the general rules of safety and appropriate conduct when on field trips. If there are concerns about a student's behavior that may interfere with their safety, the teacher will notify the Administrator and counsel with the parent prior to a scheduled field trip

Rules for Before School

1. Students must not be on campus before **7:50 a.m.** There is limited supervision at this time; therefore, students must remain in the line area, and playground equipment is off limits. Parents are responsible for providing care prior to the arrival times.
2. Students in grades 4, 5, and 6 may ride their bicycles to school. All riders must wear a helmet and have a bicycle permit on file in the office. Bicycles must be walked on campus and locked securely in the bike rack.
3. Skateboards, rollerblades, and scooters are not allowed on campus at any time.
4. Students who arrive after the start times must check in at the office before going to class.
5. Students are responsible to arrive prepared for classwork, bringing the necessary materials and completed homework.

Rules for After School

1. Unless a student is involved in a school-sponsored activity after school, students must leave campus. There is no staff supervision on campus.
2. **Games of tag or chase are not allowed.**
3. Wait quietly to be picked up. Chromebooks and cell phones may not be used while waiting in the carline. If a student needs to call their parent, they must first obtain permission from a staff member.
3. Students should not jaywalk across streets or driveways to enter vehicles.
4. Students should never be in the staff parking lot.
5. The school has authority over students' behavior while the students are on the way to school or are on the way home. If poor behavior occurs during this time, students are subject to school consequences.

Playground Rules

1. Never leave the playground without a hall pass or getting permission from the yard supervisor. This includes coming to the office or using the bathrooms. With permission, you may go to the health office with only one partner (not a group).
2. Students must walk "to" and "from" the playground.
3. Only school game rules can be used. Do not change the rules.
4. **Games of tag or chase are not allowed.**
5. There are no "lock-outs." Any student wanting to play a game (unless there are rule restrictions) can play. Play fairly and allow for others to rotate into the game.
6. Take turns. No one can "hold" a place for a friend. There are no "cuts."
7. Playground equipment is to be used for the game for which it was intended. Do not kick handballs or basketballs. Put equipment away at the end of recess.
8. Chasing games and contact sports, such as football, are not allowed unless an adult is supervising the game.
9. Students are not allowed to dig or throw dirt, sand, rocks, or other unsafe objects at any time.
10. Inform an adult if a ball has gone over a fence.
11. Listen for the bell or whistle* and follow these directions:

- a. Get down from play equipment safely
 - b. Stop swings and dismount safely (no jumping)
 - c. Collect playground balls, other equipment and return to equipment containers
 - d. Stop talking and listen quietly for the release bell or whistle
 - e. Walk to designated line-up area or classrooms as directed
11. Try to solve a problem using rules for responsible behavior. Solve game disputes by talking about the problem using appropriate words and a calm voice. Use only the school rules of play. You may also play a game of “Rock, Paper, Scissors” to solve the problem. Seek the help of a yard supervisor if needed.

****At any time a whistle is blown on campus, students are to stop their activity and wait for adult direction.***

Playground Supervision

1. Playground supervisors are encouraged to observe students for good sportsmanship, helpful actions and good problem-solving skills.
2. Non-ball arguments brought to an adult supervisor: Students will be given a choice to sit together and come to a mutual solution, or they may be asked to write out their dispute on a reflection form for further action.
3. Ball arguments: The ball will be held by the supervisor until the individuals can agree on a solution to play cooperatively. Student(s) may be redirected to another activity. Student(s) may be asked to describe the situation on a reflection form for further action.
4. Conflicts in which students cannot come to a solution or when a student has a pattern of repeatedly breaking school rules may require alternative consequences. The teacher, school counselor, or the administrator will be notified to discuss the behavior with the student(s).
5. Students who are physically hurtful or engaging in bullying behaviors will be referred directly to the principal.

