

# WELCOME TO Capri Elementary SCHOOL

## Student Handbook 2017-2018

Dear Parents:

Welcome to the 2017-18 school year. Because we are committed to developing a strong partnership between the home and school, this handbook has been prepared with information, policies, procedures, rights and responsibilities for all students and parents at Capri Elementary School.

At Capri Elementary we are committed to providing the highest quality education possible. You have chosen to entrust the education of your child to us, a mission we take very seriously. While your child attends Capri Elementary School, (s)he will receive the best instruction possible in an environment, which recognizes each child's potential.

During the 2017-2018 school year we are looking forward to:

- Full implementation and evaluation of Common Core State Standards.
- Increase scope of Thinking Maps and writing in curricular areas.
- Increased student use of technology at all grade levels.
- STEAM initiatives at all grade levels, including art, music, and science.
- After school STEAM enrichment classes, including a school musical offered through the CUSD Extensions Department.
- Continued implementation of our School Wide Positive Behavior Intervention and Support (SWPBIS) systems approach to student social behavioral education and development.
- Meeting the needs of our ELD students.

Education is a partnership between the school and the parent. We encourage you to work with us. Throughout the year we will provide you with suggestions, which will help your child. Please take advantage of these suggestions and stay in touch with us. Our staff is always open to your insights and observations that will help us provide the best possible education for your child. As a team we will maintain the high standards set at Capri Elementary School.

We ask your support in helping us to maintain a positive school environment. This handbook has been distributed to all students. Please review this handbook with your child and return the attached confirmation to your child's teacher. Forms are required for all students.

Should you have questions, please do not hesitate to call.

Sincerely,

Heather Wellendorf  
Principal  
[hwellendorf@campbellusd.org](mailto:hwellendorf@campbellusd.org)  
(408) 364-4260

Xyzzy Godfrey  
Vice Principal  
[xgodfrey@campbellusd.org](mailto:xgodfrey@campbellusd.org)  
(408) 364-4260

## Mission Statement

Our equity work at Capri is about always being mindful and reflective educators. We maintain a clear focus in everything we do and ensure that the students understand our objectives. We are focused, and direct, aware of what our students' lives are like outside of school. On a daily basis we implement purposeful and deliberate strategies aimed at the individual needs of our unique student population. We work to promote achievement for all.

## Capri Bell Schedule 2016-2017:

7:42 Campus Opens  
7:52 Welcome Bell Sounds – Classroom Doors Open and students proceed to class  
7:55 Instruction Begins

9:35-9:55 1<sup>st</sup> & 2<sup>nd</sup> Grade Recess  
9:56-10:16 TK & K Recess  
9:58-10:16 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> Grade Recess

11:20 - 12:03 TK, K, 1<sup>st</sup> & 2<sup>nd</sup> Lunch Recess  
11:50 - 12:35 3<sup>rd</sup> Grade Lunch Recess  
12:05 - 12:35 4<sup>th</sup> Grade Lunch Recess  
12:05 - 12:35 5<sup>th</sup> Grade Lunch Recess

2:05 Grades K-3 Dismissal  
2:10 Grades 4-5 Dismissal

2:30 Gates Closed M, T, Th, F  
1:30 Gates Closed Wednesday

**Wednesdays are shortened days. School ends at 1:05 for grades TK-3 and 1:10 for grades 4-5.**

## Rainy Day Lunch Schedule:

11:20 – 11:50	Grades TK & K	Lunch and quiet activity
11:25 – 11:55	Grade 1	Lunch and quiet activity
11:28 – 11:58	Grade 2	Lunch and quiet activity
12:00 – 12:30	Grade 3	Lunch and quiet activity
12:00 – 12:30	Grades 4/5	Lunch and quiet activity

Students will remain in the cafeteria for the lunch period. At the end of the period, teachers will escort their students back to their classrooms for afternoon instruction.

## Capri Elementary School Calendar/Events

Please visit our website at <http://capri.campbellusd.org>.

## Arrival and Dismissal / Closed Campus

### Daily Schedule

School begins 7:55 a.m. Grades K-5  
School dismissal 2:05 p.m. Grades K-3 except Wed. 1:05 p.m.  
2:10 p.m. Grades 4-5 except Wed. 1:10 p.m.

### Arrival

Students may not arrive prior to 7:42 a.m., as there is no supervision provided by Capri prior to that time. Students should remain attended to or on the playground until the warning bell sounds at 7:52. Students need to walk to their classrooms where instruction begins at 7:55 a.m.

### Dismissal

Students are expected to leave school at dismissal time, unless they are attending an after school program. No supervision is provided after school. Parents are to meet students in front of the school or at their classroom doors. As a reminder, campus remains closed from 2:30 to 4:00.

### **Appointments**

In order to avoid missing valuable class time, we ask that you make medical, dental, and other appointments after school hours, on staff development days, or on Wednesday shortened days when possible.

### **Birthday Parties**

In an effort to maximize instructional time, birthday “parties” should be celebrated outside of the school day. Additionally, we encourage school treats to promote health and wellness.

### **School Office**

The school office is open from 7:30 a.m. to 4:00 p.m. on school days. Our office telephone number is 408-364-4260. If you are reporting your child absent, you may call our 24-hour absence recorder at 408-341-7118.

### **Closed Campus**

Capri Elementary School has a closed campus policy.

