

# Lang Ranch Elementary School

*Home of the "Wranglers"*

2450 Whitechapel Place

Thousand Oaks, California

91362 805-241-4417

[www.langranchelementary.com](http://www.langranchelementary.com)



## School Handbook 2019- 2020

# Welcome to Lang Ranch Elementary School

Welcome to the Ranch, and welcome to being a **Wrangler!** You are now part of a community of excellence, which challenges, nurtures and supports our students to great success. The Lang Ranch family has a long-standing tradition of delivering an unsurpassed educational experience, and YOU are pivotal to our collective success. Right away, I want to convey the importance of your role as a parent within our school community. Together, the home and school make powerful allies in our quest to deliver a first class education to our children. I encourage you to become familiar with the materials within this handbook and to immerse yourself in the school community here at the Ranch.

## Parent Checklist:

- ✓ I read this handbook.
- ✓ I joined the Lang Ranch PTA.
- ✓ I connected with my child(ren)'s teacher.
- ✓ I connected with my child(ren)'s room parent(s).
- ✓ I met the principal.
- ✓ I have provided the office and teacher with my email address for regular home/school communication.
- ✓ I committed to volunteer service at the school.
- ✓ I have reviewed the school's website for important news and information.

## Celebrating 21 Years of Lang Ranch!

## TABLE OF CONTENTS

	Page
Accident Insurance.....	4
After-School Recreation .....	4
Appropriate Dress .....	5
Attendance .....	5
Bicycles/Scooters.....	6
Discipline .....	7
Dogs and Cats .....	8
Electronic Devices .....	8
Emergencies.....	8
Emergency Card .....	9
First Aid .....	9
General Equipment .....	9
Guidance Services.....	10
Homework.....	10
Inclement Weather Instructions .....	11
Interruptions .....	11
Lost and Found .....	12
Newsletter/Bulletins.....	12
Parent Concerns .....	12
Parent Teacher Association (PTA) .....	12
Parent Volunteers.....	12
Parking Lot.....	13
Playground Rules .....	14
Release of Students to Parents During School Hours.....	17
Reporting to Parents on Injuries .....	17
Reporting to Parents of Student Performance.....	18
Restrooms .....	18
Rollerblades, Scooters and Skateboards .....	18
School Parties.....	18
School Pictures.....	18
School Site Council (SSC).....	19
School Telephone.....	19
Student Recognition Awards .....	19
Student Safety and Supervision .....	20
Support and Enrichment Programs .....	20
Technology and Acceptable Use Policy .....	23
Toys and Personal Items .....	27
Transfers and Withdrawals .....	27
Visitation.....	27

## LANG RANCH ELEMENTARY SCHOOL

The changing demands of the 21<sup>st</sup> century require an educational system that provides students with essential foundational skills coupled with global competencies. Lang Ranch melds the academic standards with social emotional learning to produce an unsurpassed instructional program. Lang Ranch teachers and staff provide a dynamic learning environment in which students are challenged to excel academically and to become life-long learners. The school prides itself in developing the leaders of tomorrow with a concerted focus upon providing students with an environment in which they will be supported, guided and challenged through a rigorous instructional program that educates the whole child. To that end, Lang Ranch delivers a balanced instructional program that is robust and profound. Students are challenged to excel through a model that encompasses foundational skills and future skills. Since the school began in 1998, Lang Ranch has consistently provided excellence to the community and produced excellence in our children of today and our leaders of tomorrow.

### THE WRANGLER STUDENTS' DAY

The TK and kindergarten session is: *8:25 a.m. - 1:30 p.m.*

Grades 1-5 session is: *8:25 a.m. - 2:35 p.m.*

**\* Playground supervision begins at 7:55 a.m. We appreciate parents' assistance in making sure that their children do not arrive on campus prior to this time. Student safety is our primary concern.**

For a complete bell schedule, please consult the school webpage at [www.langranchelementary.com](http://www.langranchelementary.com)

### ACCIDENT INSURANCE

Children are carefully supervised at school. However, playground accidents do happen. Except under circumstances of contributory negligence, the State Code does not hold the schools liable for physicians' fees or other medical expenses in the event of an injury to your child.

If you do not have your own private carrier, you may wish to investigate the Conejo Valley Unified School District's recommended "voluntary insurance plan." Materials describing the coverage are distributed in early September. Forms are always available in the Lang Ranch School office throughout the school year.

