

CANYON VIEW ELEMENTARY SCHOOL

Welcome to the 2019-2020 school year at Canyon View Elementary! I am proud to be the principal of the Shooting Star community. Our goal is for students to learn and grow in all areas. We value and promote growth mindset, intellectual risk taking, innovation, collaboration and compassion. We invite you to experience the vision of Canyon View Elementary by becoming as involved as possible in our school. Please join the PTA, chair a committee, volunteer in the classroom, come to our events and communicate with us. Please take time to read the information provided in this brochure and review pertinent sections with your children. Additional information and updates will be disseminated throughout the year via the website, email blasts, social media posts, PTA meetings and teacher/classroom communication. Looking forward to a stellar year!

-Christine Miller, Principal



We Believe:

- Every student is entitled to a safe and orderly learning environment.
- Each child deserves to be treated with respect.
- All students can learn and succeed, including the mastery of challenging concepts and processes.
- A challenging, safe-to-risk environment promotes successful learning and performance.
- Each teacher is responsible for meeting the needs of all students in the classroom.
- Critical thinking, character- education and life-long learning skills are as equally important as content-based instruction.
- Students need many and varied opportunities to apply their learning in authentic contexts to successfully internalize and generalize their learning.

*Canyon View is
a place where
character,
community,
and curiosity
come to grow,
joyfully!*

12025 Yale Court
Irvine, CA 92620
Phone: 949-936-6900
Attendance: 949-936-6901
canyonview.iusd.org

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WE ARE SHINING STARS!

Show Resilience

Take Responsibility

Act with Compassion

Reach for Respect



Attendance Information

Studies show that there is a direct correlation between strong school attendance and student achievement. Therefore, we encourage you to reinforce the importance of strong school attendance and to make every effort to send your child to school on a regular basis. Please call 949-936-6901 before 8:45 a.m. each day if your child will be absent or tardy. The above line is dedicated specifically for this purpose. All tardy students must sign in at the front office with a guardian before going to class.

Attendance and tardies are monitored at the District level and, **per CA Ed Code, truancy letters will be generated if your child has three or more tardies of 30 minutes or more, ten tardies of less than 30 minutes, or three unexcused absences.** Per CA Ed Code, a student shall be excused from school when the absence is due to: illness, medical/dental appointments, funeral for immediate family members, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or student's appearance in court.



Forgotten Items

One of our priorities is to have students develop personal responsibility. **To this end, staff members will not accept homework or library books once school begins.** Late instruments & late lunches are to be labeled with your child's and teacher's name and placed in the cubbies outside front office/MPR.

Lost and Found

A lost and found cart is located on the carts by the cafeteria. Small items, such as glasses and retainers, as well as musical instruments, are kept in the office. We encourage parents and students to check the cart regularly for lost items. Please label **everything** that is sent to school.

Additional Attendance Information

Tardy/Leaving Early

Students are considered tardy if they are not in their class line at 8:10 a.m for upper grades and 8:20 a.m for primary grades. If your child is tardy to school, he/she must report through the front office with a guardian to allow us to update our attendance records for that day. Doors to the building are locked. Students will gain access through the office.

Should you find it necessary to schedule a medical appointment during your child's class time, please sign out your child in the office. Do not go directly to the classroom at any time. This minimizes disruption to our instructional program and maintains student safety. Students leaving school before dismissal time must be signed out in the front office by a parent, guardian, or other adult listed in the Emergency Contacts on the computer. Students will be released only to those whose names are listed on the Emergency Contacts. **Students will not be called out of class until parent arrives.** While at any medical or dental appointments, please request

Homework Requests for Absent Students

If you wish to pick up homework for your absent child, please call the office or email the teacher prior to 9:15 a.m. It will be available for pick-up after class is dismissed.

Independent Study Contracts

We realize that there are times during the school year when families are out of town for various reasons. These are considered UNEXCUSED absences. We do **not** offer independent student contracts to excuse these unexcused



Supervision

Playground supervision begins at 8:00a.m. Students are not to arrive on campus before that time. In addition, there is no staff supervision after school on the playground.

All students must go directly home when dismissed at 2:20 or 2:45.

Board Policy states that students must be picked up within 10 minutes of dismissal. The front office staff *cannot* supervise primary students between 2:20-2:45. Primary students may wait for older siblings **with parent supervision** in front of school or at park. No students may wait at the lunch tables or playground without a guardian. There is staff supervision for 10 minutes after dismissal in the parking lot. After 10 minutes all students will be brought to the office to call home. Continuous late pick ups are documented; truancy letters will be generated and sent home.

The school grounds/playground are for the sole use of Canyon View Elementary students during the school day, 8:00-2:45 and are not open to siblings or visitors during school hours. Primary students **cannot** play on playground between 2:20-2:45. For safety reasons and instructional purposes, the playground is reserved for Physical Education and other upper grade activities.