- ◆ Students may not leave campus without permission from the office from the time of their arrival on campus through the dismissal bell.
- ◆ Students who come to school after the start of school must report to the office before going to any class.
- ◆ All school gates will be locked during school hours and all visitors must enter through the school office
- ◆ All visitors, including parents and volunteers, must check in with the office and obtain a visitor’s badge before entering the campus. All visitors must check out and leave campus through the front office.
- ◆ Parents must come to the office to sign their student out if they are taking him/her off campus for any reason.
- ◆ Items (such as lunches, money, special projects, etc.) that need to be delivered to students by a parent during school hours must be done through the office. Parents may not go directly to the classroom or onto the playground.
- ◆ Students may be issued a temporary or permanent lunch pass for home lunches if parents make such a request in writing to the attendance office. No student will be granted permission to purchase lunch off the school grounds unless accompanied by a parent or guardian.
- ◆ Students may not bring visitors (such as friends or relatives) to school or visit them on campus.

### **General School Rules**

All students are expected to abide by the following expectations for student behavior:

- Be Respectful
- Be Responsible
- Be Safe

<b>Coming to School and Returning Home</b>
--

### **Parent Drop-off and Pick-up**

To ensure the safety of our community, please follow these guidelines during drop-off and pick-up times:

- ◆ If possible, avoid driving to school. If you must drive, please park safely in the neighborhood, and then walk the short distance to school.
- ◆ Do not block neighborhood driveways at any time. Cars will be ticketed or towed.
- ◆ Do not block the red zone. This is reserved for buses only.
- ◆ It is against the law to park in front of a curb painted red or yellow.
- ◆ It is against the law to park in a space designated for disabled persons. Habitual violators will be reported to police.
- ◆ The right hand lane in the horseshoe driveway in front of the school is for student drop-off and pick-up. The left hand lane is for drive-through. Do not drop-off from the left hand side of any vehicle.
- ◆ Please pull your car to the forward-most position.
- ◆ Safety for children walking or riding bicycles is of utmost importance. It is your responsibility to slow down, observe all stop signs, and keep an eye out for children walking close to the edge of the sidewalk.
- ◆ U-turns in front of the school are not permitted. **They are dangerous and illegal.**

Parking, drop-off and pick-up are also available at the rear of our school through the Village School parking lot. However, the gate between our campuses is locked promptly at 8 a.m.

### **Walking**

Students walking to and from school are encouraged to walk with family members or friends, not alone. Students are expected to follow the school's behavioral standards and all safety laws, including crossing at the crosswalk. Parents can set a good example by following the safety laws at all times. Make sure your child is familiar with the safety laws and how to handle an emergency situation.

The local police department employs a crossing guard to assist students at Hacienda and Virginia. Students must cross only when the crossing guard has deemed it is safe. The guard will blow one whistle when s/he enters the crosswalk and then two whistles when students are safe to cross.

### **Riding the Bus**

Riding a school bus is a privilege extended to students by the Campbell Union School District (CUSD). There is a yearly transportation fee for those students living in designated areas. Applications for transportation are distributed to students at the beginning of the school year and must be returned promptly. Fees may be paid yearly, monthly, or on a semester basis. Free and/or reduced bus fees are available to those families who qualify. Contact the Transportation Department at (408) 341-7208 with questions not addressed in this handbook.

Upon approval of the transportation application, your student will receive a bus pass and a copy of the bus regulations. Students are expected to follow these regulations when entering or exiting the bus, while on the bus, and at all bus stops. Failure to comply may result in a behavioral citation, including suspension of bus riding privilege.

### **Riding Bicycles**

With parental approval, students are eligible to ride their bicycles to school. Students must lock licensed bicycles (one per lock) to the racks provided through the front entrance next to the school's Community Garden. The district will not be responsible for bicycles, which are lost, stolen, or damaged.

The law requires children to wear helmets when riding. While on campus, students must walk their bicycles. When riding off campus, students must obey all traffic rules. Violations may result in a student losing his or her bicycle riding privilege.

### **Personal Information Card**

For the safety of your child, it is imperative to complete the Personal Information Form, which was mailed to you in August, and return it to the school office immediately. This is the only way office staff can contact you in the event of an emergency. It is also the only means the staff has of verifying your authorization of designated friends or family members picking up your child. Without such verification, staff cannot release a child under any circumstances.

**Be sure to call the office if your home address, work location, or telephone number changes.** If you have moved outside CUSD attendance boundaries, you **must** obtain an interdistrict attendance agreement from your resident district. The transfer must be approved by both districts for your child to continue his/her attendance in the Campbell Union School District.

For information regarding interdistrict transfers, please contact your school office or the Campbell Union School District Enrollment Department at (408) 341-7000 extension 6209.

### **Student Check-out Procedure**

Once a student arrives on campus, he or she cannot leave during school hours except when the office has a written note from the parent and/or authorized person signs the child out in the office. If any staff member observes a child being escorted from school without such documentation, the staff member may stop and question the person or persons involved. If a student leaves without proper permission, that student will be considered truant and the police may be called.

## Attendance, Truancy, and Health Information

The importance of regular attendance cannot be overemphasized. In addition to the obvious learning benefits to students, law requires regular attendance. As a result, office staff must verify all absences and classify them as excused or unexcused. California Education Code 46010 defines only the following reasons as **excused absences** from school:

- ◆ Illness
- ◆ Funeral service (immediate family)
- ◆ Medical, dental or chiropractic appointment
- ◆ Quarantine
- ◆ Religious Observance
- ◆ Court appearance

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence (AR 5113)

### Illness

For health and safety purposes, students who exhibit any of the following symptoms should not be sent to school:

- ◆ A fever or more than 100 degrees
- ◆ A productive cough with yellow or green nasal discharge
- ◆ Eyes that are red, swollen, crusty, draining, or oozing
- ◆ A severe sore throat
- ◆ Diarrhea, nausea, or vomiting
- ◆ Head lice (*notify school immediately*)
- ◆ Contraction of a childhood communicable disease such as chicken pox, measles, or mumps (*notify school immediately*)
- ◆ An untreated infectious illness such as upper-respiratory infection, pink eye, strep throat, or bronchitis (*notify school immediately*)
- ◆ Rash of unknown origin (not diagnosed by health care provider)
- ◆ Acute, severe earache or purulent drainage from ear
- ◆ Severe toothache
- ◆ Pain that does not subside after resting

If a student exhibits any of the above symptoms, the office staff notifies the parents and requests that the child be taken home.