## APPROPRIATE DRESS

1. Clothing worn by the students should reflect the business conducted at Lang Ranch – namely, a learning/academic environment. Students should be dressed for school in comfortable, well-fitting clothes that will be suitable in the classroom and on the playground.
2. Shoes should be appropriate in order to protect feet from injuries (closed toed-sandals with heel strap and tennis-type shoes are considered appropriate). Shoes should be appropriate for Physical Education at any time.

School attire considered inappropriate in an elementary school educational environment includes:

1. Open or bare midriff
2. Tube-top type blouses
3. Under garments should not show at anytime
4. Flip flops, bare feet or open-toe or open-heel sandals
5. Inappropriate words, slogans or illustrations on clothing (i.e. alcohol and cigarettes)
6. Long, dangling or hoop earrings
7. Facial makeup
8. Baggy Pants (that are unable to stay up without a belt)

Appropriate apparel is safe for the learning environment of Lang Ranch School. Parent support in helping students to select and wear safe and appropriate clothes is important.

## ATTENDANCE

### *Absences:*

Education is compulsory in the state of California for students between 6 and 18 years of age (EC48200). The school encourages good attendance. Research shows a strong correlation between good school attendance and successful academic performance. The school also recognizes that there are acceptable reasons for absence. The following list describes acceptable reasons for absence.

### **Acceptable Reasons for Excused Student Absences (Ed Codes 46010, 46010.5, 48205):**

- |   |
|---|
| <ol style="list-style-type: none"><li>1. Personal illness – (school may require doctor’s note verifying absences).</li><li>2. Quarantines under the direction of health officer</li><li>3. Personal medical, dental, optometric, or chiropractic appointments</li><li>4. Funeral services for a member of the immediate family (limited to 1 day in the state, and 3 days out of state)</li><li>5. Employment in the Entertainment Industry (maximum of 5 absences per school year) – The school requires at least 3 days advance notification by parent and verification of absence.</li><li>6. Observance of a religious holiday or ceremony - The school requires a 3 day advance notice.</li><li>7. Religious retreat (limited to 4 hours per semester)</li></ol> |
|---|

## Truancies and Unexcused Absences

Truancy is defined as: EC48260. (a) *Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.*

For absences of five days or more (not including school holidays), please check with the office if you are interested in the Independent Study Program. Prolonged absences due to a chronic illness or injury may require home teaching. Contact the Lang Ranch School office for information.

A phone call by a parent or guardian is required on the day of your child's absence. Please call the attendance line before 9:00 a.m. At that time, you should inform the office why your child is not at school. You may request homework for your child that can be picked up at the office after school. It is important that we account for every child, and this telephone system has been developed for the health and safety of your children. Please indicate student's name, who is calling, classroom, and reason for absence. To report an absence, call the school at **805-241-4417 and dial 1 for Absence Reporting Line.**

### *Tardiness:*

School begins at 8:25. There is a warning bell at 8:22. All students should be on campus by the warning bell. Only tardiness due to illness or doctor or dental appointments is excused. **Late students (arriving after 8:25 AM) must report to the office to obtain admittance to class.** Students who enter the classroom late disrupt the learning environment for others as well as themselves. Students are encouraged to make every effort to be on time. Habitual tardiness in excess of 30 minutes is subject to the process and procedure listed below

The School Attendance Review Board is comprised of school officials, a police officer, a social worker and a county Deputy District Attorney. The role of SARB is to support students and families in maintaining good school attendance.

The Conejo Valley Unified School District provides an Independent Study Program through the school for students to earn attendance credit outside the school setting. This program allows families to travel anywhere between 5 to 10 consecutive days during the school year. The forms are available in the Health Office and are to be completed one week prior to the start of the contract.

## **BICYCLES/SCOOTERS**

Students in Grades 3-5 are permitted to ride their bicycles to school. Students riding their bike to school must wear a helmet in accordance with state law.

Locks must be used on all bicycles brought to school. All bicycles must be parked and locked in the area provided for bicycle parking. It is suggested that all children be provided with the dual "chain and combination" type lock available in most stores. Two bikes CANNOT be locked together. Each bicycle must have its own lock. There will be no bike riding to school for Kindergartners, first and second graders.

Children unable to accept the responsibility of riding their bicycles to school, which include daily locking, will lose this privilege.

## DISCIPLINE

Lang Ranch believes in positive reinforcement to support proper behavior in the school setting. In addition, the school maintains high standards of student conduct in all areas of the campus. Please take a moment to review these standards with your student(s):

### *STANDARDS OF STUDENT BEHAVIOR:*

The Lang Ranch staff is very sensitive about supplying positive guidelines for our students to follow. In addition to modeling good behaviors and consistent classroom behavior modification programs, Lang Ranch uses character education words to help guide our students in positive decision making.