Bell Schedules

TK/Kindergarten

(Monday-Friday)

AM 8:20-11:40

PM 10:20-1:50

SAITK/Kinder

(Monday-Friday)

8:20-12:20

Grades 1-3

(M, T, Th, F)

8:20-2:20

(Wednesday)

8:20-1:30

Grades 4-6

(M, T, Th, F)

8:10-2:45

(Wednesday)

8:10-1:30

See canyonview.iusd.org
for most recent calendar and
schedule information

Supervision is provided on the playground and in parking lot 10 minutes before school. Supervision is provided in front of the school 10 minutes after dismissal.



GENERAL SCHOOL RULES & EXPECTATIONS

- Every student has the right to learn, feel safe, and be treated with respect and kindness at school.
- Every student is expected to be responsible, express needs in a courteous manner, help keep our school clean and safe, and arrive on time.
- Personal belongings such as skateboards, roller blades, scooters, Heelys, hand-held laser pointers, toys, stuffed animals, etc. are not permitted on school grounds.
- **Students may not talk or text on their cell phones or listen to messages at any time during the school day.** Cell phones and smart watches confiscated for failure to adhere to these rules will be turned into the principal and will be returned to the student's parents only. Any student cell phones or smart watches must be kept in the child's backpack and turned off at all times.
- Students are not allowed to use the front office phone for non-urgent matters. In order to minimize classroom interruptions, we do not deliver non-emergency phone messages from the office to individual classrooms. We ask that you take care of all after-school arrangements with your child before he/she leaves for school.
- Students will use appropriate language in all locations on campus.
- Students will show STAR behavior in and around bathrooms. No playing, chasing, running, or screaming.
- Students are allowed on campus 10 minutes before their school day begins and no later than 10 minutes after their school day ends.
- Students must use cross-walks or a corner when crossing the street, even if an adult is with them.



Playground

- Students must keep hands to self at all times.
- Listen to all staff & supervisors.
- Walk on blacktop.
- Stay on campus.
- Clean up trash.
- Return all playground equipment to cart.
- Follow rules for games (handball, basketball, soccer, foursquare)
- Include everyone in games (no exclusion).
- Be a good sport and encourage others.
- Eat snacks at tables.
- Stay out of planter areas.
- Freeze when you hear a bell /whistle.

Unacceptable Behaviors

- Sharing, throwing, or misusing food /drink at lunch tables
- Harming or threatening a student or staff member
- Possessing dangerous objects or substances
- Teasing, humiliating, putting down, name calling, spreading rumors, or excluding others
- Pushing, kicking, hitting, pinching, spitting or other forms of violence or physical contact
- Using profanity or obscene language or gestures
- Stealing, lying, or cheating
- Destroying or defacing school /personal property
- Sexual Harassment: See page 16.





SCHOOL-WIDE P.B.I.S.

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving the school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

- We teach behavioral expectations to all students in all settings on campus & acknowledge appropriate behavior.
- We provide students with positive, immediate, and frequent feedback around the use of expected behavior.
- We collect ongoing behavioral data to use for decision making & to develop support plans for students with chronic problem behaviors.

Discipline

If a minor discipline issue arises it will be handled by the classroom teacher. A minor discipline referral may be issued to the student. Depending on the incident a consequence will be applied and the teacher will contact the parent. If a major discipline issue arises, administration will conduct an investigation by interviewing any/all parties involved. Discipline and other means of correction/support will be determined on a case-by-case basis. Examples include: loss of privileges, time out, parent contact, conference with administrator, in-house suspension, formal suspension from school. See Board Policies 5144, 5145.1, 5145.8 for more information about Conduct, Responsibility, & Bullying.

Per IUSD Board Policy, the following violations will result in immediate **SUSPENSION** or **EXPULSION** from the Irvine Unified School District: *Possession of a firearm, Brandishing a knife, Sale of Controlled Substance, Committed or attempted to commit a sexual assault.* See page 16 for more information.

In addition, the following violations will result in immediate **SUSPENSION** and a determination of further action that may result in **EXPULSION** proceedings: Serious physical injury to others, possession of knives, explosives or other dangerous objects, Possession of controlled substance, Robbery or extortion, Assault or battery upon any school employee.



Transportation Information

Bicycles

- Parents assume FULL responsibility and liability for the rider's conduct and bicycle.
- Bicycles are allowed for students in grades 3-6 only. Bicycles must be in safe working condition.
- All bicycles MUST be parked in the bike rack and LOCKED. Students may not share a bicycle lock—only one bicycle per lock!
- Helmets MUST be worn by all students riding to and from school.
- All bicycles must be walked on school grounds.
- Children should never ride two on one bicycle.
- Students are not to loiter in or around the bike rack area at any time.



Walking To and From School

Parents are urged to discuss safety rules and the responsibilities of good citizenship with their children in regard to walking to and from school. These points should be stressed:

- Come directly to school from home.
- Walk on the sidewalk and inside the crosswalks.
- Cross streets only at the corners and crosswalks and with the crossing guard who is on duty before and after school. Jaywalking is a citable offense by the Irvine Police Department.

