

# Cabazon Elementary School

Home of the Dinosaurs



Student/Parent  
Handbook  
2016-2017

**CABAZON ELEMENTARY SCHOOL  
50575 CARMEN ST.  
CABAZON, CA 92230  
(951)922-0252**

**School Hours**

**Monday, Tuesday, Thursday and Fridays**

**9:00am - 3:10pm**

**Breakfast Served 8:15am - 8:55am**

**Smart Wednesday's**

**9:00am - 1:45pm**

**Breakfast Served 8:15am - 8:55**

**Daily Office Hours**

**7:30am - 4:00pm**

**Gates Open for Students 8:15am**

**JOHNNY BAKER, PRINCIPAL  
PATRICIA FORD, PRINCIPAL'S SECRETARY  
ESTHELA CASTRO, CLERK**



## **MISSION STATEMENT**

**THE MISSION OF THE BANNING UNIFIEDSCHOOL DISTRICT, IS TO IMPROVE ACADEMIC ACHEIVEMENT, PROVIDE A SAFE SCHOOL ENVIRONMENT AND MAINTAIN A POSITIVE SCHOOL CLIMATE TO PRODUCE LIFE LONG LEARNERS AND CULTIVATE PRODUCTIVE CITIZENS.**

### **Goals** **2016-2017**

- Goal #1**      **BUSD will recruit, retain, and professionally develop highly qualified teachers.**
- Goal #2**      **BUSD will provide and assess all student with instructional materials aligned with Common Core Standards.**
- Goal # 3**      **BUSD will provide all students with access to core curriculum materials, and high quality instruction that leads to college and career readiness.**
- Goal #4**      **BUSD will provide a safe school climate!**
- Goal #5**      **BUSD will actively engage all stakeholders!**
- Goal #6**      **BUSD will maintain fiscal solvency through effective and efficient District Operations.**

**CABAZON ELEMENTARY SCHOOL  
BELL SCHEDULE  
2016-2017**



**FIRST LUNCH**– ROOMS 1,2,5,6,13,14

**SECOND LUNCH**– ROOMS 3,4,7,8,9,10,11

**4<sup>th</sup> & 5<sup>th</sup> Grade first recess from 11:10-11:20**

**Regular Day Schedule**

**First Lunch**

**Second Lunch**

8:15– Campus Open– Breakfast Served  
 8:55– Warning Bell  
 9:00–10:45– Instruction (105 Min.)  
 10:45–11:00– Recess  
 11:00–11:30– Instruction (30 Min.)  
 11:30–11:50– Lunch  
 11:50–12:05– Recess  
 12:05–3:10– Instruction (180 Min.)  
 3:10– School Dismissal

8:15– Campus Open– Breakfast Served  
 8:55– Warning Bell  
 9:00–11:05– Instruction (125 Min. & 130 Min.)  
 11:05–11:20 Recess  
 11:20–12:05– Instruction (45 Min.)  
 12:05–12:25– Lunch  
 12:25–12:40– Recess  
 12:40–3:10– Instruction (150 Min.)  
 3:10– School Dismissal

**Minimum Day Schedule**

**First Lunch**

**Second Lunch**

8:15– Campus Open– Breakfast Served  
 8:55– Warning Bell  
 9:00–10:45– Instruction (105 Min.)  
 10:45–11:00– Recess  
 11:00–11:30– Instruction (30 Min.)  
 11:30–11:50– Recess  
 11:50–12:05– Lunch  
 12:05–1:45– Instruction (95 Min.)  
 1:45– School Dismissal

8:15– Campus Open– Breakfast Served  
 8:55– Warning Bell  
 9:00–11:05– Instruction (125 Min.)  
 11:05–11:20 Recess  
 11:20–12:05– Instruction (45 Min.)  
 12:05–12:25– Lunch  
 12:25–12:40– Recess  
 12:40–1:45– Instruction (65 Min.)  
 1:45– School Dismissal

## Academics

All students at Cabazon Elementary School experience our core curriculum. The core curriculum consists of both the Common Core State Standards and District adopted materials in all academic areas.

Our goal is to provide a foundational education to ensure that our students will be college and career ready. In preparation, the learning begins now! Our goal is for all children to read and write proficiently in order to become ongoing learners throughout life. Please encourage your child to read nightly. The more a child reads the better they become. Reading will empower your child in all areas! Cabazon Elementary is AVID, and we will continue to implement AVID systems to prepare your students for their futures beyond high school.