[La Cañada School Discipline Matrix](#)

<p>It is the responsibility of every LC student to know and follow school expectations. By doing so, you will be a productive and successful member of the learning community. Students who make poor choices will be held accountable for their actions.</p>
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<p>This matrix lists the most common violations, but other forms of behavior may also result in discipline. California State Law provides that a student may be disciplined, suspended and/or recommended for</p>

expulsion based on committing the acts below (among others). Discipline may result from actions related to a school activity or school attendance, including those that occur while on school grounds, while going to or coming from school, and during any school-sponsored activity. Behaviors reported to the principal will be handled on a case by case basis and will take into account the individual student's age, development, and length of time at the school.

Students confronted with any negative situation are expected to be safe, be responsible, and be respectful by:

- 1) Walking away
- 2) Immediately reporting the incident to a staff member
- 3) Not engaging in unsafe activities.

Behavior Expectation	School Rule Based Upon CALIFORNIA EDUCATION CODE	1st Offense	2nd Offense	Severe or Repeated Violations
PHYSICAL CONTACT				
Be Safe	Students are not allowed to cause, attempt to cause, or threaten to cause physical injury to others or self. This includes but is not limited to: hitting, pushing, kicking, hair pulling, biting, touching, scratching, poking, and play fighting.	Review and reteach expectations. Possible loss of privileges. Document. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document. Contact parent.	Review and reteach expectations. Referral to administration. Document in database. Contact parent. Possible SST Referral and BIP. Possible suspension.
DANGEROUS ACTIVITIES				
Be Safe	Students are not allowed to engage in dangerous activities including but not limited to: pushing, running in halls/unauthorized areas, chasing, jumping from equipment, and swinging objects.	Review and reteach expectations. Document. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document. Contact parent.	Review and reteach expectations. Referral to administration. Document in database. Contact parent.
INAPPROPRIATE LANGUAGE/HATE SPEECH				
Be Respectful	Students are not allowed to call each other names, tease, or use hurtful	Review and reteach	Review and reteach	Review and reteach

	and/or unkind language. This includes profanity towards other students.	expectations. Document. Contact parent if necessary.	expectations. Loss of privileges. Document. Contact parent.	expectations. Referral to administration. Document in database. Contact parent.
INAPPROPRIATE LANGUAGE TOWARDS A STAFF MEMBER				
Be Respectful	Students are not allowed to use hurtful and/or unkind language or profanity towards or in reference to staff members (teachers, administrators, aides, cafeteria aides, volunteers, substitutes, etc.).	Review and reteach expectations. Referral to administration. Document. Contact parent if necessary.	Referral to administration. Document in database. Hold a student - parent conference.	Referral to administration. SST referral and develop a BIP. Document in database.
DEFIANCE				
Be Respectful	Students must follow teachers' instruction, report to the designated area, accept consequences, maintain a positive attitude (appropriate tone of voice), accept "no" for an answer, and disagree appropriately.	Review and reteach expectations. Document. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Document in database. Hold a student - parent conference.	Referral to administration. SST referral and develop a BIP. Document in database.
SCHOOL OR PERSONAL PROPERTY				
Be Respectful	Students must always treat school and private property respectfully. Examples include but are not limited to: appropriate use of computers/keyboards/technology, classroom supplies, restrooms, books, and furniture.	Review and reteach expectations. Document. Implement restorative justice project. Contact parent if necessary.	Review and reteach expectations. Implement restorative justice project. Loss of privileges. Document. Contact parent.	Review and reteach expectations. Referral to administration. Restorative practices. Document in database. Parent - Student conference.