Some suggestions for your consideration...

- You may park on Arborwood as long you attend to street signs. Please do not make U-turns in the middle of Arborwood.
- Please use cross walks when arriving to or dismissing from school.
- You may park in the neighboring Church parking lot on Yale.
- You may park in the Meadowood Park parking lot.
- Please only park in **visitor** spots in school parking lot. We have 100 staff members to accommodate!
- Coordinate with other families in the neighborhood and carpool whenever possible.
- Have your children keep items like backpacks and instruments in the back seat instead of the trunk – it is safer and saves time.
- Plan accordingly; if foul weather arrives, leave earlier for the unforeseen variables that may arise.
- If you live within a 10 minute walk of the school and can do so, **walk your children to and from school**. It is not only good for them, but good for you as well. Make it your daily exercise opportunity.

Express Valet

Our Valet students have been trained to assist as valet volunteers. In the parking lot before school, please pull forward and the valets will assist your child in opening the back passenger side door. This allows parents to remain in the vehicles and get in and out quickly. Please drive carefully! Thank you for your courtesy and safety with all our students!



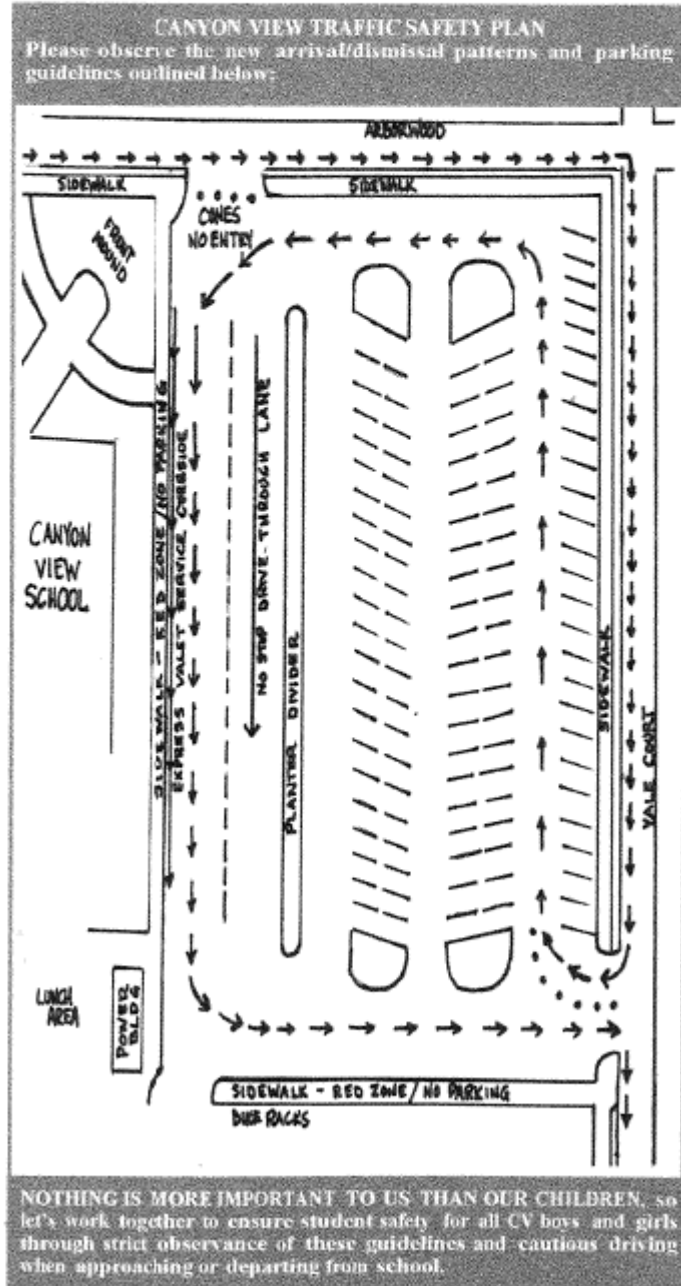
CANYON VIEW TRAFFIC SAFETY PLAN

The primary goals of the school's traffic safety plan are to ensure the safety of Canyon View students and to expedite parent traffic to and from school. To better meet these needs, the school has developed a plan, based on consultation with the staff, parents, Irvine Police Department Liaison Officer Mike Anderson and the Traffic Control Department of the City of Irvine.