## AVID

AVID (Advancement Via Individual Determination) is a school wide system that will prepare all students for college and career readiness aiding in their success/responsibility in a global society. Through the use of WICOR (Writing to learn, Inquiry, Collaboration, Organization, Reading to learn) to help enhance our curriculum and common core expectations, our school will continue to build on the Organization components. We will also be putting more emphasis on Inquiry with Costa's Levels of thinking and questioning.



- Organization: Student success, AVID binders, Individual responsibility, Calendar/agendas
- Note Taking: Two column and Three column notes
- Costa's Levels of Thinking and Questioning: Different levels of gathering and processing information.

We are continuing the building of the foundational systems that make Cabazon an AVID school. We will prepare your child to be a better student as well as prepare them for life beyond our school doors.

Students will be responsible for bringing their folder/binder home every day and returning it the next day with the agenda/calendar signed by their parent/guardian. If they do not return the folder/binder signed they will be given a consequence, and it can affect their grade. Our goal is to teach our students to be successful, with a major part of that being responsibility. We will have a firm “no rescue” policy, which means that if the student doesn't have their folder/binder and they have a family member bring it later we will accept it, and get it to the student. However, because they did not bring it with them to class they will be issued a consequence. There are NO EXCUSES for not bringing their folder/binder signed on a daily basis.

## Administrative Office Hours

The Cabazon School office is open each day from 7:30 a.m. to 4:00 p.m. Teachers are on campus from 8:30 a.m. to 3:40 p.m. School gates will not open until 8:15 am. Our office space and staff is limited, so upon arriving for a scheduled appointment please be aware that we cannot accommodate large groups or provide child care services.

Administrative appointments may be made by calling the school and arranging for an appointment with the Principal or the Principal Designee. Teacher conferences may be made by calling the school and requesting that the teacher(s) contact you to arrange a mutually convenient time to meet and discuss concerns. All appointments should be made 24 hours in

advance. Please feel free to contact the Principal's office at (951) 922-0252 to schedule an appointment.

Please be advised that parent calls will only be transferred to a student's classrooms before and after school hours. This policy allows for uninterrupted teaching time which maximizes your child's learning experience. If you have an urgent message for your child, we ask that you please try to contact the school front office staff at least 30 minutes prior to dismissal. This will ensure that the message gets to your student.

## Attendance

Student attendance is required by law, Education Code section 48200. School is financially supported by the state based on attendance. When students are absent, they need to bring a note stating the reason and dates of absence. Parents may also call the school office, at (951) 922-0252, to give a verbal excuse. Notes must be sent to school within 72 hours of the absence to be considered for excuse.

Students with perfect attendance are honored each month. Research shows that your child's achievement is increased by regular attendance. It is very important that all children are on time for school. Tardiness disrupts your child's education and disrupts the entire class. Please help all the children, and us by having them here on time. Children may enter the campus at 8:15am when supervision begins, not before.

## Calendars

At the beginning of each month, Cabazon School provides a calendar with items of interest to help parents and students plan ahead.

## Positive Behavior Interventions and Supports

In 2016-2017, Cabazon Elementary School will continue implementation of Positive Behavior Intervention and Support, or PBIS in all areas of our campus. PBIS systematically teaches and acknowledges appropriate behaviors. PBIS builds a positive, safe, and secure learning environment by teaching students and staff expected behaviors with the objective of self-management.