A child diagnosed with a bacterial infection should return to school only after receiving at least 24 hours of antibiotic therapy **and** has been 24 hours without a fever (excluding fevers controlled by fever reducing medication, i.e. Tylenol).

In physician-confirmed cases of childhood communicable diseases, some bacterial infections, and/or head lice, the office staff sends home an exposure notice. Be sure to read the notice carefully as it contains detailed information on symptoms and the incubation period.

**Unexcused or unverified absences** are absences for reasons not approved under State guidelines. All absences are recorded on a daily basis. California law (Ed. Code 48260) states that a child is considered truant if he/she has three or more unexcused absences in one year. Students with excessive absences will be referred to the School Service's office, which may result in a home visit and/or referral to the School Attendance Review Board (SARB)

*Questionable/Excessive Absenteeism:* When a student's total number of absences is in excess of eight days of his/her enrollment of the current school year due to illness and verified by approved methods, any further absences for illness must be verified by a physician, school nurse, or other school personnel. Failure to provide verification by the physician or school nurse/personnel will result in these absences being recorded as unexcused.

### **Tardies**

Unless approved in advance, the failure of a student to be in the assigned classroom within the first 30 minutes of class will receive unexcused tardy. When a student is tardy in excess of 30 minutes on three or more days in a school year, the student is considered, a legal truant (Ed. Code 48260)

### **Absence and Tardy Reporting**

A student's absence from school must be verified by parent/guardian with a written note on the date they return to school or phone call to the school within 24 hours of the absence.

Whenever a child has missed more than 10 days in a school year for a verifiable excused reason, the parent must provide supporting documentation for any further absences to be considered excused. Verification may include notes from doctors, dentists, or other medical professional (on letterhead), a school nurse or health clerk verification, funeral notices, or other supportive documentation.

A verification of the reason for absence shall not be accepted after 20 school days after the occurrence or 14 calendar days after the last school day of the school year (Ed. Code 46015)

### **Absence 24 hour Reporting Line: 408-341-7118**

**Information needed: Child's name, grade, name of parent/guardian reporting, dates absence(s), and reason for absence.**

### **School Attendance Review Board (SARB)**

Students who fall under the truancy law (Ed. Code. 48260-48263) shall be reviewed according to law and the rules and regulations established by local board policy. This review process may include a referral to the district SARB, a panel of district and community representatives.

*Truant Defined:* The student was absent from school without a valid excuse for three days or was tardy or absent for more than a 30-minute period during one school day without a valid excuse on each of the three days, or any combination thereof. This is the first truancy. After the first three unexcused absences, each unexcused absence or tardy over 30 minutes that follow count as one more unexcused absence. These are the second, third, fourth, etc. truanies.

*Habitual Truant Defined:* Any student is deemed a habitual truant who has been reported absent without valid excuse for three days or was tardy for more than 30 minutes, or any combination thereof, had a letter sent to the parent or guardian, and has had three more unexcused absences or tardies over 30 minutes, or combination thereof. A district employee has made a conscientious effort to hold a least one (1) conference with the student and his/her parent or guardian, after filing reports required by Education Codes 48260-48261.

### **Purpose of SARB**

1. To identify and provide coordinated district and community services to assist parent(s) and student when the student is truant or has school behavior problems.
2. To ensure that appropriate District and community resources have been used prior to referral to the judicial system.
3. To consider the following options if District and community resources are unable to correct school attendance or behavior problems:
  - Propose the use of alternatives to the juvenile court system
  - Refer the student and parents to the Santa Clara county District Attorney's Office

### **School Health Office**

Students sent to the health office are attended to by office staff. The District Health Services Department works in collaboration with all school health offices and trains district personnel in first aid, safety, and emergency procedures. A district nurse is on call for emergencies and oversees all specialized health services. The district nurse also administers the state-required vision and hearing screenings for specific grade levels and reports any concerns directly to parents.

### **Immunizations**

(CUSD AR 5141.31; CUSD BP 5141.31; California Immunization Handbook) Students entering a district school or childcare and development program, or transferring between school campuses, shall present an Immunization Record, which shows *at least* the month and year of each immunization in accordance with law. Students shall be excluded from school or exempted from immunization regulations only as allowed by law.

\*A transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school.

**TDAP** According to State law, students entering grades 7 through 12 must show evidence of TDAP booster prior to beginning school. Failure to do so will result in the student's exclusion from school.

**Tuberculosis (TB) School Mandate** The TB School mandate includes all students entering Transitional Kindergarten, Kindergarten and students transferring into grades TK through 12 from outside Santa Clara County. Refer to the CUSD Parent Notices-Communicable Disease Control; Immunization section for more information.

**Oral Health Assessment** (Ed. Code 49452.8) State Law requires that each child have an oral health assessment (dental check up) by a licensed dentist or registered dental health professional or a signed waiver on file by May 31 in either kindergarten or first grade, whichever is the child's first year in public school. An Assessment completed within 12 months before a child enters school also meets this requirement.

**First Grade Physicals** (Ed. Code 49450) (Health and Safety code 321.50 and 323.5) State Law requires that each child enrolling in the first grade must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months, unless provisions for exemption have been made.