1) a traffic circulation pattern through the school parking lot each morning, 2) the implementation of a "Canyon View Express Valet" service to expedite student drop-off at school, 3) re-designation of parent and bus drop-off/pick-up zones in the parking lot alongside the school and 4) the addition of "no parking" zones on Yale Court along the length of the school parking lot. **PLEASE REVIEW THE FOLLOWING DESCRIPTION OF OUR TRAFFIC SAFETY PLAN AND STRICTLY OBSERVE ITS REQUIREMENTS.**

MAJOR TRAFFIC/SAFETY GUIDELINES

1. **NO PARKING LOT ENTRY ON ARBORWOOD.**
All morning parent traffic will enter the parking lot at the Yale Court entrance only. Traffic cones will be placed at the Arborwood entrance at 7:50 AM.
2. **SCHOOL ENTRY/EXIT WILL BE AT THE YALE COURT ENTRANCE.** Directional cones will be placed at the Yale Court access to establish the traffic flow pattern into and out of the parking lot. Please strictly observe this new traffic pattern. Please note that there is a new right turn only sign at the exit of our parking lot.
3. **NO PARKING/WAITING IN CAR FOR STUDENTS IN THE RED ZONES.** All curbing alongside the inner areas of the school parking lot will be zoned red. No parking or waiting is permitted in the red-zoned areas. If you intend to do more than momentarily pause to drop-off or pick-up your children, you will be asked to use the school parking lot or church parking lot across the street (with approved parking flyers). All student loading and unloading will take place in the yellow zone. No extended parking is allowed in this yellow zone.
4. **SAFELY USE THE "CANYON VIEW EXPRESS VALET SERVICE."** This student service will occur at the red-zoned, curbside drop-off area alongside the school. (See "Canyon View Express Valet Service" to review parent responsibilities when using this service.)
5. **OBSERVE STAFF AND VISITOR PARKING SPACES.** For your convenience, we have designated visitor parking spaces located near the school, inside the traffic island and along the Arborwood perimeter of the parking lot. Additional parking is available at the church across the street.
6. **ON-GOING CHILD SAFETY CONCERNS**
 - Please do not park on the north side of Arborwood and have your child dash across the street to school amidst the traffic.
 - Please do not double-park in front of the school, requiring children to thread their way through two lanes of cars to get to curbside.
 - Please do not U-turn in front of the school to drop-off or pick-up children.



Regardless of frustrations and/or inconveniences that may arise from parking guidelines and regulations, it is important to remember why they are there. When weighing drop off/pick up and parking lot inconveniences against the **safety of our children**, there is no argument. Please help make Canyon View as safe as it possibly can be -- that is why we have our staff on duty before and after school -- to maintain safety for all.



Lunches

Animals on Campus

For the safety and comfort of our students and staff, animals are not permitted on campus, even if they are on a leash or are carried. Please be aware that pursuant to Orange County Ordinance 41.46, dogs are not to be on school grounds at any time.

The Irvine Unified School District offers a hot lunch program for students. **Canyon View also offers snack options that cost between \$.25 and \$1.50. The cost of an elementary lunch is \$3.25 per meal and milk alone is \$.50.** Each student has been assigned a personal identification number. Parents are asked to deposit funds in the student's account either electronically or by sending a check to school with your student. The goal for the school and the school district is to be cashless. Money will not be handled in the lunchroom—please do not take your money to the cafeteria.

Option 1- Go to www.MySchoolBucks.com and register for an account (see details below).

Option 2- Send a check to the school office made payable to IUSD Nutrition Services. Include your student's Lunch Box number on the memo line of the check.

Another option to consider: the National Lunch Program. Complete a free/reduced lunch application by October 1st. If you qualify, your child never has to purchase a lunch at school. Qualifications for free/reduced lunch is confidential. Applications are available on the school

Health Guidelines

In order to provide a healthy school environment for all children and staff, guidelines have been prepared to assist you in decisions relating to your child's health and school attendance. If your child is not feeling well and you are uncertain about sending him/her to school on any given day, it is best to keep your child home and observe him/her for worsening symptoms. If a child is too ill to attend school in the morning, it is recommended that he/she stay home all day. When you make the decision to keep your child home, please notify the school secretary or attendance line that your child will be absent and state the nature of your child's illness. Visit <https://iusd.org/about/departments/education-services/student-support-services/health-services/health-guidelines> for more information.

Health Office

A District nurse, health clerk, or office staff are available on campus to assist with the illness or injury of a child. Parents will be contacted to pick up their child if he/she needs to go home or see a physician. Information and guidance is provided to staff, parents, and students when medical conditions affect academic and/or social growth.

When Your Child is Ill

Germs spread very quickly. If your child tells you that he/she does not feel well, please take the time to take his/her temperature BEFORE sending your child to school. We know that a child does not always have a fever when feeling ill, but most often we find ourselves sending home children who do. Listen to your child and take their temperature! A temperature of 99.8 degrees + will result in a phone call for him/her to be picked up.

Vision and Hearing Screenings

District nursing staff provides students with vision and hearing screenings for grades K, 2, 5, new students, or at parent or teacher request.

Breakfast

Please make certain that your child eats breakfast before arriving at school. Often times a "sick" child is just hungry.