Students of Lang Ranch School shall be held responsible for complying with the standards of behavior described in this section. These standards are in effect not only while in school, but also on the way to or from school, as well as during all school functions. In general, we ask that students are SAFE, RESPECTFUL, and PREPARED every day.

Students may be suspended from school for the following violations of California educational code:

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Causing or attempting to cause damage to school property or private property.
- Stealing or attempting to steal school property or private property.
- Possession or use of tobacco, or any products containing tobacco or nicotine products
- Committing an obscene act or engaged in habitual profanity or vulgarity.
- Willfully defying the valid authority of school personnel (campus supervisors, teachers, principal or other school personnel)
- Engaging in an act of bullying

\*Please refer to the *CVUSD Discipline Policy and Procedures* and the *CVUSD Annual Notice of Rights and Responsibilities* for additional notices of discipline policy. Copies of these notices can be found on both the school and district webpage. Paper copies are available in the school office

In addition, students must abide by the following school site rules:

- Gum chewing is not permitted on campus.
- Rock throwing is prohibited on the school grounds.
- Toys and games from home are not permitted on campus without teacher permission.
- Possession of a knife is prohibited on campus and could lead to an expulsion.
- Tackle-type activities or other rough games may not be played at school.
- Students are not allowed to “play fight”.
- Students are not allowed to play games of “tag” or chase.
- Students are to remain in the designated area at lunch. The boundaries are explained to all students.
- Students are to remain on campus at lunch. Only those students with a lunch pass (obtained in the office) may go home to eat. At no time are students permitted to leave campus to eat at local fast food restaurants or friends’ homes without their parent present.
- Water toys are prohibited. Students may not bring water toys to school, nor become involved in water fights at school.

- Students must always check in and out through the main office when entering or leaving school at other than the dismissal time.
- Riding bikes on campus and sidewalks prior to school starting and at closing is prohibited.
- No student is allowed to sell anything on campus for personal profit.

Lang Ranch prides itself in excellence. Our young citizens at Lang Ranch are expected to be leaders and role models. Among our guiding principles are: respect, responsibility, self-control, courage, honesty, fairness and cooperation.

## **DOGS AND CATS**

Dogs and cats are not allowed on the school grounds. Parents are asked to be especially alert that dogs do not follow their children to school. Parents should not bring pets on to campus at drop-off or pick-up times.

## **ELECTRONIC DEVICES**

Students are allowed to carry cell phones on campus under the following conditions:

- The device is set to silent mode (vibrate) or turned off.
- The device is kept out of view of other students.
- No phone calls or texting allowed during school hours.
- At no time should the cell phone cause a disruption of school activities.

All other electronic devices (small personal computers, portable electronic devices, notebook computers, smart watches) are based on being authorized by the classroom teacher.

*\*For more information on student use of technology and electronic mobile devices, please refer to the Lang Ranch Acceptable Use Policy under the Technology section of this handbook.*

## **EMERGENCIES**

Emergency situations at Lang Ranch Elementary School are met by the implementation of one of two procedures depending upon the type of emergency.

**PLAN ONE: STUDENTS KEPT IN THE CLASSROOMS (LOCKDOWN).** In the case of danger on the school yard (wild animals, civil strife, etc.), the students will be kept in the classrooms until the school grounds are safe.

**PLAN TWO: STUDENTS EVACUATE BUILDINGS (EARTHQUAKE OR FIRE).** Should it become necessary to evacuate, the students will be assembled in our grass area. Students will then receive an emergency wristband with their name and identifying information. Our procedure in such an event will be to allow parents to immediately come onto the school grounds to be with their student(s). Then, the children will be signed out by the supervising teacher in the grass area. The supervising teacher will remove emergency wristband, and the child will be free to go to parent. This system allows parents to rapidly connect with their student(s), while also allowing the school to maintain an organized emergency dismissal procedure to account for all children with an emergency wristband. **All persons picking up children are to obtain release permission from the supervising teacher before removing a child.** It is imperative that it is known who has been released and to whom they have been released. Children will be held until picked up by their parents or other authorized adult.

In situations involving a blackout due to a shortage of electrical power, school will continue as scheduled. The school maintains an emergency backup power generator.



## **DRILLS**

Each semester an earthquake/drop drill is held. Each month there is a fire drill.

## **EMERGENCY INFORMATION**

**NEW PROCEDURE:** Typically each year parents are asked to fill out an emergency procedure card at the beginning of each school year. This is no longer the case. Going forward parents are asked to sign into their Parent Portal Account on Q and update their emergency information digitally. The fields are already populated and do not have to be changed, only updates are necessary.