### **Medication**

Any student required to take medication during school hours may do so provided his or her parents and physician complete a *Medication Administration At School* form. The medication must be in its original container with clear directions on the label, including the student's name, medication name, and dosage instructions. All medication must be stored in the health office, although special circumstances may exist to allow a student to carry an emergency medication and self-administer the medication with parent/guardian and physician approval (i.e. asthma inhalers, EpiPens). A district nurse must approve any special circumstance.

### **Meals and Snacks**

Campbell Union School District participates in the National School Lunch Program. Students may also bring cold lunches from home and/or a nutritious snack to eat during the morning break. Cold milk and juice are available for a nominal fee to students with cold lunches. Information regarding school lunch procedures, use of student identification cards and payment information is sent home the first day of school and in school bulletins throughout the school year.

Free or reduced-price meals are available to students who qualify under federal guidelines. Application forms go home the first day of school and are available in the office any time.

## **Communication**

The most important way to ensure a child's success and positive school experience is through good communication. Without it, we all miss out on enriching opportunities. Be sure to do your part by reading all information in the weekly envelopes, stopping by the bulletin board daily, attending monthly PTA meetings, and asking questions. The best way to ensure solid communication is to sign up for our mailing list at <http://capri.campbellusd.org>. Capri Elementary School staff and PTA board members are happy to answer any questions you might have.

### **Weekly Envelopes**

Every student receives a free envelope full of pertinent information the first day of school. After that, the envelopes go home every Thursday. Regular enclosures include class work, *Capri Chronicle*, classroom newsletters, breakfast and

lunch menus, important PTA or district information, plus occasional community activity brochures. Please read the contents Thursday evening, complete any necessary forms, insert any notes to the teacher or staff, sign and return the signed envelope with your child Friday morning. The replacement fee for lost envelopes is 50 cents.

### **Concerns and/or questions**

Please contact your child's teacher if you have any concerns and/or questions. If you feel your attempts to resolve an issue has failed, please contact the school administrator for assistance.

## **School Safety and Student Discipline**

### **Emergency Procedures**

All schools in the Campbell Union School District follow established procedures during emergencies. Emergency preparedness includes monthly school-wide drills. These drills help both staff and students to be better prepared should an emergency situation arise.

In the case of an area-wide emergency situation, the superintendents of all school districts act as emergency officers for their respective districts. If the school superintendent declares a state of emergency during school hours, all students will be required to remain at school or an alternate safe site supervised by district personnel. The students will be released at regular dismissal time only if it is deemed safe. At that time, students will be released to authorized adults only (the parent, legal guardian, or adult listed on the Personal Information Form). Refer to the Personal Information Form section on page 5. If bused students are on their way to school during an emergency, the bus will continue to school. Students walking to school during an emergency should proceed to school. Likewise, if they are on their way home, they should continue home.

### **Campus Safety**

Campbell Union School District makes every effort to maintain a safe, positive school environment that promotes student welfare and academic achievement. The District expects students to make good use of learning opportunities by demonstrating regular attendance, appropriate conduct, and respect for others. Students who jeopardize the safety or welfare of others on campus shall be referred to an administrator for disciplinary action, including involvement of local law enforcement agencies when necessary.

The Governing Board recognizes that incidents may occur which jeopardize the health, safety and welfare of students and staff and which necessitate the search and seizure of students, their property, or their lockers by school officials. School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The parent/guardian of a student subject to an individualized search shall be notified by the district as soon after the search as possible.

Law enforcement officers have the right to interview and question students on school premises. Police officers, officers of the juvenile court, and other authorized law enforcement officials have an absolute right to enter a school to take a student into custody or to make an arrest of a student.

Campbell Union School District works closely with local law enforcement agencies in the preparation, review, and annual adoption of school safety plans. In emergency situations, which may pose a threat to campus safety, local police will work closely with school staff and will direct all safety and security operations. In order to ensure student safety, all school personnel, students, and parents must comply with the law enforcement directives in such emergency situations. Non-school personnel, including parents, will not be permitted on school grounds or access to students until the police have determined a threat to safety no longer exists.

**(Governing Board Policies and Administration Regulations 5131.4, 5145.11, and 5145.12)**

### **Expected Behavior**

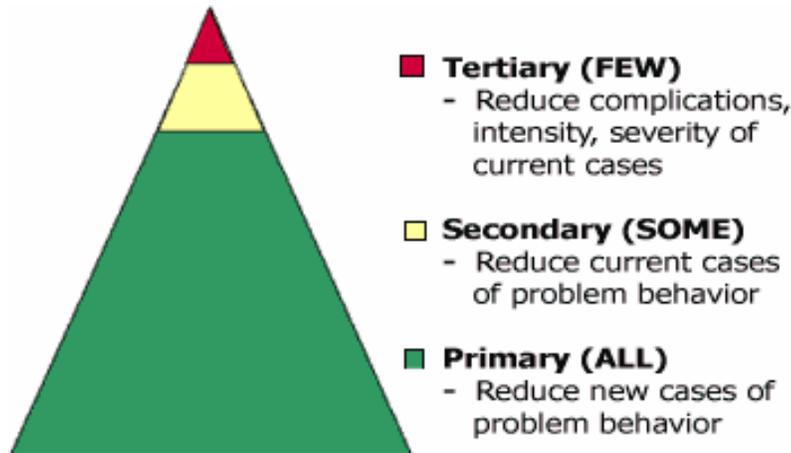
In order to provide an effective learning environment for all students, Capri Elementary School staff works in collaboration with students and parents to provide a predictable, positive, safe, and consistent school environment.

Students who engage in inappropriate or disruptive behavior, fail to follow classroom or school rules, or refuse to abide by the directions of school officials while at school will be subject to disciplinary actions by their teachers and/or school administration.

Students who harass, bully, or otherwise intimidate other students shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion.