THEFT/STEALING				
Be Responsible	Students may not steal or attempt to steal school or private property. Students may not knowingly accept stolen property.	Review and reteach expectations. Implement restorative justice project. Document. Contact parent if necessary.	Review and reteach expectations. Implement restorative justice project. Loss of privileges. Document. Contact parent.	Review and reteach expectations. Referral to administration. Restorative practices. Document in database. Parent - Student conference.
BULLYING				
Be Respectful	<p>The definition of bullying <i>EC 48900 (r)</i> involves any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:</p> <ol style="list-style-type: none"> 1. Placing a reasonable pupil, or pupils in fear of harm to that pupil's or those pupils' person or property 2. Causing a reasonable pupil to experience a detrimental effect on his or her physical or mental health 3. Causing a reasonable pupil to experience substantial interference with his or her academic performance 4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school 	Review and reteach expectations. Referral to administration. Possible referral to counselor. Document in database. Contact parent.	Referral to administration. Referral to counselor. Loss of privileges and/or possible suspension. Document in database. Hold a student - parent conference.	Referral to administration. Possible one to five-day suspension. SST referral and develop a BIP. Contact parent.

ACADEMIC DISHONESTY				
Be Responsible	Academic dishonesty includes but is not limited to: cheating, copying from other sources (any Internet site), homework, turning in work done by parents, projects, tests, notes, using notes without permission, forging, altering or duplicating school or teacher documents or signatures, plagiarism and text messaging regarding test data or information	Review and reteach expectations. Credit loss for assignment/ test/ project. Document. Contact parent.	Review and reteach expectations. Credit loss for assignment/ test/ project. Loss of privileges. Possible parent/teacher conference. Document. Contact parent.	Review and reteach expectations. Loss of privileges. Referral to administration. Document in database. Possible SST referral. Contact parent.
ELECTRONIC DEVICES				
Be Responsible	Under direct supervision, students may bring personal electronic devices for instructional purposes. When electronic devices are found to be disruptive to the learning environment, they may be confiscated. <u>School not responsible for loss/ theft/ damage of personal electronic devices.</u>	Review and reteach expectations. Document. Contact parent if necessary.	Review and reteach expectations. Device confiscated to be picked up by the student at the end of the day. Document. Contact parent.	Review and reteach expectations. Device confiscated to be picked up by the parent at the end of the day. Document. Loss of device privileges (time to be determined). Contact parent.
INTERNET SAFETY				
Be Responsible; Be Safe	All students will adhere to the LCUSD Acceptable Use Policy.	Review and reteach expectations. Restorative justice implemented. Document. Contact parent if necessary.	Review and reteach expectations. Loss of privileges. Restorative justice implemented. Document. Contact parent.	Review and reteach expectations. Loss of privileges. Restorative justice implemented. Referral to administration. Document in database.

				Contact parent.
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Definitions: SST - Student Study Team/Student Success Team, BIP: Behavior Intervention Plan
EQUIPMENT AND GAME RULES

Handball

1. One player is the server and the other is the receiver
 - a. The first person waiting in line is designated the judge.
 - b. Two people per game. First two people at court will do one game of “rock, paper, scissors” to determine the server.
2. The server has two chances to serve correctly or he/she is out. The server must:
 - a. Serve the ball in a fair manner, not hard.
 - b. The ball must bounce beyond the service line after hitting the wall.
3. The receiver must accept a fair serve. Players waiting in line will determine by majority vote all disputed plays.
4. To return, the ball may be hit before or after one bounce. This will continue until one player is out.
5. No unsafe hits allowed.
6. A player is out when they miss the ball, hit it out of the court or fail to follow the one bounce rule.
7. The winning player remains in and a new player is up.
8. Balls that land on the boundary line are fair.
9. Balls that hit the top of the board (treetop) or go over the board, are out.
10. The ball must bounce only once before hitting the board, and can only bounce once or not at all before the other player must hit the ball.
11. Everyone in line **must stand out of the court** and not interfere with the game.
12. A player, who wins 3 games in a row, including the partner player, must go to the end of the line. The first two people in line begin the new game.
 - a. No tapping court.
 - b. No catching or holding the ball during the game.
 - c. No waterfalls (ball dribbling down the height of the wall) or other made up hits.
 - d. Except for the serve, legal hits include hardies, babies, breakers, slices and spins.
13. There is a maximum of ten players per court.