**PLEASE KEEP EMERGENCY CONTACTS UP-TO-DATE IN Q**

These contacts are used for release of students if they are sick or injured or in the event of a major disaster such as an earthquake. In Q you will provide a list of names and contact numbers for individuals whom your child may be released to in the event that they will be signed out of school early or for an emergency. We print a copy of the Emergency Card and keep it in the main office, health office and classroom emergency bag. Students will not be allowed to leave with any adult not listed on Q.

## **FIRST AID – HEALTH SERVICES**

If a student accident occurs, the school is responsible for first aid only. If the injury is of a serious nature, the parent will be notified immediately. In the event of a very serious emergency, paramedics will be called first, and then the parents will be called.

Lang Ranch Elementary School has a health clerk on duty each day for seven hours that is trained in first aid. There are also the services of a school nurse for one day every other week. The nurse is responsible for supervising and aiding the health clerk and available upon request. The nurse is always on call for emergencies.

**NOTE: ANY CHILD WHO IS REQUIRED TO TAKE MEDICATION OF ANY KIND INCLUDING OVER THE COUNTER MEDICATION DURING THE SCHOOL DAY MUST BRING THE ITEMS INTO THE OFFICE BEFORE SCHOOL. STATE LAW REQUIRES A FORM MUST BE SIGNED BY THE DOCTOR AND PARENT TO ENABLE THE SCHOOL STAFF TO DISPENSE MEDICATION TO YOUNGSTERS.** The medication permission form is available in the school office. The child requiring medication will be excused to come to the office as necessary. One child's medication may be harmful to another, and for this reason, the school cannot allow any type of medication to be kept in desks or carried about on the school grounds.

Students returning to school wearing casts, orthopedic braces, using crutches, etc., must have a note from their doctor specifying that they may return to school. The note must also list any restriction of activities. Students wearing a cast or brace will not be permitted to play on the playground until the cast or brace is removed. Parents also need to complete a Temporary Disability form.

## **GENERAL EQUIPMENT**

The school furnishes athletic equipment. Balls, bats, or other athletic equipment are not to be brought to school.

## **GUIDANCE SERVICES**

Lang Ranch utilizes both a Counselor and School Psychologist to support the overall wellness of our students. These staff members are available by teacher referral and through the Student Success Team (SST) process. (See page 14 for a description of the SST process.)

Lang Ranch also has the services of a school counselor two days per week. Referrals to use the counselor's services emanate from a parent and/or teacher request. (See page 15 for a description of counseling services.)

Parenting Skills Seminars and other school-sponsored activities attempt to broaden guidance services for all learners. These events come up each year, so watch your weekly bulletin and mark your calendars.

The Conejo Valley Unified School District maintains a crisis team for any student or community that has undergone a traumatic experience.

## **HOMEWORK**

The C.V.U.S.D. believes homework is a meaningful extension and reinforcement of skills already taught in school. Completion of homework as assigned develops good habits and an attitude of responsibility.

### *PARENT'S ROLE:*

The encouragement and support given by the parent(s) are important factors in the eagerness and energy with which a student approaches homework. Some suggestions to help your child are:

- ◆ Take an active interest in what your child is doing;
- ◆ Provide a suitable, well-lighted place conducive to good learning;
- ◆ Make homework a regular part of the daily routine;
- ◆ Give encouragement;
- ◆ Encourage students to seek clarification if assignments are not understood.;
- ◆ Monitor homework so that it is not left until the last minute;

### *TEACHER'S ROLE:*

All District teachers will communicate to students and parents the classroom homework plan at the beginning of the school year and how homework will be used in determining course grades. Teacher's responsibilities related to homework are:

- ◆ Assign homework that relates to instructional objectives;
- ◆ Provide homework assignments that support and enrich classwork and are meaningful and varied;
- ◆ Clarify homework assignments during class;
- ◆ Design homework to encourage student initiative and responsibility;
- ◆ Evaluate homework assignments;
- ◆ Effectively use the daily assignment notebook in Grades 3-5.

### *STUDENT'S ROLE:*

Since there is evidence to indicate that homework does make a difference in student achievement, it is important that students perceive homework as valuable. Student responsibilities related to homework are:

- ◆ Complete the homework assigned;
- ◆ Be responsible for returning completed homework on time;

- ◆ Make up missed assignments;
- ◆ Study in a regular place and at a time conducive to good learning;
- ◆ Seek individual help or clarification from the teacher when help is needed;
- ◆ Maintain the Daily Assignment notebook in Grades 3-5.