### **Positive Behavior Intervention System (PBIS)**

At Capri Elementary School we have developed a systems approach to establishing the positive social culture and behavioral supports needed to support an effective learning environment for all students. We have a three-tiered approach:



#### **ALL Students-Primary**

- Consistent expectations
- Consistent school wide lesson plans-common areas
- Common understanding-Major/Minor behaviors
- Consistent Referral Process
- Positive Environment-Regular Recognition
- Stop-Talk-Walk
- Problem Solving Strategies
- Alternative recess area

#### **Secondary and Tertiary**

- Check-in-Check-out
- Individualized Behavior Plans (tiered approach)
- Intervention Team
- Possible Student Study Team
- Behavior Contract

#### **Primary Preventions & Interventions:**

Our expectations are that students, staff, parents, and community: Respectful, Responsible, and Safe.

Students in grades TK-5 may earn a Paw Print when recognized by any staff member for positive behavior, which is focused upon being respectful, responsible, and safe. We encourage recognition at home for such behaviors as well. This reinforces what the school promotes.

#### **General Procedures for Dealing with Problem Behaviors**

- Observe problem behavior

- Problem solved by student “Stop-Talk-Walk”
- Problem identified as minor or major (See matrix below.)  
 Minor: Classroom teacher and/or yard duty handles  
 Major: Classroom teacher and/or yard duty go through the referral process and notifies administration
- See flow chart for referral process on next page

**Common Definitions**

In order to provide clear and consistent consequences for violations in behavior at Capri Elementary, we have developed common definitions for identifying behaviors.

<b>Minor Behavior Problem</b>	<b>Major Problem Behavior</b>
<b>Inappropriate Language:</b> Student engages in inappropriate language not directed at an individual or group.	<b>Abusive Language:</b> Student directs inappropriate or abusive language at an individual or group.
<b>Physical Contact:</b> Student engages in non-serious, but inappropriate physical contact such as bumping in line, pushing, shoving, etc.)	<b>Fighting/Aggression:</b> Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, etc.)
<b>Defiance:</b> Student engages in brief or low-intensity failure to respond to multiple adult requests.	<b>Overt Defiance:</b> Refusal to comply after 3 requests (refuses to comply with stated consequences – see flow chart).
<b>Disruption:</b> Student engages in low-intensity, but inappropriate disruption.	
	<b>Harassment / Bullying:</b> Student delivers disrespectful messages (verbal or gesture) to another person that includes threats and intimidation, obscene gestures, pictures or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin, which may or may not be sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.
<b>Dress Code:</b> Student wears clothing that is not within the dress code guidelines defined by our school/district.	<b>Dress Code:</b> Student is unable or is unwilling to comply with dress code guidelines defined by our school/district without family intervention.
<b>Property Misuse:</b> Student engages in low-intensity misuse of property.	<b>Property Abuse:</b> Student participates in an activity that results in destruction or disfigurement of property.
<b>Technology Violation:</b> Student engages in non-serious but inappropriate use of cell phone, pager, music/video players, camera, computer, etc.	<b>Technology Violation:</b> Student engages in inappropriate, intentional use of cell phone, pager, music/video players, camera, computer, etc.

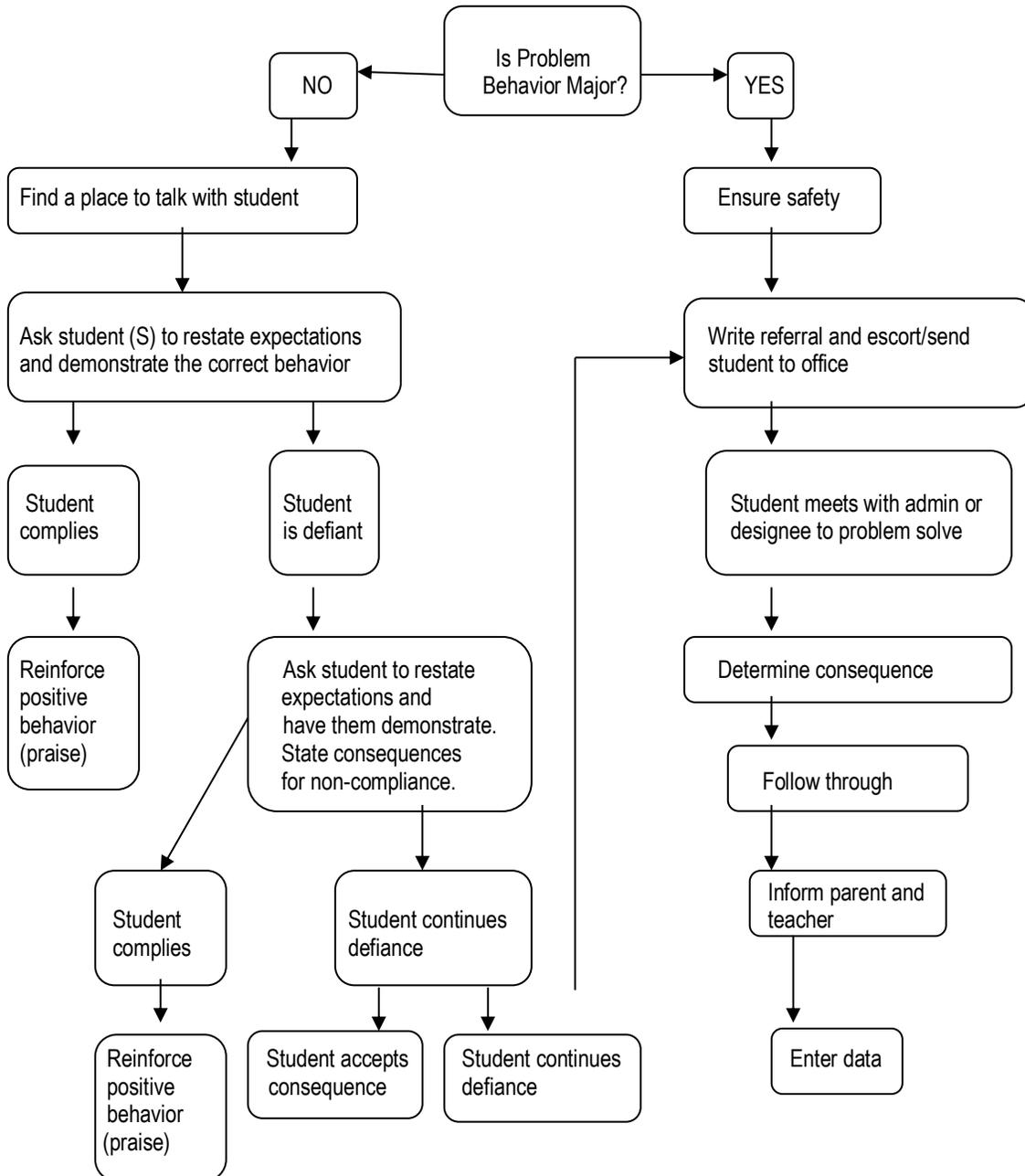
**“Stop, Talk, & Walk” Problem Solving Strategy**