Medication at school

Student Accident and Health Insurance

IUSD makes available to parents a low cost accident and health insurance for their children. Forms are distributed to parents on the first day of school. Additional forms are available in the front office. The desirability of having such a plan can provide benefits and coverage when help is needed.

Any time your child requires medication at school, the medication must be kept in the nurse's office to be given by school personnel. LEGALLY, the school requires:

1. Medication MUST be in the ORIGINAL pharmacy bottle, labeled by the pharmacist.
2. The parent MUST sign a consent form prior to medication being administered. The form is available in the school office, as well as on the IUSD website.
3. The physician MUST sign a consent form prior to medication being administered. Medication will not be administered unless instructions are specific.
4. Medication MUST be brought to school by a parent. At no time should medication arrive at school in a lunch box, backpack, baggie, etc.

These regulations apply to NON-PRESCRIPTION medications as well. Non-prescription drugs include aspirin, vitamins, cough syrup, cough drops, ointments, etc. The only exception would be if parent/guardian gives consent to provide first aid such as calamine lotion, eye wash, Vaseline, etc. Please do not ask school personnel to administer medications supplied by you until the above mentioned requirements have been met. Please do not ask school personnel to supply your child with medication as no medications are supplied by the school.

Please do not send your child to school with medications of any kind.



IUSD HEALTH SERVICES

IUSD Nut Safe Practices

The Medical Advisory Board of IUSD, having reviewed the most up to date medical literature and reviewed the current IUSD "nut safe" practices, found these practices to be reasonable and thorough. The findings are supported by the American Academy of Pediatrics; the Food, Allergy and Anaphylaxis Network; the National School Board Association; the National Association of School Nurses; and a survey of Asthma and Allergy Specialists across the nation. Therefore, the Medical Advisory Board and IUSD affirm the following:

- Keeping students safe at school through implementation of our District Severe Food Allergy Practices Guidelines
- Increased education and awareness at all educational levels for students, staff and parents
- "Nut free" lunch tables with additional training to noon duty staff
- Limiting food in the classrooms
- Working collaboratively with the school lunch program and support safe choices
- Reinforcing proper hand washing before and after recess and lunch
- Providing specific Care Plans/Emergency Action Plans and 504 plans as needed
- Providing every school with non-designated emergency Epi-Pens

We believe that it is the responsibility of the family, school, students and physicians to work together to keep students safe at school. Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if everyone works as a team to minimize risks while providing a safe educational environment for all students.

We encourage students to wear sunscreen to school. Students participate in activities outside daily including recess and lunch, Physical Education, and learning in our outdoor learning spaces. Students are permitted to bring and apply their own sunscreen, if they are able. Staff is not permitted to assist in application. We also encourage hats and other protective clothing to be worn outdoors.



Emergency Preparedness

At Canyon View, we are constantly concerned for the safety and welfare of each of our students. We hold regular drills to teach children the appropriate way to safely exit the building in the event of a fire, to “duck and cover” in the event of an earthquake, and to respond to lockdowns (both for non-emergent situations and emergency situations). The school is fully equipped with search and rescue materials, first aid supplies, food, and water. Staff are assigned emergency preparedness roles and undergo specific training as needed. Our school staff is prepared to deal with a major emergency and to provide for the physical and emotional needs of students while they are under our supervision, as well as their orderly and safe release.

Access to students, in the event of an emergency, will be carefully controlled so that we may account for every child. Students will be released ONLY to adults designated on their emergency data.

In the event of an emergency, we will attempt to contact the parent community using emergency systems linked to phones and email. To assist us in this effort, we require parents to do the following:

- **Keep your contact information (including home phone, cell phone, email, and emergency contacts) on the MyIUSD parent portal up to date.**
- In the event of an emergency, check in at the designated student-release area to pick up /sign out students.
- The school provides water for students.



School Dress Code

Canyon View promotes a standard of appearance to enhance the learning environment while allowing for reasonable comfort and individuality for all students. With the support of the student's guardian, each student is expected to appropriately groom and dress themselves, keeping clothing clean, comfortable, and appropriate for all elementary school activities. A student's clothing should not be a distraction or disruption in the classroom.

- ◆ Shoes should be practical, appropriate and sturdy enough for all school activities, including physical education. **For students' safety, no flip flops, crocs, clogs, open-toed sandals or backless shoes can be worn at school.**
- ◆ Approved hats, hoods and caps are acceptable for outside activities only. No headwear may be worn inside the building, except if it is worn for a special event. This includes hooded sweatshirts.
- ◆ No distracting hairstyles, hair colors or makeup.
- ◆ No jewelry that distracts from the educational environment or could be unsafe during physical activities should be worn. Earrings that dangle and could become dangerous when playing. Sunglasses may be worn outside the building.
- ◆ Clothing may not contain inappropriate graphics or messages.
- ◆ Shirts must be long enough to keep the midriff covered when the arms are raised. Bare midriffs, sheer or see-through clothing, bare backs, off-the-shoulder tops, tank tops, spaghetti straps, muscle shirts, and other revealing garments are not allowed.
- ◆ Shorts and pants must be of appropriate size. Overly baggy or saggy pants will not be allowed. No short shorts or skirts. The hemlines should be no higher than mid-thigh (pockets should not hang below the bottoms of shorts).
- ◆ Undergarments or boxer shorts must be totally covered by outer clothing. Sleepwear is not appropriate.