# PBIS EXPECTATIONS MATRIX

EXPECTATIONS	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Say "Please" and "Thank You!"</li> <li>Stay in your assigned seat and touch and eat your food.</li> <li>Use Good Manners.</li> </ul>	<ul style="list-style-type: none"> <li>Stay quiet in line while getting food.</li> <li>Use supplies appropriately.</li> <li>Clean your area.</li> </ul>	<ul style="list-style-type: none"> <li>Walk holding tray with two hands.</li> <li>Keep hands, feet and other objects to yourself</li> <li>Eat all food in the Cafeteria</li> </ul>
<b>Hallway/Campus</b>	<ul style="list-style-type: none"> <li>Use quiet voices as not to disturb other classrooms.</li> <li>Stay on designated pathways.</li> <li>Always listen to adults and follow their directions</li> </ul>	<ul style="list-style-type: none"> <li>Walk directly to your next location without making unscheduled stops.</li> <li>Put all trash in the trash cans to keep our school clean.</li> <li>Encourage your friends to get to class on time.</li> </ul>	<ul style="list-style-type: none"> <li>Use your walking feet at all times.</li> <li>Stay in designated areas.</li> <li>Move with the flow of traffic.</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>Use quiet voices as not to disturb other classrooms.</li> <li>Stay on designated pathways.</li> <li>Always listen to adults and follow their directions</li> </ul>	<ul style="list-style-type: none"> <li>Walk directly to your next location without making unscheduled stops.</li> <li>Put all trash in the trash cans to keep our school clean.</li> <li>Encourage your friends to get to class on time.</li> </ul>	<ul style="list-style-type: none"> <li>Use your walking feet at all times.</li> <li>Stay in designated areas.</li> <li>Move with the flow of traffic.</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>Use quiet voices.</li> <li>Listen to the instructions and directions from staff.</li> <li>Wait in line quietly to check out books.</li> </ul>	<ul style="list-style-type: none"> <li>Push in your chair and put library materials where they belong.</li> <li>Get drinks and use restroom before the bell rings.</li> <li>Sit quietly and read once you have checked out your books.</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands, feet and other objects to yourself.</li> <li>While seated, keep 2 feet and 4 chair legs on the floor.</li> <li>Walk quietly at all times.</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>Wait patiently for your turn to talk.</li> <li>Use quiet voice.</li> <li>Be polite to staff and others by saying "please" and "thank you."</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to and from the office with a pass.</li> <li>Mind your own business (MYOB) while waiting.</li> <li>Follow adult directions when they are given.</li> </ul>	<ul style="list-style-type: none"> <li>Be respectful of others' personal space.</li> <li>Ask permission before using office supplies.</li> <li>Keep your hands, feet and other objects to yourself.</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>Give people privacy and MYOB.</li> <li>Form a line, wait your turn and be polite.</li> <li>Put all trash in the trashcans.</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilets and wash your hands.</li> <li>Use the restroom and return to class in a timely manner.</li> <li>Use quiet voices as not to disturb surrounding classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times.</li> <li>Report any problems found in the bathroom or involving other students</li> <li>Keep your hands, feet and other objects to yourself.</li> </ul>
<b>Bus/Bus lines</b>	<ul style="list-style-type: none"> <li>Respect private and public property.</li> <li>Use kind and quiet voices.</li> <li>Listen to adults and follow directions.</li> </ul>	<ul style="list-style-type: none"> <li>Be on time and in your correct bus line.</li> <li>Make sure you have all of your belongings with you at all times.</li> <li>Keep food and drinks in your backpack.</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times.</li> <li>Keep your hands, feet and other objects to yourself.</li> <li>Enter the bus and sit in seat quickly and quietly, facing forward.</li> </ul>

## Bullying

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communication made in writing or by means of an electronic act... directed toward one or more students over a period of time, which has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in fear of harm to that student’s person or property.
- Causing a student to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a student to experience substantial interference with his or her academic performance.
- Causing student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges offered by the school.

Here at Cabazon Elementary we believe that all students have the right to a safe and healthy school environment. We will promote mutual respect, tolerance, and acceptance. As a Bully Free Zone, we will not tolerate behavior that infringes on the safety of any student. Students shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, verbal assaults, and social isolation or manipulation.

Students are expected to immediately report incidents of bullying to the principal or designee. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school, during lunch period, whether on or off campus, and during school sponsored activities.

The Bullying Code of Conduct includes but is not limited to:

- Any student that engages in bullying may be subject to disciplinary action up to and including suspension/expulsion.
- Students are expected to immediately report incidents of bullying to the principal, or the designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or parent of the student should contact the principal or the Office of Student Services. Retaliatory behavior against any complainant or any participant in the complaint process is prohibited.

## Discipline

Cabazon students are expected to abide by all school and classroom expectations. We are a PBIS school and each teacher has a positive behavior system which will be shared with all parents at the beginning of the school year.

Consequences of Breaking School Expectations:

1. Warning
2. Time out/loss of privileges
3. Campus Beautification



4. Parent phone contact/conference

5. Office Referral

May include a student conference, detention, loss of privileges and/or suspension.