Student says “Stop” and signals with hand extended. (STOP)

Student discusses situation with peer, and adult if needed. (TALK)

If the other student doesn’t comply, student walks away (WALK) and seeks adult.

**Behavior Flow Chart**



## Violations and Consequences

Depending on the behavior, one or more of the following actions may be taken by school officials. The frequency and severity of student behaviors will determine the level of intervention or discipline administered:

1. **Suspension:** Suspension is the temporary removal of a student from ongoing instruction. Students may be suspended (or recommended for expulsion) for any of the acts summarized below (Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7)
  - a.1. Caused, attempted to cause, or threatened to cause physical injury to another person.
  - a.2. Willfully used force or violence upon the person of another, except in self-defense.
  - b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
    - \* Possessing an explosive as defined in 18 USC 921.
  - c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
  - d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or any intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
  - e. Committed or attempted to commit robbery or extortion.
  - f. Caused or attempted to cause damage to school property or private property.
  - g. Stole or attempted to steal school property or private property.
  - h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
  - i. Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j. Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
  - k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
  - l. Knowingly received stolen property or private property.
  - m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
  - n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
  - o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
  - p. Unlawfully offered, arranged to sell negotiated to sell, or sold the prescription drug Soma.
  - q. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
  - r. Engaged in an act of bullying, including cyber bullying, directed toward a pupil or school personnel. For the purposes of this subdivision, the following terms have the following meanings:
    - (1) "Bullying" means 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 groups of pupils as described in subdivision (k) or 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:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in a benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
  - (i) A message, text, sound, or image
  - (ii) A post on a social network Internet Web site, including, but not limited to:
  - (l) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
  - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonates a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, threat the pupil was or is the pupil who was impersonated.
  - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile using a likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his other age, or for a person of his or her age with his or her exceptional needs.

s A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless the act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occurs at any time, including, but not limited to, any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch period whether on or off the campus
- During, or while going to or coming from, a school sponsored activity

Education Code [48900.5 \(a\)](#) Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons. To correct the behavior of any student who is subject to discipline, the Superintendent, or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified.

When other means of correcting a student's behavior are implemented prior to imposing suspension upon the student, including supervised suspension, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record (Education Code [48900.5](#))

Other means of correction may include, but are not limited to the following:

1. A conference between school personnel, the pupil's parent or guardian, and the pupil.
2. Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
3. Student Study teams or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
4. Referral for a comprehensive psychosocial or psycho-educational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
5. Enrollment in a program for teaching pro-social behavior or anger management
6. Participating in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups. (Education Code [48900.5](#))
9. Detention after school hours
10. Community Service during non-instructional periods

48900.2 Committed sexual harassment (Grades 4-8 only)

48900.3 Caused, attempted to cause, or threatened to cause, or participated in an act of hate violence (Grades 4-8 only)

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils that materially disrupts class work, creates substantial disorder, or creates an intimidating or hostile educational environment (applicable to grades 4 and above only)

48900.7 Made terrorist threats against school officials and/or school property

2. **Expulsion:** Expulsion is the removal of a student from ongoing instruction in the district for a specific length of time. Pursuant to State law and District policies, the principal of a school may recommend or be required to recommend expulsion of a student, but only the Governing Board may actually expel a student.

◆ **Mandatory recommendation for Expulsion/Mandatory Expulsion**

- Sale, possession or furnishing a firearm
- Brandishing a knife at another student
- Selling a controlled substance
- Committing or attempting to commit a sexual assault or sexual battery
- Possession of an explosive

◆ **Mandatory recommendation for Expulsion/Discretionary Expulsion**

- Causing serious injury to another person, except in self-defense
- Possession of a knife or other dangerous object of no reasonable use to the pupil
- Unlawful possession of any controlled substance except for the first offense for the possession of not more than one (avoirdupois) ounce of marijuana, other than concentrated cannabis
- Robbery or Extortion
- Assault or battery of any school employee

**Zero Tolerance**

The Board supports a zero tolerance approach to serious offenses in accordance with state and federal law. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.

Zero tolerance requires a mandatory suspension and recommendation for expulsion of students who possess, sell or furnish a firearm, brandish a knife, sell a controlled substance, commit or attempt to commit a sexual assault or sexual battery, or possess an explosive. (Education Code [48915](#))

In addition, the Campbell Union School District has adopted countywide Zero-Tolerance Policy in conjunction with our local law enforcement agencies. This policy states that weapons are not tolerated on any school district campus. We will report any student who breaches this policy to the appropriate law enforcement agency. The student is then subject to disciplinary action up to and including expulsion from the district.