Kickball

1. Each team, no more than 12 players per team, will kick in a girl/boy order.
2. All players kick before teams switch.
3. All field players, except for the pitcher, must be outside the diamond until the ball is kicked.
4. If a kicker crosses over the white “kicking zone” line in front of home plate before kicking the ball, the ball is considered foul and a strike is called.
5. A runner may not steal a base or lead-off.

6. A player is out:
 - a. if a shoe(s) comes off while kicking or running the bases;
 - b. if a fielder touches the base with any part of his/her body while the ball is held before the runner reaches the base;
 - c. if a runner is tagged before reaching the base - no throwing the ball at the runner;
 - d. if a fly ball is caught;
 - e. if a runner runs more than 3 feet outside the baseline to avoid being tagged out;
 - f. if a kicker has four foul kicks;
 - g. if two runners end up on one base, the runner who was occupying the base first is safe;
 - h. if a base runner passes up another base runner, the runner who passed his/her teammate is out;
 - i. if a runner is touched by the kicked ball before the outfield team touches it;
 - j. if attempting to steal a base or lead-off.
7. A "tie" at a base means the runner is safe.
8. There are no tag-ups after a fly ball is caught.

Tetherball

1. No tapping court.
2. First two players determine who serves by one game of "rock, paper, and scissors." Winner serves. Server decides what half of the court to serve from and decides the direction of the ball to be served.
3. First person waiting in line is the judge.
4. Winner of each game chooses his/her half of the court to serve from and decides the direction of the ball to be served.
5. A player who wins three games in a row must go to the end of the line after his/her third win. The newcomer serves.
6. The ball can be hit with an open or closed hand.
7. The player who winds the rope and ball completely around the pole in their direction of play so that the ball is tightly against the pole is the winner.
8. If a game is "never ending" because the two players are playing a "friendship game" (playing in a manner so no one is out) the judge calls "25 HITS." Both players then hit the ball a combined total of 25 hits. After the 25th hit both players are out and go to the end of the line. Two new players refer to rule number 2.
9. If a player does one of the following, he/she is out:
 - A. Hitting the ball with any part of the body other than the hand.
 - B. Holding or catching the ball during play, other than the serve.
 - C. Holding the pole during the game.
 - D. If a player touches, hits or grabs the rope.

Four Square

1. No tapping court.

2. Four players, one in each square (A-D). The server is in square A.
3. The first person in line is the judge.
4. Players may use one or both open hands to hit the ball.
5. Player movement is from square D to C to B to A (server).
6. The server must:
 - A. Bounce-serve the ball to any player.
 - B. Serve is made with both hands open and within the boundaries of the receiver square. If not, the server is out.
 - C. Serve with both feet in the server's square.
7. After one bounce, the receiving player hits the ball underhand to another square.
8. A player is out if:
 - A. The ball lands out of bounds on a return hit.
 - B. You attempt to return a hit ball but it bounces in your square first before bouncing into other players' squares.
 - C. The ball bounces more than once before a player hits it.
 - D. Player hits the ball before it bounces in his/her square.
 - E. Player holds the ball.
 - F. Ball bounces over a player's head. No slamming the ball. The player who hit the ball is out.

Switch

1. Players take positions on the corners of the Four Square court.
2. Only 5 players are allowed to play at a time.
3. Player that is "it" stands in the center.
4. Corner players must attempt to go to a new corner.
5. If a corner player gets beaten to a new corner by the center player, he/she becomes "it" and takes the center position.
6. If there is a tie at a corner, players will use "rock, paper, scissors" to break the tie.

Play Structure Rules

1. No chasing, running, or tag games. No horseplay.
2. Take turns and do not push, shove, pull or grab anyone using the structure.
3. No standing or sitting on top of the monkey bars (horizontal ladder).
4. No jumping off of the high platforms or any other part of the structure.
5. One person at a time may cross the ladder. Others follow in the same direction.
6. No playing under the ladder area.
7. Rules for the slides:
 - A. One person at a time slides down, no trains.
 - B. No jumping off the side rails.
 - C. No climbing up the slide.
 - D. Slide down feet first in a sitting position only.