## Suspension from Class

A teacher may suspend a pupil from his/her class for two (2) school days [the day of the violation and the next school day] for a serious violation of classroom discipline. As per Ed. Code 48910, the teacher must make a mandatory parent conference (which may be by phone) within two days of the suspension. This conference will be documented as a Student Study Team (SST) meeting. All teacher suspensions shall be documented on a district Discipline Referral form. The referral must be submitted to the office at the time the student is removed from class.

## Suspension from School

Students may be suspended from school by Administration for up to five days at a time. If suspended, students may not be on any Banning Unified School District campus nor can they participate in any school or district activities on or off campus until the student returns from the suspension. Students must be supervised by a parent or guardian while on suspension and should not be out during school hours.

In addition to following school expectations, all students in California are held accountable to the California Education Code. According to the law of the State of California (E.C. 48900), students can be suspended or expelled for the following reasons whether at school, at a school function or on the way to school or home:

- 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 (must do CSSA)
- b. Possessed, sold or furnished any knife, firearm, dangerous object or explosive
- c. Possessed, used, sold, furnished or been under the influence of any controlled substance, alcohol or intoxicant of any kind
- d. Offered, arranged or negotiated to sell any controlled substance, alcohol or intoxicant, then supplied a representation of the item
- e. Committed or attempted to commit robbery or extortion
- f. Caused or attempted to cause damage to school or private property
- g. Stole or attempted to steal school or private property
- h. Possessed or used tobacco, tobacco products or any product containing tobacco or nicotine
- i. Committed an obscene act or engaged in habitual profanity or vulgarity
- j. Had unlawful possession of, offered, arranged or negotiated to sell any drug paraphernalia
- k. Disrupted school activities or willfully defied valid authority of school officials or personnel
- l. Knowingly received stolen school or private property
- m. Possessed an imitation firearm
- n. Committed or attempted to commit a sexual assault
- o. Harassed, threatened or intimidated a pupil who is a witness involved in disciplinary proceedings

- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of the Penal Code
- r. Engaged in an act of bullying directed specifically toward a pupil or school personnel
- t. A pupil who aids and abets, as defined in Section 31 of the Penal Code

48900.2 Section 212.5 Sexual Harassment (EC\$48900.2)

48900.3\_\_Hate Violence (EC\$48900.3)

48900.4 Intentionally engaged in harassment, threats or intimidation against a pupil or groups of pupils (EC\$48900.4)

48900.7 Pupil has made terrorist threats against school officials or school property or both (EC\$48900.7)

## Expulsion

A pupil may be recommended for expulsion upon finding that the pupil violated one or more subdivisions of Education Code Section 48900 and either of the following:

That other means of correction are not feasible or have repeatedly failed to bring about proper conduct. That due to the nature of the violation, the continued presence of the pupil causes a danger to others and/or threatens to disrupt the educational process.

## Canine Inspections

The District reserves the right to use trained detection canines for the purpose of conducting periodic, random inspections of school premises, including unoccupied classrooms, student lockers and vehicles parked on or near school grounds. Detection canines shall remain under the control of the canine's official handler at all times.

## Dismissal of Students

Students are expected to clear the school grounds upon being dismissed from class as there is NO playground supervision available after school. If you plan to pick up your child after school you must be here by 3:05 PM. Any student who has not been picked up by 4:15 PM may be transported to the Riverside County Sheriff's Department.

**IMPORTANT!** Please be advised of Cabazon Pick up / Drop off Policy. Students who are dropped off and picked up from school MUST enter and leave campus through the main entrance opened gate. Before school, parents may use the Bus Loop way in front of the school for dropping off. Please be sure to pull all the way forward to the designated car drop off area. Please be aware of morning buses, and do not park your vehicle in this driveway at any time. After school, this driveway will be closed for student safety and will only be used by the buses. Parents may park in the lot or along the street as you must exit your vehicle and pick your student from the teacher at the gate entrance. Parents / Guardians **MUST** check in the Main Office for an Early Pick-Up, or to visit any classroom. Parents will be asked by school personnel to wait at the gate near the main office until the 3:10 bell rings for all pick-ups! Remember as always if you are picking up students early, you **MUST** go through the main office to check them out. Please keep in mind, these expectations are for the safety of all our Cabazon students.