State law expressly prohibits firecrackers, knives, firearms or imitation firearm, weapons or other dangerous objects, tobacco, alcohol and other controlled substances from school grounds. Possession of any of these items will lead to disciplinary action, including suspension and/or expulsion.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion.

#### **Personal Items: Toys and Games; Prohibited Items**

Items that are disruptive and/or can cause a safety hazard do not belong at school. Our main responsibility is to provide an environment that is safe and conducive to learning. Specifically, Campbell Union School District prohibits the following items on school campuses:

#### **Items Prohibited at School**

- ◆ All weapons or devices that may be used to harm others. This includes chains that may be attached to wallets, toy guns, tools, etc.
- ◆ Matches, lighters, firecrackers, BB shot, knives or fireworks.
- ◆ All controlled substances such as tobacco, drugs, nicotine, or alcohol.
- ◆ Mopeds, skateboards, scooters, rollerblades or rollerblade athletic shoes, or any motorized vehicle.
- ◆ Tape or CD players, radios, Walkman-type tape or CB players, headsets, and cameras.
- ◆ Toys, (such as balloons, silly string, cards, dice, pogs, etc.) including electronic computer games.
- ◆ Permanent markers, whiteout, aerosol spray cans, hairspray, perfume, cologne, aftershave lotion, etc.
- ◆ Large amounts of money, card collections, etc
- ◆ Laser pointers
- ◆ Radios, cassette players, CD players, DVD's, IPOD's, cameras and other expensive equipment
- ◆ Unauthorized athletic equipment
- ◆ Live animals can not be brought to school unless a previous arrangement has been made with the teacher and site administrator
- ◆ Gum, sunflower seeds, or other food items that are not common to a child's lunch

Students shall not possess, smoke or use tobacco or any product containing tobacco or nicotine while on school property or during school hours, at school-sponsored events, or while under the supervision of district employees.

Students' prohibitions or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited.

School personnel may also confiscate permitted items that are used inappropriately. Students may be subject to disciplinary procedures, which may result in suspension from school.

#### **Cellular Phones and Pagers**

Campbell Union School District permits students to carry cellular phones and pagers. However, students may not use the cellular phones, electronic devices, and/or pagers during the school day. As stated in District policy, cellular phones, electronic devices, and pagers must be turned off during the school day. Students who violate this policy may be subject to disciplinary action.

**The District assumes no liability for the loss or theft of cellular phones, pagers and/or any electronic devices.**

### **Recess Restriction**

Teachers and site administrators may restrict a student's recess time under the following conditions when s/he believes that this actions is the most effective way to bring about improved behavior, subject to the following conditions:

- ◆ The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
- ◆ The student shall remain under a certificated employee's supervision during the period of detention.
- ◆ Teachers shall inform the principal of any recess restriction they impose.

**(Governing Board Administration Regulation 5144)**

### **Detention After School**

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day.

If a student will miss his/her bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parent/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee speaks to the parent/guardian.

Students shall remain under the supervision of a certificated employee during the period of detention.

**(Governing Board Administration Regulation 5144)**

### **School Property**

Students are responsible for all textbooks, library books, desks, computers, and all other types of property issued to them during the school year. The school will solicit replacement costs in the event of loss or damage. Grades and/or transcripts may be withheld until payment has been made.

### **Appropriate Attire**

The home is the most encouraging environment for setting appropriate appearance standards. While we recognize the importance of individual expression, there clearly are certain styles that are not conducive to an educational environment. Students are expected to comply with the following:

- ◆ A student's hairstyle, clothing, jewelry, and makeup should not distract others from learning.
- ◆ Clothing with printed vulgarities and/or drug and alcohol-related themes are not acceptable.
- ◆ Gang-related apparel as defined below-is not to be worn.
- ◆ Skin-tight apparel, excessively baggy apparel, short shorts, bare midriiffs, mini skirts, and loose-fitting tank tops are not appropriate.
- ◆ Students must wear shoes at all times. Students' sandals must have closed toes and back straps.
- ◆ Although hats may be worn outdoors, students may not wear hats or sunglasses in any classroom.

**(Governing Board Administration Regulation 5132)**

### **Gang Related Apparel**

Capri Elementary School prohibits students from wearing gang-related apparel. Gang-related apparel is defined as clothing worn for the purpose of intimidation and/or exhibiting affiliation with gangs:

- Clothing or shoes with insignias, symbols, and/or numeric references to gangs
- Clothing or shoes with violence or violence related themes
- Clothing or shoes with printed logos depicting gang-related behavior
- Clothing with weapons or weapon-related themes
- Clothing such as jumpsuits, overcoats, shoes or other seasonal items worn for the purpose of intimidation and/or exhibiting affiliation with gangs
- Clothing all in one color worn for the purpose of intimidation and/or exhibiting affiliation with gangs
- Other gang regalia known by school officials and/or local law enforcement to be associated with gangs.

## Parent Participation

Parent involvement is encouraged at Capri Elementary School. Listed below are some of the existing programs in which parents participate:

### Parent-Teacher Association

The Capri Elementary School PTA enhances the educational growth of our children by sponsoring events such as Science Night, the Fall Festival, school-wide assemblies, and book fairs. The PTA also provides funds for educational and exciting field trips, classroom supplies, and support for our library and computer lab. PTA meetings are the second Wednesday of every month, and we encourage all parents to attend. For more information, please go to the [Capri website at http://www.campbellusd.org](http://www.campbellusd.org).

