

Capistrano Unified School District
CASTILLE ELEMENTARY SCHOOL
Home of the Coyotes!



2022-2023

PARENT/STUDENT HANDBOOK

*The Parent Handbook includes complete details of
Castille Elementary School's policies and procedures.*

*After reading and reviewing the complete handbook with your child,
please fill out and return this page to your child's teacher.*

I have been provided a copy of the School Handbook and have read the policies and procedures of Castille Elementary School including those that govern:

School Hours, Attendance, Cell Phones, Classroom Deliveries, Parent Volunteers, Birthdays, School Disruptions, Homework, School-wide Behavioral Expectations, Library Privileges, Progressive Discipline, Rules for all school areas, Bullying and the Dress Code.

Parent: _____

Date: _____

Student: _____

Date: _____

Teacher: _____

Castille Parent/Student Handbook

2022-2023

Office and School Hours

The school is open from **7:30 a.m. to 3:00 p.m.**, Monday through Friday. **Students are not to arrive at school prior to 7:30 a.m.** when teachers are on duty. Students must go directly to their lines upon arrival.

SARB

Students with continued tardies and/or absences will be referred to the School Attendance Review Board (SARB) for disciplinary action. If a student continues to have attendance problems, parents will be required to attend a SARB hearing with the D.A.

Cell Phones/Electronic Communication

As a general rule, *students may only use personal electronic communication devices BEFORE or AFTER school hours.* Parents should avoid calling/texting/emailing students directly, and instead **leave important messages with the school office.** Students must have their cell phones/personal electronic devices off and in their backpacks during the school day. They are not allowed to make or take calls/text messages/emails on their electronic devices during class or at breaks. This policy applies to smartwatches as well. Students may wear smartwatches to check the time, but they may not use them for messaging and other features during the school day. Upon dismissal, students may use their electronic devices to check messages or make arrangements to get home *once they have left the school campus.* These rules will be enforced while on campus.

Technology

For a complete list of rules, policies, and procedures around technology, please refer to the CUSD Student Acceptable Use of Technology Agreement, found on the district website (capousd.org).

- Students will only have tabs open that are related to the learning.
- Student screensavers must be school appropriate and will need to be changed if requested by the teacher or administration.
- Students will only use their Chromebook camera to take pictures or videos with permission from the teacher.
- When a student is done with all of their assigned school work, he/she will only access approved online sites or apps, with teacher permission.
- Students will only search for images or text that are related to academic learning.
- Chat features such as Canvas Inbox, shared Google Docs, Google Chat, or another chat feature can only be used under the direct supervision of Castille staff.
- Students will only access YouTube if the teacher provides a link to an academic assignment.
- Students must use a district provided Chromebook. Chromebooks are district property. Student Google accounts are also district property and can be viewed by teachers or administrators at any time.
- Teachers or administrators may check a student's Chromebook history to verify appropriate technology use.
- If a student has broken one of the rules as stated in the Acceptable Use Policy the consequence will be determined jointly between the teacher and school administration.

Deliveries to Students

Deliveries to the classroom will not be permitted. All items to be delivered to students (instruments, lunches, homework, etc.) must be left in the school office. Deliveries of packages, flowers, balloons, cards, etc. may **not** be made to students during school hours.

Pulling Siblings to Watch Performances

A process is in place for requesting that siblings attend special performances during the school day. Under no circumstance is a parent permitted to walk into a classroom and request to pull a student.

Homework

Each grade level at Castille has carefully developed a homework plan that considers the students' level of independence and the need to practice previously taught skills at home to strengthen student learning and achievement and to develop regular study habits.

Parent Volunteers

Volunteer opportunities may be limited due to restrictions related to the COVID-19 Pandemic. All volunteers must be approved through visitcapo.school prior to volunteering on campus. Due to liability, we are unable to accommodate younger siblings anywhere on campus or on field trips. All adults on campus must sign in at the front office and display their office provided badge at all times while on campus. Adults on campus without a pass/badge will be questioned and sent to the school office. Parents may not visit students in the lunch area or on the playground without being accompanied by a classroom teacher or school administrator unless participating in a volunteer program on the playground. Parents must make an appointment with the principal if they need/want an observation of their child anywhere on campus. All volunteers are expected to follow and enforce all school rules.

Birthdays

In accordance with the CUSD Board Policy, **providing food** (birthday cake, cookies, fast food, pizza, etc.) **for the class or groups of students is not allowed** for birthdays, even during lunch.