*HOMWORK GUIDELINES:*

- K Homework is assigned on a regular basis (up to approximately 10 minutes daily).  
 1-3 Homework is assigned on a regular basis (approximately 20-30 minutes daily).  
 4-5 Homework is assigned on a regular basis (approximately 40-50 minutes daily).

All students are expected to read 20 minutes five times a week in addition to the above.

**INCLEMENT WEATHER INSTRUCTIONS**

Each year we have rains or other inclement weather during school hours. The following regulations will be followed to minimize confusion:

1. The children may bring games, puzzles, etc. from home to use during recess on rainy days or inclement weather days only. No electronic games are allowed.
2. The cafeteria will be open at 7:55 A.M. on inclement weather days with supervision until students are sent to class at 8:22 A.M..
3. Children may NOT play outside if it is raining and should report immediately to their rooms or cafeteria as they arrive at school.
4. The children will eat in the cafeteria at lunchtime and then return to their classrooms where they will be supervised by the campus supervisors and classroom teachers on a rainy day lunch schedule.

PARENTS ARE ASKED TO MAKE PICK-UP OR WALK HOME ARRANGEMENTS WITH THEIR CHILD AHEAD OF TIME so that he/she knows automatically what to do on a rainy day. The procedure will avoid children coming to the office after school to use the phone, as well as unnecessary interruptions to classrooms to deliver messages.

**INTERRUPTIONS TO THE CLASSROOM**

The school values the close partnership of our community, and we place a priority on clear communication. We also must ensure that our students are in an environment free from distraction and interruption. Teachers will appreciate when you:

- Depart promptly at the start of the day at 8:25 (unless you are a volunteer).
- Refrain from calling the classroom during instructional time (see our bell schedule).
- Leave a message on the classroom voicemail during instructional time (or send an email).
- Set up an appointment to talk outside of instructional time.

Lastly, lunches ARE NOT to be delivered to the student’s classroom. Please bring forgotten lunches directly to the office. The children can pick them up in the cafeteria at lunchtime. Please inform your child to check the cafeteria if they discover they have forgotten their lunch.

## **LOST AND FOUND**

Students are to be responsible for their belongings. Property should be marked with student's name for identification. Lost and found articles such as clothing or lunch boxes are taken to the lost and found cabinet near the cafeteria. Articles such as money, watches, glasses, keys, etc., are taken to the office. Students should check the lost and found cabinet or the office for lost articles. Unclaimed articles are given to charity during the end of each trimester of the school year.

## **NEWSLETTER/BULLETINS**

The Lang Ranch newsletter is composed of interesting and pertinent school news. The newsletter is designed to create a format for all staff members, the School Site Council and the PTA to communicate all the Lang Ranch happenings. Each issue gives an updated calendar for the coming week. Each Friday, a bulletin from the office will be distributed to each family via email. This newsletter is also available on our web site at [www.langranchelementary.com](http://www.langranchelementary.com) or a hard copy upon request. For major events or emergencies, we use an automated phone system. During any school emergency, this automated phone system will go into effect.

## **PARENT CONCERNS – “WHOM DO I CONTACT?”**

Parents often have questions concerning specific pupil progress, home study and other concerns centering on pupil attentiveness within the instructional area. THESE PARENTAL CONCERNS SHOULD BE INITIALLY DIRECTED TO THE TEACHER WHO IS RESPONSIBLE FOR THE CHILD.

District policy sets forth the following guidelines for clarifying parent concerns:

**STEP 1:** A conference shall be held between the teacher and the concerned party. In the majority of instances, this conference answers or adjusts the problem toward a positive solution. Initial discussions are effectively handled at this level. Parents starting at Step 2 will be referred to Step 1. At all times, the office manager asks the reason for an appointment with the Principal. By following this procedure, the office manager is able to save parent's time while solving a concern effectively.

**STEP 2:** If the parent concern is not resolved, a second conference will be scheduled between the concerned party, the teacher, and the Principal. Additional steps may be utilized when necessary.

## **PARENT TEACHER ASSOCIATION (PTA)**

The Lang Ranch PTA is a viable, positive, and supportive organization. This association provides for the definite needs of your students through finances, communications and support! For further information, please refer to the Lang Ranch PTA website at [www.langranchpta.org](http://www.langranchpta.org).

The PTA strives to bring a closer relationship between parents and teachers, while at the same time providing extra activities for the students and their families. Through various fundraisers during the year, we are able to provide the school with materials and equipment to enhance the educational

program. All parents are invited to become members of the Lang Ranch PTA. Your active involvement really supports the Wrangler school spirit.