Checking students out early counts against perfect attendance awards! Please be on time to pick up your child every day! Any student who has not been picked up by 4:15PM may be transported to the Riverside County Sheriff's Department.

## Bus Expectations

When dismissed, bus riders will go directly to their assigned bus lines and wait quietly. Students who ride the bus enjoy an important privilege. They must act responsibly to keep the right to ride the bus. Students must have a written note in order to ride a different bus or to walk home. If you have changes to your students daily routine please make sure that you contact the front office so that we are aware of the changes. We will make sure that your student is aware of the change and goes to appropriate area.

Bus tickets can be issued for misbehavior at bus stops, bus lines, or on the bus. An unsatisfactory bus ticket can terminate the child's riding privileges until the parent or guardian has contacted the Director of Transportation, (951) 922-0278. They may ride home that day, but he must be contacted before they may ride again.

Students who walk home or are picked up **will not** be released through the bus area. All walkers and pick-ups **MUST** exit the school through the front gate near the main office. If you have asked your child to wait for you, instead of taking the bus, and you are not here when the bus is loading, your child will be sent home on the bus. **Unless you have called the office and informed the school of this change.** This ensures a safe ride home for your child.

## Dress Standards

All students are expected to present themselves in an orderly manner, conducive to the advancement of education. Appearance should be neat and acceptable. Items that are disruptive or could cause situations that would diminish the safety of students will be prohibited.

Apparel, hat, jewelry, bandannas, insignias, colors, or paraphernalia that indicated an affiliation with a group or gang, which may provoke others to act violently or be intimidated, may not be possessed or worn on campus or at school activities. Clothing, apparel, and paraphernalia, which denote gang affiliation and are not appropriate for school will vary and may change from year to year.

Banning Unified School District Administration will determine the nature of gang dress and paraphernalia in continued consultation with the Banning Police Department and District Office personnel. The Banning Unified School District may set further specifics for expectations relative to the dress and appearance of students, which will be strictly enforced.

**Students are expected to wear:**

1. Clothing that is hemmed and free from tears.
2. Clothing that covers undergarments, the back, and the midriff.
3. Dresses, skirts, and shorts must be long enough to cover buttocks and upper thigh when sitting or bending. (e.g., middle of hand -beginning of fingers)
4. School and personal property free of graffiti.

5. Clothing accessories worn in a manner in which they were intended.
6. Appropriate shoes at all times, sandals must have straps around the heels (no Flip-flop sandals).

**Student may not wear/bring:**

1. Spiked or studded jewelry of any kind.
2. Wallets or chokers with any form of chain.
3. Long hanging belts.
4. Overly brief or tight garments (such as halter-tops, tube-tops, bathing suit tops, or muscle shirts), spaghetti straps, strapless, off-the-shoulder, or fishnet see-through garments.
5. Shirts that are longer than the end of students' extended arms at attention.
6. Bib overalls with straps unbuckled.
7. Oversized, sagging or baggy pants.
8. Belt buckles displaying letters or numbers.
9. Hair nets, bandannas, wave caps, or other headgear is inappropriate.
10. Clothing that is unsafe, lewd, vulgar, obscene, or gang-related, or with negative or insulting messages.
11. Student dress displaying emblems, lettering, or pictures pertaining to gangs, drugs, tobacco, alcohol, sex, death, mutilation, violence, or a gang's 'silent code'.
12. Any clothing considered by administration and or law enforcement agencies to be gang-related.
13. Clothing items that can be interpreted as degrading or offensive to any gender, culture, religious, or ethnic group.
14. Clothing that is disruptive to the educational process or the orderly operation of the school, including sleepwear of any type.
15. Strapless, open toe, or flip-flop shoes
16. Pagers, beepers, cell phones, radios, CD players, tape cassette players or cameras.
17. Hairstyles considered disruptive to the educational process.
18. Sunglasses (non-prescription) may not be worn in the classroom.
19. Hats or caps must be removed when students are indoors at any school site or school sponsored activity, and must be worn appropriately (with the bill facing front).

Violation of the dress standards will result in parent contact by school personnel, confiscation of the article in violation, or student will be sent home to change clothes and correct the violation. Repeated offenses will result in disciplinary action. Students and parents/guardians should use good judgment when choosing their school clothing. Confiscated items are not the responsibility of the school, if they are lost or stolen.