- E. Do not play in front of the slide.

Fitness Bars

1. No standing on the bars.
2. No cherry drops, butterflies, unsafe spins or movements that involve two persons on the same bar are allowed.
3. Two hands must remain on the bar at all times.
4. Any student with blisters must remain off the bars until blisters have dried and hardened.

Swings

1. One person at a time on each swing.
2. For your safety no horseplay, sitting, lying, or walking on the matted area is allowed. Only people swinging are allowed on the mat.
3. Persons waiting to swing must stand on the outer edge of the mat in front of the swing they are counting on. You will count 40 swings. Counting each forward motion of the person swinging.
4. Dismount safely. Please stop the swing before getting off. No jumping off, cherry bombs or other unsafe dismounts.
5. Swing in a forward and backward motion only.
6. Do not lie or stand on the swing seat. Do not grab the swing chain of the person next to you. No “spinners” (twisting the chain while seated).
7. If you do not dismount after a correct 40 count you will be asked to leave and go to another play area. If there is a dispute regarding game rules the judge will check the school rules of play for an interpretation. The judge may seek adult help for the interpretation. A ruling will be given to the players involved.

Sandbox

1. No burying items in the sandbox.
2. No sticks or rocks allowed in the sandbox area.
3. No digging outside of the sandbox area.
4. Clean up all sand items after play.
5. Do not move sand outside of the sandbox.
6. Do not throw sand.
7. Destroying or damaging another student’s sand creation is not allowed during the recess the creation was made.

Soccer

1. No more than 15 players on each team.
2. Game begins with a kick-off.

3. When a team member kicks the ball through the opponent's goal box, his/her team scores one point.
4. After each goal is scored, a kick-off is made by the team not scoring the goal.
5. When the ball goes out of bounds it is put into play by the opposing team by a throw-in.
6. Attacking players must be even with or behind the line of the ball.
7. Personal fouls include: roughness, tripping, striking, holding and pushing. **Slide tackles are not allowed.**
8. It is a foul for any player, other than the goalie, to handle the ball. The penalty is a free kick for the other team.

Basketball

1. No tapping courts.
2. Half-court games only if deemed by the playground supervisors.
3. Maximum number of players in a half-court game is 10.
4. Do not hang from rims or nets.
5. Traditional rules and scoring will be applied.

Knock-Out

1. Form a single line and hand the balls to the first two players in line. The first player will shoot. Once they have gotten their shot off, the second player may shoot.
2. Everyone's first shot must be taken from the same distance (like the free-throw line).
3. If the first shooter makes a basket before the second, they hand the ball off to the next person in line.
4. If the second shooter makes a basket before the first, the first shooter is eliminated. The balls are then handed to the next two players in line and play resumes.
5. The order of the players can never change during the game.
6. The game continues until all but one player has been knocked out. This one talented player is the winner!
7. In Ultimate Knockout, the game is never ending. The previously knocked out player is allowed back in the game once the "knocker" has been knocked out.

Horse

1. This game can be played with two or more players.
2. If there is disagreement, the person who will shoot first shall be determined by rock, paper, scissors.
3. Shots can be attempted from anywhere on the court. No dunking!
4. The first player shoots the basketball from wherever a self-selected spot on the court.
5. The second player gets to take the next shot. If the first player made the basket, the second player has to make the shot from wherever the first player made the shot. If the first player misses the shot, the second player can shoot from anywhere on the court.

6. Get a letter when you fail a challenge. If you are trying to copy the person before you and miss the basket, you get the letter H. Each time you make this mistake, you get a new letter, spelling out H-O-R-S-E. When you spell out the full “HORSE”, you lose the game.
7. You can’t get a letter when you invent the shot. If you miss the basket, play passes on to the next player without penalty.
8. If everyone succeeds in making the basket from the same spot as the challenger, the challenger gets to invent a new challenge.