## **PARENT VOLUNTEERS**

Parents who are willing to become volunteers help the students more fully realize their potential. Volunteers enrich the educational program tremendously by their services in the classrooms, the library, the office and elsewhere in the school. Volunteers make it possible for teachers to be more effective in meeting the needs of all of the children.

As a volunteer you relieve the professional staff of non-teaching duties, provide needed services to individual students, work with small groups on reinforcement experiences and build better community understanding and support for school needs.

All parent volunteers must complete an application, confidentiality agreement, be cleared for tuberculosis and provide a copy of your state issued ID.

As a volunteer, please remember:

- ◆ You have the respect and gratitude of school personnel.
- ◆ When arriving, sign in and pick up a volunteer badge in the office. Please return the badge and sign out when you leave. (The PTA can provide badges for regular volunteers.)
- ◆ The teacher is in charge of the classroom; it is important to follow the teacher's directions exactly.
- ◆ Be flexible – don't be afraid to admit mistakes (no one is perfect and students are delighted with this honesty) when students have the opportunity to become a teacher to you, it creates an opportunity for the two of you to learn together.
- ◆ Be patient – remember that students and teachers are human, they will have good days as well as bad.
- ◆ Please do not bring other children – be aware that we have no child care for preschool age children.
- ◆ If you are unable to attend the prearranged work period, please contact the teacher. We count on your dependability.

## **PARKING LOT**

Parking lot routines and procedures have been established to provide a safe and orderly environment for our school community. These routines and procedures are particularly important during the high-traffic times of morning drop off and afternoon pick up. Your cooperation and adherence to them will contribute to the safety of our campus.

For anyone concerned about a line of cars during pick-up or drop-off, there is little traffic between 7:55 a.m. and 8:15 a.m. In the afternoon, traffic generally clears by 2:45 p.m. Please make sure your student(s) is/are picked up by 2:50 p.m. from the Sandhurst side of the campus. Students who are not picked up then 2:50 will be escorted to a safe waiting location in the school office.

Front of the school

Please DO NOT park or drop in yellow curb zone. This lane is for emergency equipment and school buses, vans and shuttles. **Please do not drop off or pick up students from the front parking lot on Whitechapel. The front office is not designed for foot traffic during these hours.** The area must be kept clear before and after school for buses and emergency vehicles. Pull forward to the drop off lane by the lunch tables.

#### West side of the campus

Students may be **picked up or dropped off** in the **Sandhurst** parking lot before and after school. Please pay close attention to the traffic supervisor on duty. Cars should **pull as far forward as possible** within the pickup/drop off lane. Parents should prepare their children for a speedy drop off and pick up in order to facilitate smooth traffic flow. Parents should not leave their vehicle in this “NO PARKING ZONE”. When exiting the lot, turning left is prohibited. Parents that do so are subject to citation by police.

#### East side of the campus

The **Knightsbridge** side of the campus is reserved for students and parents who **drop off in the morning** and **park on the street and walk onto the campus in the afternoon**. In addition, the west side of the street (closest to the campus) is marked as a no parking zone during the morning drop off hour. Parents are therefore allowed to drop off students at the curb on this side of the campus during the morning hours. To do so, parents should turn southbound on Knightsbridge Ave. and pull all the way forward beside the curb (as far as the parking lot exit) to drop off a student. It is important that students are ready to exit the vehicle in order to keep traffic moving. Parents who leave their vehicle in the “No Parking Zone” are subject to citation by police. There is also a drop off lane that travels by the lunch tables and out to Knightsbridge. Access this lane by entering at the front of the school on Whitechapel and pulling all the way forward to the lunch table area.

## **PLAYGROUND RULES**

### *Safety Guidelines*

1. Do not kick balls on blacktop except in designated areas. (Kick balls on the school grass area only).
2. Students should not play games of tag or chase.
3. Students are to *walk* on sidewalk, blacktop and all hard surfaces. (We encourage running on the grass area – not sand or blacktop).
4. Running or cutting corners across planter areas is not allowed.
5. Jump ropes are allowed only in the courtyard. Jump ropes are for jumping only.
6. No sand, dirt, stick or rock throwing.
7. On windy days, and when the grass is wet, balls will remain on blacktop.
8. No rough physical contact.
9. Running through games is hazardous and rude – please be considerate.
10. “Two-touch” football is allowed on the playground grass area. However, football privilege is limited to grades 4 and 5.
11. Soccer balls may be used on blacktop when playing 4-square. Soccer, kickball and football games are played on grass areas. The only balls that may be kicked are the footballs, kickballs and soccer balls (and only on the grass). Volleyballs and handballs may not be kicked. Soccer should be played in designated areas.
12. Please avoid swinging of backpacks, purses, umbrellas, lunch boxes and clothing on playground.
13. Balls may not be bounced against buildings or in the hallways. Handball courts are the only acceptable area to play handball.