## **Earthquake/Disaster/Fire Drills**

School plans are in place to handle any emergency. Your child will receive training in earthquake/disaster and fire drills. You may ask your child's teacher or the office for the disaster plan for the school.

## Field Trips

As part of a well-rounded education, students are provided educational opportunities outside of the school building. These trips often cost money. Parents may be asked to pay for all or part of the trip for their child and also for themselves, if they go along as a chaperone. To chaperone a field trip, all parents must first have been cleared to volunteer by the school district and **on the approved fingerprinted volunteer list**. Please see the office staff in order to become a parent volunteer. Students who do not demonstrate responsible behavior at school may not be invited to participate on these trips. Written permission is necessary for a child to attend a fieldtrip and in the event one is planned, you will receive a permission slip to sign and return to the teacher. Every child must have a signed permission slip to participate.

## Food Services

Breakfast and lunch are available to all students. Classes are escorted to the cafeteria, alphabetically. Students may bring their own lunch, please keep in mind, no refrigerators or microwaves are available to students. Applications for free and reduced lunch and breakfast are sent to every returning student and can also be done online. New enrollments can pick up an application in the office or from the cafeteria manager. Food is not to be taken from the cafeteria. We ask that parents do not stay in the cafeteria during breakfast and lunch times, as to not jeopardize our state program. If you are making a payment we ask that you leave after doing so. Breakfast is served from 8:15 AM to 8:55AM daily.

## Cabazon School and Social Service

Please be aware that California state law makes each individual working for a school or school district a **MANDATED REPORTER** in cases of neglect and abuse (physical and/or verbal). This means every single employee is bound by law to report any incident of which he or she may have knowledge. The law states that the school merely reports allegations; it does not verify or investigate them.

## Homework

Cabazon has developed a school site homework policy with guidelines and expectations unique to each grade level. This policy will be reviewed at Back to School night and parent conferences. For questions regarding homework, please contact your child's teacher.

## Leaving School Prior to Dismissal

Teachers and other personnel will not release a student to any person unless they have been signed out through the office. To insure your child's safety we WILL NOT release your child to anyone whose name is not listed on his or her emergency information. Please inform the office of all emergency information as it changes. Should your child become very ill, injured or miss the bus, we **MUST** have updated emergency contacts. Please understand, the office may ask for identification of any person picking up a student. Please be sure to bring a form of identification to help ensure the safety of all our students.

## Library

Our children are fortunate to have a Riverside County Library next door, as well as, our own school library. Using a library and borrowing books is a privilege. We ask that students properly care for all library materials and return them on time in good condition. Failure to do so may result in a loss of this privilege. Classes will also take weekly field trips to the County Library next door. You will have to sign one permission slip for your student to make these Library trips for the year.

## Lost and Found

Lost and found articles may be claimed from foyer area in the MPR. PLEASE have your child check on a regular basis. At the end of the school year, these left over articles will go to charity.

## Medical Treatment of Students

If your child becomes ill or injured, basic minor first aid will be provided. If further treatment is necessary we will contact persons listed on the emergency information. If no person listed is available and an emergency is thought to exist, paramedics will be called at the parent's expense. **PLEASE PROVIDE AN ACCURATE, UP TO DATE LIST OF CONTACTS, WHO CAN BE RESPONSIBLE FOR YOUR CHILD.** If your child requires medication at school, please notify the office and have the appropriate forms filled out and signed by the child's doctor, and sent to the health aide. Fliers regarding an independent insurance plan can be picked up at the school office, for parents who are interested in purchasing some type of insurance for their child while at school. Healthy Families Insurance can be applied for through the Family Connections office.

## Head Lice

Anyone can acquire head lice through contact with infected persons and or clothing. Once infestation is acquired, hair care and grooming alone will usually not result in eradication. **Specific treatment is needed.** In order to help prevent a wide spread outbreak or ongoing problem for children in any classroom, a child found to have head lice will be sent home to be treated properly. Most times, a "head check" will be done in the child's classroom. A child needs to be "nit" free (without eggs) in order to be re-admitted to school. The school nurse will need to check the child **before** re-admittance to school. It is advised for the parent to bring the child to school on the first day back. We appreciate your full cooperation.