For more information please read IUSD's Board Policy governing Dress and Personal Appearance - 5132.1



Parent Involvement

Parent-Teacher Association (PTA)

Canyon View is fortunate to have the support of an active group of parents who devote their time and talents to promote activities and events for our students. Our PTA assists in community building, planning, and providing financial support, not available by other means, which improves the quality of learning and increases opportunities for enrichment for all students. Parents are encouraged to JOIN PTA, attend meetings, support activities, and volunteer. Dates and times of meetings and activities will be posted on the PTA link of the Canyon View website.



School Site Council (SSC)

The School Site Council is a group of parents and school personnel whose responsibility is to plan, monitor, and evaluate our School Improvement Plan. Parent members are elected by vote of all parents in the fall. Meetings are open to the general parent community and the schedule of times will be listed on the Canyon View website.

English Language Advisory Committee (ELAC)

The ELAC is composed of the principal, staff, and parents of English Language Learners who meet to review our instructional support of English Language Learner students. This committee is combined with the SSC.

If you are interested in being a part of any of these organizations, please call the office at 949-936-6900.

CIVILITY BP 1313

It is the expectation of the district that all personnel will be responsive to parents' concerns and attempt to resolve problems at the most appropriate level. Failing that, it should be referred to the principal or designee and, if necessary, subsequently to the superintendent or designee. It is neither required nor desirable that an employee face abusive language or behavior.

This policy promotes mutual respect, civility, and orderly conduct among district employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to the students of this district as well as the community, the Irvine Unified

Parent Portal

We ask that parents keep their Parent Portal accounts with contact information up to date at all times. This information provides us your contact information and other emergency contacts in the event of your child being sick, hurt, or if there is an emergency. Students will ONLY be released to adults listed on as an emergency contact.

Visitors on Campus

All visitors and volunteers must check in through the front office. Upon your first visit, you will need to have your Driver's License or Passport to be scanned through our Raptor system. Visitors that are unable to provide this information will not be permitted on campus. Please note that high volume days (holiday performances, class parties, etc) there may be significant wait time to be scanned. Please have your ID scanned early to save time!



Student Birthday Celebrations

While we appreciate the joy and excitement that accompanies our students' birthdays, **we do not allow parents to bring food items to their child's classroom to commemorate their child's special day.** Dietary restrictions, food allergies, and the varied nutritional preferences of our parent population require considerable and deliberate coordination of any event involving food, and we cannot facilitate such oversight for every student's birthday. Party favors are seen as more appropriate for a private setting, but if strongly desired, a parent may bring non-food items such as pencils, stickers, stamps, etc. for classmates. A more lasting gesture would be the donation of a Birthday Book to our library. Our library/media clerk has excellent suggestions for choosing an appropriate Birthday Book. A special dedication card will be placed in the book. Then, the book will be shared with your student's class. After that, the book will be placed in the school library as a continuing memory of your child's special day.

Classroom Volunteers

Canyon View welcomes and values our volunteer assistance. In addition to the organization opportunities detailed on page 11, parents and guests may volunteer in classrooms and the library when pre-arranged with teachers/staff.

Classroom/Library Assistance

Classroom teachers and our library staff will recruit parent help at the beginning of the school year. There are opportunities for parents to work directly with students, to complete clerical tasks, and to complete tasks at home. If you are interested in serving in this way, please contact your child's teacher. If working in the library is of interest to you, please contact our library staff.

We want your experience as a classroom or library volunteer to be a successful one. Here are some suggestions that might be of interest to you when you come to help out:

1. Meet the students in a relaxed, friendly manner.
2. Learn student names and pronounce them correctly.
3. Let the students know that you are truly interested in them by asking about interests, friends, etc.
4. Give students your full attention. Listen to what they have to say.
5. Set an example for students by being courteous and respectful to them.
6. Build students' self-confidence. Let them know you expect them to try and to succeed.

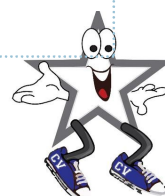
As you work with students, keep these ideas in mind:

1. Be consistent when working with students.
2. Learn school rules and be sure to follow them.
3. Be dependable. The teacher and students are depending on you.
4. Be prepared. Have everything ready when you start to work with students.
5. Reward students with positive praise.
6. Help students learn HOW to do their work.
7. Ask for help if you find a problem that you feel you may not be able to handle.
8. Your interest and enthusiasm as a volunteer may be the single most important part of success in learning for many students.

Confidentiality

All student information observed or obtained while volunteering is to remain confidential. Adults who breach this confidentiality expectation will not be invited to return.