Hopscotch

1. The game starts as player 1 hops forward and back through the diagram in the following way:
 - a. Hop on one foot into squares one, two and three
 - b. Land in squares four and five with the left foot in four and the right foot in five.
 - c. Jump on one foot in square six.
 - d. To both feet again in squares seven and eight.
 - e. Jump into square nine on one foot, turn and repeat the process while returning to the starting place.
2. Upon returning to the starting place player No. 1 throws his marker into square one. Hopping over square one he/she travels forward and back through the diagram as before. On his/her return he/she pauses in square two, picks up the marker, hops in square one and out of the diagram.
3. The game continues as player No. 1 throws the marker into the next higher square. Each time the player hops over or around the square with the marker when traveling forward, and picks up marker on the return trip.
4. If player No. 1 commits one of the following fouls he/she leaves the marker in the last square completed successfully and goes to the end of the line. The rest of the players rotate forward one position.
5. Each player in line repeats the actions of player No.1
6. On succeeding turns each player starts where the marker was left after the last turn.
7. Scoring: The first player to lag into square nine, hop forward, pick up the marker and return from the to the starting place without committing a foul, wins.

Fouls:

- Hop on a line
- Throw the marker in the wrong square or on a line
- Hop in a square containing a marker
- Touch the surface with the raised foot, except in squares four and five or seven and eight
- Change the hopping foot after starting

Gaga

1. To begin a game, each player must have at least one hand touching the wall of the pit.
2. Up to 15 players can play at one time.

3. The referee will throw the ball in the air so that it bounces three times.
4. Players scream “GA” on the first two bounces and “GO” on the third bounce, after which the ball is in action.
5. On the third bounce, the ball is in play and the game has begun.
6. You can hit the ball with open hands, but picking up the ball and throwing it at a player is not allowed.
7. Hitting the ball with a closed hand or a “fist” is not allowed.
8. If the ball touches a player anywhere on or below the knee, that player is eliminated from the game.
9. Students may not guard or shield the ball keeping other players from touching it or they are out.
10. The first person eliminated from the game functions the gate - opening it and closing it when others are eliminated. The gate is the only way to enter and exit the game.
11. A player cannot touch the ball two times sequentially; the ball must hit another player or wall before that player can touch the ball again.
12. If a player hits the ball out of court, even if it bounces off another player the player is out.
13. If a player hits the ball at another player, and the ball hits that player above the knees, then the player who hit the ball is out.
14. Players cannot kick the ball.
15. When three players are left in the game, the game is over and a new one may begin.
16. We encourage students to play with good sportsmanship and have fun!

PARENT COMMUNICATION / WEBSITE / SOCIAL MEDIA

In addition to classroom communication from your child’s teacher and the periodic phone calls/emails from the school, our school utilizes a variety of media outlets to get the most current news and information delivered to parents and the community. You can stay up-to-date on school news and events by visiting lcelions.net, pcrpanthers.net, or pcycougars.net. Our websites contain a complete calendar of events, current announcements, teacher webpages, student and parent resources, monthly messages, and more! For real-time updates, you can also follow us on Twitter (@lcelions, @pcrpanthers, and @pcycougars), and Instagram (@lcelions, @pcrpanthers, and @pcy_cougars).



ELEMENTARY SCHOOLS' PARENT AND STUDENT HANDBOOK SIGNATURE FORM

Name of Student: _____

Teacher: _____ **Grade:** _____

Please read the Handbook and complete the following:

I have read and reviewed the ELEMENTARY SCHOOLS' PARENT AND STUDENT HANDBOOK. I have reviewed school rules, behavior expectations, and the Anti-Bullying Policy with my child.

Parent Signature: _____

I agree to follow the school rules, the behavior standards, and the Anti-Bullying Policy.

Student Signature: _____