School Wide Expectations

Castille has developed a set of school-wide expectations which focus on the following principles: Practice Kindness, Active Learner, Wise Choices and Show Respect (PAWS). The Castille School-Wide Matrix articulates specific behaviors expected in all areas of our school, are posted throughout the school and directly taught to students throughout the year.

Positive Reinforcement

Students may earn PAWS awards for demonstrating any positive behavior in any school setting. Various denominations of PAWS awards can be exchanged for privileges/ rewards that will be established, communicated, and posted for all students.

Progressive Discipline

Castille utilizes a progressive discipline model that creates a safe and positive learning environment through teaching problem solving and recognizing positive behavior. We believe that when positive behavior and excellent teaching come together, our students' potential will be maximized. In addition to recognizing and reinforcing positive behavior, Castille staff will respond to inappropriate behaviors in the following manner:

VIOLATION OF A SCHOOLWIDE STANDARD

1st Step/Offense	Redirect and restate expectations/rules*
2nd Step/Offense	Teacher intervention(s)*
3rd Step/Offense	Teacher intervention(s)*
4th Step/Offense	Different intervention(s) and parent notification*
5th Step/Offense	Referral to administrator

*Teacher Interventions

Teachers will intervene using strategies meant to change the inappropriate behavior. Interventions may include (but are not

limited to) prompting, seat change, restitution, change task, break and/or teacher-student conference. Interventions may also include loss of school privileges/activities. School of Choice students may be sent back to their home school based upon behavior, citizenship and attendance.

****SEVERE CLAUSE**

The following infractions are of a serious nature and require the immediate attention of an administrator. These offenses may result in law enforcement notification, immediate suspension and/or recommendation for expulsion.

1. Dangerous Behaviors
 - a. Bodily harm to another person/fighting
 - b. Threats of harm to another student or staff member
 - c. Sexual harassment
 - d. Possession of a weapon
2. Damage to school and/or personal property
3. Selling or possession of a controlled substance
4. Stealing
5. Bullying
6. False alarm

Rules in the Lunch Area

1. **Walk** quietly to and from the lunch area.
2. Students will eat first and play second.
3. Wait until you are given permission before entering the field or playground.
4. Be quiet and orderly while in the lunch line/area.
5. Raise your hand to get permission to use the restroom or go to the office.
6. Do not share food.
7. Sit properly with legs and feet under the table.
8. Never throw food or other objects.
9. Pick up all trash at your seat and around your assigned table.
10. Put all trash in lunch area trash cans.
11. When you finish eating, wait to be dismissed.
12. Always respectfully follow the instructions of the student supervisors.

Rules in the Restrooms

1. Use the restrooms for intended purpose.
2. Wash your hands after using the restroom.
3. The following activities are not permitted:
 - a. playing in or near the restrooms
 - b. looking under stall doors or climbing on toilets/stalls
 - c. clogging the toilets/urinals with paper towels, sand, etc.
 - d. writing on the walls or stalls
 - e. throwing paper on the walls or ceilings
 - f. putting anything on the mirrors
 - g. eating in the restrooms
 - h. loitering or "hanging out"

Rules for PE

- Students should use the restroom prior to going to PE.
- Students will follow directions of the PE teacher and paraeducators during PE.
- Students should bring their own water bottle if they would like to have one during PE.
- Students may be excused from PE, provided there is a note from a medical doctor.

Bullying

School staff will consider **bullying** to specifically be hurtful or aggressive verbal or physical behavior toward an individual or group that appears to be unprovoked, intentional, repeated over time, and involves an imbalance of power.

Students at Castille are taught the definitions of Rude vs. Mean vs. Bullying and encouraged to only use the term "bullying" in the appropriate context.

Rude = *inadvertently* saying or doing something that hurts someone else.

Mean = purposefully saying or doing something to hurt someone *once or twice*.

Bullying = intentionally hurtful/aggressive behavior that is unprovoked, *repeated over time*, that involves an imbalance of power.

Coyotes with Character

A Coyote with Character is an ordinary student who engages in extraordinary acts of:

Perseverance -	Continuing to work toward goals, despite difficulty or obstacles
Unity -	Showing teamwork, agreement, harmony, sharing, and friendship
Integrity--	Being honest in your work and relationships with others
Service-	Performing selfless acts which benefit others
Moral Courage -	Doing the things that may be difficult in order to help others
Citizenship -	Demonstrating your responsibilities, rights, and privileges as a citizen of a country, community, neighborhood, or school
Fairness -	Playing by the rules, taking turns and sharing
Self Control -	Stop, Think, Act, Review and Success Through Accepting Responsibility (STAR)
Responsibility -	Being accountable for your actions, taking responsibility for learning and social wellbeing, and recognizing your duty to positively represent Castille
Respect --	Taking pride in our behaviors and our work. Respecting others means valuing different ideas and points of view.
Thankfulness -	Showing appreciation or gratitude
Caring -	Genuinely caring for other people, and thinking about the needs of others

Dress Code

CUSD has a district-wide dress code (Board Policy 5142). Any attire which appears to glorify gang affiliations is prohibited. Clothing that displays inappropriate messages including, but not limited to alcohol or tobacco products, obscene symbols, signs, slogans or words degrading any person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation may not be worn.