Please recognize that when volunteering in the classroom, you are offering your assistance to the classroom teacher.



Communication

Our commitment is that we will regularly and thoroughly communicate with parents. This communication will be accomplished through a variety of methods and formally scheduled activities throughout the year.

Back to School Night

Canyon View will host a Back to School Night event in late August or early September. This is an adult/parent-only event. The Back To School evening is a “meet and greet” and an opportunity for parents to sign up for a variety of volunteer opportunities. Staff may discuss general information, not specific student progress.

Report Cards

Three times per year, report cards are issued for all students in grades TK-6. The report card is no longer printed, but rather is available on the MyIUSD Parent Portal (<https://my.iusd.org>).

Parent Conferences

Conferences are scheduled two times per year, once in the fall and once in the spring. The fall conference is a goal setting conference to select goals for each child and to review early progress. The spring conference is optional and serves as follow-up when necessary. Teachers are always available to schedule an individual meeting to discuss concerns or issues.

Open House

Open House is scheduled in February to showcase students' progress. This event is an acknowledgement of the commendable efforts our students make throughout the year. Family and friends are invited to experience this popular event with their student.

Canyon View Website

The Canyon View website offers a plethora of information about our school program, staff, and events. Be sure to check it regularly!

Email / Phone Blasts

Please read all emails & listen to messages from our school principal. Contact the office if you are not receiving regular emails from Ms. Miller.

Thursday Conduits

In an effort to ensure that materials reach home, each child has an envelope or folder that parents should expect to be brought home every Thursday afternoon throughout the school year. The conduit might contain both school communication and schoolwork/homework. We hope that you will allow time each Thursday to review the information with your child and return the envelope or folder to school on Friday.

Grade Level/Teacher Websites

Our TK-6th grade teachers utilize classroom or grade level websites to communicate grade level news and information.

Email and Voicemail

All staff members have a phone message line and are requested to check it regularly. The phones in the classrooms revert to voicemail during the school day. Each staff member also has an email address, which they check at least once per day, when present at school. Please call the office for any emergency issues as teachers will not answer the phone or check email during instructional time. Please allow staff members 24-48 hours to respond to emails.

Social Media

Please connect with Canyon View on Social Media to stay up to date on events, see what your children are doing during the school day, and positively engage with our learning community:

Facebook: facebook.com/canyonviewiusd

Instagram: instagram.com/canyonviewiusd



Enrichment Offerings

- Art Specialist: 4-6
- Art Instruction: TK-3
- Art Masters TK-6
- Instrumental/Choral Music: 4-6
- Vocal Primary Music: TK-3
- Library/Media Center: TK-6
- Health Education: TK-6
- Science Specialist: 4-6
- PE Paraprofessionals: TK-6
- Peer Buddy Classes
- DARE Program for 6th grade, sponsored by IPD.



Special Programs and Support Services

Gifted and Talented Education Program

The GATE Program is available to identified students grades 4-6 with exceptional learning abilities. The program consists of small clusters of identified students within the general education classrooms with a teacher who has been trained in meeting the needs of the gifted student. Appropriately differentiated instruction including depth, complexity, acceleration, and novelty is taught within the core curriculum. You may obtain further information by visiting the Gifted and Talented Education page of the IUSD website at www.iusd.org

Specialized Academic Instruction (SAI) Classes

IUSD provides students with a minimal or total support system (academic, behavioral, personal, vocational, transition) through which he/she can acquire knowledge and those skills necessary to function in the regular class-room and ultimately in society.

Psychological Services

The school psychologist provides assistance for behavioral, social/emotional, and cognitive needs of students. Diagnosis of student needs, guidance for students and parents, testing, and consultation are available.

Resource Center

This program is designed to assist children who demonstrate significant deficits in academic skills. A student can qualify for this program by demonstrating a specific learning disability or a significant discrepancy between ability and academic achievement. After a student is identified as qualifying for this program, an Individualized Education

Plan (IEP) is designed to assist the student to make reasonable academic gains utilizing his/her strengths and remediation of weaknesses. This program is designed and implemented by the resource specialist in classrooms and in a one-on-one or small-group learning situation.

Speech and Language

This program is designed to diagnose and provide therapy for students who demonstrate difficulty in speech, language development, and language-based skills. Students who qualify for this program have an Individualized Education Plan (IEP) designed for them and receive individual or small group assistance as appropriate.

English Language Development

Our staff recommends that children learning English as a second language enroll in the IUSD Newcomer Program. Students are much more successful in English acquisition through this specialized district program. After students reach an intermediate level, they will return to their neighborhood school. Students who have been identified as English Learners receive additional support to assist them in reading, writing, listening, and speaking standards.