## Promotion and Retention Policy

As early as possible in the school year, the Principal or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, Board policy, and administrative regulation and following criteria. Students shall be identified on the basis of district assessments, state assessments and/ or grades. Students may not be retained more than one time between grades 1-8

## Parent and Community Involvement

We encourage all parents to get to know their child's teacher in order to have open communication all through the year. There are many activities that we would like to encourage you to become involved in; Parent Conferences, School Site Council, and English Language Learners Advisory Committee (ELAC) are just a few. Your support and participation does make a difference. Please do not hesitate to talk to your Cabazon administrator for more information. Due to concern for the safety of our children, it is state law that volunteers on campus must have current TB tests and are fingerprinted by the Banning Police Dept.

## Smart Wednesday's

On Wednesday each week the student day will end at 1:45 PM. Teachers will be participating in professional development and working on planning for student achievement. Therefore, we have decided to call the early release days "Smart Wednesday." Please be sure that you make appropriate arrangements for your student to be picked up on time as we need all teachers and staff to be available to attend provided trainings.

## Special Events

We are planning many special events this year and would appreciate your participation. There will be Back-to-School Night, Spelling Bee, Science Fair, Open House, Field Day, plus many others. Watch your monthly calendar for upcoming events!

## Visitors on Campus

Adult visitors are welcome and encouraged to visit their students' classroom when dropping off children or when you have made arrangements with the teacher. For the safety of all of our students, we ask that all visitors sign in at the office and wear a visitor badge. This helps us to know who is on campus and ensure the safety of all children from anyone who should not be on campus. Anyone seen on campus without a badge will be asked to return to the office and sign in. The campus is closed to all student visitors from other schools. Middle School children will be asked to pick up siblings outside the gates nearest the main office. If you need to pick up your child early, you will have to sign them out in the front office. It is advisable to allow time for your child to come to the office, especially if they are at lunch or recess.

## Cell Phones

We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction to the learning environment, and are vulnerable to theft. We ask that you allow your child to carry a cell phone only if absolutely necessary. For any messages needing to be passed on to your student while they are on school campus, you must contact the office at 951-922-0252.

Students are allowed to carry cell phones to school. However, phones must be turned off and stored out of sight during school hours. Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses. Parent permission to carry a phone must be on file in the school office.

- 1<sup>st</sup> infraction - students will have their cell phone taken away and returned at the end of the day.

- 2<sup>nd</sup> infraction - students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.
- 3<sup>rd</sup> infraction - students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

Cabazon Elementary School and the Banning Unified School District are not responsible for lost, damaged or stolen phones, CD players, IPOD's or electronic gaming devices.

\*CD players, IPOD's or electronic gaming devices are not permitted at school.

## **Tobacco-Free School**

The Banning Unified School District Board of Directors, prohibits the use of tobacco at any time in district-owned or leased buildings, on district property, and district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on, or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free school's policy and consequences for violation of the policy.

The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimics the use of tobacco products.

## **Uniform Complaint Procedures**

Any person or organization wishing to file a complaint alleging unlawful discrimination, or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, or special education programs, should contact the principal:



**Johnny Baker, Principal**

Cabazon Elementary School

50575 Carmen St.

Cabazon, CA 92230

(951) 922-0252

**Robert Guillen, Superintendent**

Banning Unified School District

161 W. Williams

Banning, CA 92220

(951) 922-2706





## Cell Phone Permission Slip 2016-2017

I hereby give permission for my child, \_\_\_\_\_ to carry his/her cell phone to school. I will not hold Cabazon Elementary School responsible in the event that the cell phone becomes damaged or lost. We have read the rules listed in the Student Handbook and understand that the cell phone is not to be used on the school campus without permission, and in the presence of a teacher or staff member. If my child is found to be using the cell phone at any time without the presence or permission of a teacher or staff member, I understand that it will be confiscated and held by the school. The phone will need to be picked up by me from the school office.

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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

**Please sign and return this form if you are permitting your student to carry a cell phone on school premises.**





## Student / Parent Handbook 2016-2017

My child \_\_\_\_\_ understands the expectations and has agreed to follow all expectations.

Child's Signature: \_\_\_\_\_

I as the parent have read and understand the expectations and what is expected of my child and the parent.

Parent Signature: \_\_\_\_\_

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

Please remove this sheet from your packet.  
Sign and return this to your child's teacher.  
**The Packet is for you to keep for your records.**