### School Site Council

The School Site Council is a decision-making body made up of parents, community representatives, and school staff members. The School Site Council's primary responsibility is to oversee the funds the school receives under the [Local Control and Accountability Plan \(LCAP\)](#). The funds are designed to improve student performance as measured by standardized tests, the District's assessment program, and classroom performance. The Council assists in developing and approving the SPSA.

### School Event Sign

Monthly events are highlighted to remind families and encourage parent involvement. The school bulletin board outside the office contains a more detailed monthly calendar highlighting school wide events, and posters to remind parents of school or district events.

## Special Services and Programs

### Special Education Assistance/Section 504 Plans

CUSD provides specialized educational programs for students with identified learning disabilities. Some of these programs function in a special class setting and others are incorporated into the regular instructional setting. These programs require referral, assessment, and parental permission. Questions regarding special education or Section 504 procedures should be directed to the school principal.

### Student Study Team (SST)

This group meets on a regularly scheduled basis to take a closer look at students who are experiencing academic and/or behavioral difficulty. Membership on the Student Study Team may include the school psychologist, the resource specialist, the principal, the child's teacher, and the child's parent. Remedial actions may include classroom accommodations, special education assessment, and/or medical or behavioral evaluations.

### Classroom Computers/Internet Access

Computers, printers, and internet access are available in every classroom at Capri Elementary School. Internet access allows for expanded and global educational opportunities for students. Before using the district's technological resources, each student and his/her parent/guardian shall be provided with an Acceptable Use Agreement specifying user obligations and responsibilities and providing the student and his/her parent/guardian with an opportunity to opt out of the Acceptable Use Agreement. In that Acceptable Use Agreement, the student and his/her parent/guardian shall agree not to hold the district and all district personnel responsible for the failure of any technology protection measures, violations of copyright restrictions, users mistakes or negligence. They also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred. The Acceptable Use Agreement shall further provide that, unless a student and his/her parent/guardian have chosen to opt out of the Acceptable Use Agreement, by using any District technological resources, they are agreeing to the terms of the Acceptable Use Agreement.

Capri Elementary School is proud to host a web page through the District's home page: <http://www.campbellusd.org>.

## **Library**

The Capri Elementary School library contains many books and reference materials. Each classroom has a regular schedule for visiting the library. The library staff and volunteers instruct students on using the library, caring for books, using reference materials, and using the computer retrieval system.

## **Other Important Information**

### **Homework/Makeup Work**

K-2 10-20 minutes (plus nightly reading)  
3-6 60 minutes (including nightly reading)  
7-8 60-120 minutes (including nightly reading)  
(Administrative Regulation AR6154)

Homework assignments are designed to extend and practice what has been learned in the classroom, and students should be able to complete the homework assignments independently. Parents, or persons assisting with the homework may notify their children's teachers if the children struggle with completing the homework assignments independently, as this may highlight for the classroom teacher areas needing additional focus.

### **School Materials and Supplies**

The Governing Board furnishes assigned books, materials and instructional equipment as needed for the educational program.

At the middle school level, students should provide paper, binders, pens, pencils, and other incidental school supplies. In addition, students will need to purchase a PE uniform. Uniforms may be purchased at the school site. If financial assistance is needed, please feel free to contact the school principal.

### **School-Based Assistance**

The Capri Elementary School staff recognizes that not all children learn in the same way. In order to assist students who may be experiencing difficulty, Capri Elementary School teachers adjust either assignments or the classroom environment to meet students' unique needs. They work with parents to design reinforcement systems and develop learning and/or contracts. Teachers also refer students to administrators, resource teachers, and other support personnel when necessary.

### **Student Leadership**

Under the direction of staff, fourth and fifth students who are in Cornerstone help determine spirit days, lead fundraising activities, and participate in service learning projects to develop leadership skills.

### **Lost and Found**

The Lost and Found is located on the coat rack inside of the hallway, adjacent to the office during school hours. Students and/or parents may claim articles before or after school or during recess or lunch. Small items of value, like rings, wallets, keys, and calculators, are kept in the office. After a reasonable period of time, Capri Elementary School donates unclaimed items to charity. However, you will receive ample warning in the Capri Chronicle

### **Smoke Free Campus**

Every school in CUSD is a smoke-free school. Smoking is not permitted at any time in any campus location.

### **Personal Belongings**

Parents should be sure to write their child's name or initials in permanent marker on all personal belongings such as backpacks, lunch boxes or sacks, sweaters, coats, hats, and bicycle helmets. Unmarked items left outside the classroom will end up in the Lost and Found.

### **Annual Parental Notifications**

At the beginning of every school year, Campbell Union School District distributes the Parents Rights and District Code of Conduct. Please review these documents carefully. Questions may be directed to either the school principal or to the Director of School Services at 341-7000 extension 6250.

**Do You Have a Questions or Concern?**

Parents play an active part in our district. We encourage your involvement and welcome your questions. We ask that parents address questions or concerns to the teacher and then the school principal. If, after contacting the school principal, you would like more information, please feel free to contact the following:

- Student issues: School Services Dept. (408) 364-4200 extension 6250
- Personnel issues: Human Resources Dept. (408) 364-4200 extension 7235
- Instructional issues: Educational Services Dept. (408) 364-4200 extension 6245
- Special Education issues: Special Education Dept. (408) 364-4200 extension 6253
- Enrollment issues Enrollment (408) 364-4200 extension 6209

**Capri Elementary School Student Recognition**

Students are eligible for various weekly, monthly and yearly awards. Commendable Cougar assemblies are held quarterly to acknowledge students for their citizenship, academic achievement, and attendance. Many of these will be publicized in the weekly newsletter and/or morning announcements. We encourage all Capri students to do their best in all areas and to share their achievements with their teachers and parents.

**Parent/Guardian Signature Page  
to be returned to classroom teacher**

I have reviewed the 2017-2018 Capri Student Handbook with my child.

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_