Students must wear a shirt (with a minimum of a 1 inch wide strap and fabric in the front, back, sides immediately under the armpits), and pants/jeans or the equivalent (for example, sweatpants, opaque leggings, or shorts), or a dress or skirt, and closed toed shoes (as appropriate for the environment and activity).

Hats/Beanies may be worn on the playground to protect from the weather but may not be worn in the building/classrooms except when special permission is granted by the administration or teacher for dress up days and/or other specified school events.

Students may not wear any clothing/apparel or accessories displaying profanity, considered unsafe, dangerous or a health hazard, bare midriffs, strapless tops and halter tops, backless shirts, swimsuits, any item that obscures the face (except as a religious observance or medical/safety necessity), or any clothing which allows undergarments to be exposed.

Dress Code violations that present a **safety hazard** will be addressed immediately. Dress Code violations that present an **educational distraction** will be addressed through the removal or cover-up of the item that violates dress code. In addition, a reminder notice will be sent home with the student.

Bicycles/Skateboards/Rollerblades/Razors/Heelys/ Motorized Bicycles & Vehicles

Bikes may be ridden to and from school by 3rd, 4th and 5th grade students only. If your family would like an exception to the bicycle policy, please contact the principal or assistant principal. Helmets and bike locks are required. The school is not responsible for stolen bicycles. Bicycles may be locked in the bike rack on the blacktop. Bike riding is not permitted on school grounds. For safety reasons, skateboards, Razors, scooters, rollerblades, roller shoes, and motorized bikes/scooters may not be ridden to/from school or on school property. Skateboards, Razors, scooters, hoverboards, motorized bicycles and other motorized vehicles are strictly prohibited on any CUSD campus, even after hours.

Library

Checking out a book from Castille's library is a privilege that comes with responsibilities. All books checked out by a student should be returned by the due date. Students who fail to return a library book will not be permitted to check out a new book. Students are not to write or draw in library books, tear pages or remove labels/barcodes. Students are responsible for any damage to or loss of a library book. Parents/guardians are responsible for paying for repair/replacement costs of damaged or lost library books. If a student checks out a book that has been previously damaged in any way, the student is responsible for reporting the damage to his/her teacher immediately in order to avoid being held responsible.

General Rules for All Playground Activities

1. Students must **walk** from the classroom/lunch area to the playground.
2. Play safely, with hands and feet to yourself.
3. Only use equipment provided by the school or your teacher.
4. All equipment should be used for its intended purpose.
5. Students must have a pass to leave the playground or go to the office for any reason.
6. Play only in designated areas.
7. Students may use sidewalk chalk only provided by a teacher to write/draw on the blacktop.
8. Playground equipment may not be used before or after school.
9. Food must remain at the lunch tables only.
10. Rocks, sticks, pinecones, etc. may not be picked up, kicked or thrown at any time.
11. Students will freeze and sit/crouch down when the bell rings and wait for the playground supervisor to blow the whistle before **walking** to their line.
12. Students are required to quietly sit in line, facing forward, keeping hands/feet/body to self until their teacher comes for them.
13. Observe Castille's specific playground rules for each game and play area. Please see the Playground Rules, found on the Castille website.

Rules for all Activities on the Field:

- Running is permitted on the field.
- Students may play imaginative games that do not involve play/real fighting of any kind, tag or chase.
- Each field game has a designated play area.
- Students may not shake, lean on or climb any fences, soccer nets, or backstops.
- Students must respect all landscape by keeping their hands and feet to self
- Students may not climb the trees on the slope or play on the slope.
- Please visit the Castille Website for detailed rules for all games on the field.

Rules for all Activities on the Blacktop:

- Students must walk on the blacktop.
- Students may play in designated game areas.
- Students must follow all rules for game play on handball, 4-square, and basketball courts.
- Each blacktop game has a designated play area.
- Please visit the Castille Website for detailed rules for all games on the Blacktop.

Final Note

Our mission at Castille is to ensure all students achieve at high levels academically, socially, and emotionally. These rules have been developed and implemented to support all students in this goal.