14. Hardballs are NOT ALLOWED AT SCHOOL.
15. Dodgeball is not allowed on the kindergarten play yard.
16. End of play procedure:
  - a) Bell rings - Students walk back to class.
  - b) Students line up orderly in the designated classroom location before the second bell rings.

*Swings:*

1. Wait your turn a safe distance in front of swing – never behind swing.
2. Only one child in a swing
3. No pushing other student
4. Swing straight – no twisting or holding hands
5. Swing facing the blacktop only
6. If all swings are filled, count to 30 full swings to take turns.
7. Dig in sand in area away from swings.
8. Do not jump from swings.
9. Do not hang upside down.

*Slide:*

1. Slide from the top of the slide and face forward.
2. No pulling anyone or “dogfighting” (grabbing other students on bars)
3. No climbing on top and sitting

*Horizontal Ladder:*

1. For hand walking only
2. No sitting on top or hanging upside down
3. No jumping bars while traveling across

*Parallel Bars:*

1. For swinging by hands and twirling around
2. No standing on top, “cherry drops”, “shooting stars”, or jumping
3. No pulling anyone or lifting off hands
4. No sitting
5. Clothing or sweaters may not be tied on the bars.

*Picking Fair Teams:*

1. Choose two team captains.
2. Choose alternately until the game maximum is reached.
3. NO STAND-OFFS – teams must be even
4. If the maximum is not reached, then every time two new players come, one will go on each team.
5. Small groups cannot use large areas if a large group wants to use the area (basketball courts, baseball diamonds, and soccer field).

*Four Square:*

1. No maximum number of players
2. The ball must hit inside your square before you hit it in return.
3. Majority decides if ball is in or out (or first three in line can decide).
4. No catching of the ball
5. No “takeovers” (taking and holding the ball)
6. No “fists” (hitting ball with closed hand) – open hands must be used to hit the ball.
7. The ball must hit INSIDE the opponent’s square or you are out.
8. Serves must be fair.
9. No “saves” (someone else playing the ball for you)

10. The line of waiting players must be three away from the square.
11. No “redo’s” (doing the play over again)

*Prisoner:*

1. Maximum of 12 per team
2. No slamming the ball at anyone or OUT
3. Maximum of two steps after catching the ball
4. If called you are “out” by majority of people present, then you are OUT!

*Football: (limited to grades 4 and 5)*

1. Fair teams
2. Maximum of 15 per team
3. Two- touch only – NOT TACKLE
4. Must be played on the football field
5. Count “10 banana” before rushing.

*Tetherball:*

1. No ropes – **you can never touch rope or you are out.**
2. No catching of the ball
3. One hit per side on each turn around the pole unless it touches the pole/opponent
4. You are OUT if you enter the neutral zone.
5. No touching of the pole
6. No “popcorn” (popping up the ball multiple times)
7. No “bottle caps” (grabbing ball on top near the rope attachment)

*Kickball:*

1. Maximum of 11 per team
2. No “bunts” (short hit)
3. Fair teams
4. Four pitches and you are out
5. Usual kickball rules.
6. No “sliding” (sliding on the ground into base)
7. No “tagging up” (You cannot run on pop fly.)
8. No “stealing” (taking a base before ball is pitched)
9. No “lead offs” (moving away from base before ball is pitched)
10. No tagging the runner (tag only the cone)

*Soccer:*

1. Maximum of 15 on each team
2. Game closed when maximum is reached
3. No cleats
4. No high kicking
5. AYSO rules apply.
6. Offside, hands, possession, tripping are only called when there is a referee unless fouling team agrees to foul.

*Basketball:*

1. Maximum of 5 per team on half court
2. Maximum of 7 per team on full court
3. No back court press
4. Two on a ball or out of bounds > switch off out of bounds



5. No free throws for fouls
6. No hanging on the basketball hoops
7. No tripping – if deliberate, OUT OF THE GAME.
8. "Knockout" is not allowed. Balls cannot be knocked out of hands.