MTSS

Multi-Tiered System of Supports (MTSS) is a systematic process that helps schools align resources, programs, and supports to meet the needs of all students. MTSS is guided by a shared belief that all students can learn at high levels and a collective responsibility to ensure that every student is successful. Through a systematic process based on assessment and data students are matched to increasingly intensive supports that meet their needs in all areas. This framework not only allows for decisions to be made about individual students, it is also used to drive decision-making across all levels of the school.

Guidance Assistant

The Elementary Guidance Assistant Program is designed to offer social-emotional learning to students during their school day using an evidence based social-emotional classroom curriculum called Second Step. Second Step is designed to teach children how to understand and manage their emotions, control their reactions, be aware of others' feelings, and have the skills to problem-solve and make responsible decisions. These lessons will increase students learning-readiness and help them to move ahead successfully in school. Guidance Assistants are trained para-professional staff and are assigned at each of IUSD's K-6 school sites to

teach Second Step in the classroom and provide small group workshops for children who would benefit from additional support. Students with parent permission may participate in "TOOLBOX" groups, the small group workshops, which are a series of once-a-week, 30-45 minute small group lessons during the school day. Groups usually last for 10-12 weeks.

Elementary Resource Counselor

Children, just like adults, can participate in and benefit from counseling. Counseling can help children learn how to identify causes of their distress, develop their skills in asking for help and expressing emotions, and improve their problem-solving abilities. Many children need help dealing with the stress of school, family and other significant life events such as the death of a family member, friend, or pet; divorce or a move, trauma or a major family illness. All of these things can cause stress that might lead to problems with a child's behavior, mood, sleep, appetite, and academic or social functioning.

Please visit <https://iusd.org/departments/student-support-services> for more information about IUSD Student Support Services.

Student Fee Information

California's Constitution affirms that students and parents cannot be required to pay money to gain access to educational activities, nor can they be charged for materials and supplies necessary to participate in educational activities.

"Educational activities" has been clearly defined to include extracurricular offerings such as music, sports and some clubs. Moreover, the rules described above are believed to apply to all affiliated groups supporting district and school programs, including PTAs, boosters and foundations.

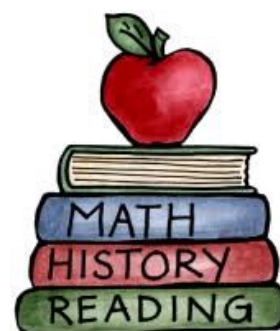
In 2010, the American Civil Liberties Union filed a lawsuit against the state over impermissible fees, charges and deposits imposed on public school students. Two years later, Governor Jerry Brown signed legislation that codified existing laws and judicial decisions while establishing reasonable enforcement measures for schools and districts. The ACLU subsequently dropped its suit.

It should be noted that IUSD was in the process of analyzing its own practices even before the ACLU suit, looking specifically at funding requests that were made to help offset the cost of transportation, elective courses, summer school classes and essential supplies and equipment. The district has since worked to clarify that parent donations for most educational activities are voluntary, and that students will not be denied participation if their families choose not to contribute.

For further information, please check the following link on the IUSD website: <http://www.iusd.org/student-fee-info/>.

Homework

The Canyon View Homework Plans & Policies are currently being updated. You can find information about Homework at our website iusd.org/cv





As a school and community partnership, our promise is to provide the highest quality educational experience we can envision.

IUSD Non-Discrimination Statement

The Irvine Unified School District is committed to equal opportunity for all individuals in education. District programs and activities including membership in student clubs shall be free from discrimination based on race, color, ancestry, nationality, ethnic group identification, age, religion, actual or potential parental, family, or marital status, or the exclusion of any person because of pregnancy or related conditions, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The District does not discriminate in enrollment in or access to any of the activities and programs available. Admission to these programs is based on age appropriateness, class space, interest, aptitude, and prerequisite coursework where applicable. The lack of English skills shall not be a barrier to admission to or participation in the District's activities and programs. The Irvine Unified School District also does not discriminate in its hiring or employment practices.

Sexual Harassment— Students

Board Policy 5145.7

The Board of Education is committed to maintaining a learning environment free from harassment, intimidation or insult, student-to-student or adult-to-student, on the basis of an individual's actual or perceived sex, sexual orientation, gender, gender expression. Positive action will be taken when necessary to eliminate such practices or remedy their effects.

Sexual harassment, as defined and otherwise prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination in violation of Title IX of the Education Amendments Act of 1972 and Title VII of the Civil Rights Act of 1964. In addition, sexual harassment constitutes violation of the California Education Code, regulations of the State Board of Education, and District Policy. As such, sexual harassment may constitute just cause for discipline pursuant to applicable Education Code Sections.

The following persons have been designated to handle inquiries and complaints regarding the sexual harassment policy:

Canyon View Elementary School

Christine Miller, Principal

12025 Yale Court

Irvine, CA 92620

949-936-6900

District Office: Title IX Coordinator –

Keith Tuominen, Director, Secondary Education,

5050 Barranca Pkwy, Irvine, CA 92604,

(949)936-5047.