#### *Handball:*

1. No “pops” (hit on bottom of board)
2. No “slicies” (real low hits)
3. Ball must be at least 6” off the ground
4. No “bubble-ups” (hitting more than once quickly against ground)
5. “Babies” (soft hit off the wall) OK
6. Lines are in – Any hit outside the line is out.
7. “Overboards” (over the wall) are out
8. No “boardwalks”
9. Majority on court decides – If no majority, then you can take the play over.
10. No “rainbows” or “tree tops” (over the top of the wall)
11. No “ghosties” (fake hits)
12. On blacktop = out

#### *Dodgeball*

1. No leaning / body contact on wall
2. Can't step on / over the center line = out
3. No “headshots” (ball hitting the head) – Whoever threw the ball is out.
4. Must stay on court – You can't dodge ball by going out of court.
5. Whoever gets hit with the ball before it touches the ground is out.

#### *Fireball (“Butts-up” without running to the wall)*

1. Ball must hit wall first.
2. If you touch ball but fumble, you're out.
3. If ball travels beyond court, walk it to the top of the court and then throw.
4. You can't get back in. – Players are eliminated until there is one winner. – Everyone lines up behind winner to start a new game.

## **RELEASE OF STUDENTS TO PARENTS DURING SCHOOL HOURS**

There may be emergencies during the year when it is necessary for parents to take their children from school for part of the day. When such an emergency arises, the following procedure must be followed:

1. The parent or authorized adult must go to the Lang Ranch School office and indicate the name of the child, the room or teacher, and the reason for the student being taken from school. An authorized adult must sign out each child so there is a record of his/her leaving school. A picture identification may be required.
2. To minimize disturbance to the educational program, the office manager will make arrangements for releasing a pupil from his/her instructional area. AT NO TIME CAN THE CHILD BE PICKED UP DIRECTLY FROM THE CLASSROOM NOR CAN THE CHILD WAIT OUTSIDE THE CLASS AREA FOR A PARENT TO PICK THE CHILD UP AT A PRE-ARRANGED TIME, OR CAN A CHILD WALK HOME TO MEET THE PARENT.

## **REPORTS TO PARENTS ON INJURIES**

It is the policy of Lang Ranch Elementary School to carefully evaluate injuries of a student during the school day. If a child sustains even a minor head injury, parents will be informed by telephone. In all other cases, parents will be informed if necessary.

## **REPORTING TO PARENTS OF STUDENT PERFORMANCE**

The Lang Ranch School staff will be actively engaged in assessing and reporting your child's progress. Each child receives a report card three (3) times during the school year indicating his/her performance in school. Report cards are distributed in December, March, and June. Progress reports are given midway between each formal reporting period for some students.

The parent or teacher may also initiate a conference as need arises. If you wish to schedule an appointment with the teacher, please send an e-mail or a note with a request for a conference to the teacher. If you wish to discuss your child's academic performance, please make sure to let the teacher know of your concern so that she/he can be prepared for the meeting.

## **RESTROOMS**

Restrooms are to be kept neat and clean. Students are to conserve water, paper towels and soap. There should be no loitering or playing in the restrooms. All restrooms are completely cleaned once daily. In the bathroom we follow these four words: GO – FLUSH – WASH – LEAVE

## **ROLLERBLADES, SCOOTERS AND SKATEBOARDS**

Rollerblades are not permitted as a form of transportation to and from school. Skateboards and scooters may be used but follow the same rules as bicycles with locking and safety equipment

## **SCHOOL PARTIES**

The following excerpts from the CVUSD Student Wellness Policy highlight important points related to school parties:

### *Events and Celebrations:*

*School events, classroom celebrations, and birthday recognitions that involve food or beverage during the school day shall be limited to no more than two events per class per month. At such events, administrators, teachers and parents are strongly encouraged to choose foods and beverages that support a healthy lifestyle. Non-instructional classroom or school-sponsored food or beverage activities must take place **AFTER lunch is served.** in order to not interfere with the lunch program.*

### *Rewards/Incentives*

*Group recognitions using food and beverage are permitted, but these items shall not be used as a reward for individual student performance. CVUSD staff is strongly encouraged to use alternative privileges, teacher recognitions, and non-food items as rewards.*

The school has policy that student birthdays will not be celebrated with food rewards. In addition, the school asks that families refrain from sending other gift items to the school to celebrate student birthdays. The Wellness Policy (listed above) does not allow the staff to celebrate individual birthdays.

We encourage you to adopt a book from the school library in your child's name at birthday time. This will be noted inside the book and the birth of a new book will be made available to all students along with a picture of your child posted in the library.

## **SCHOOL PICTURES**

Each year in the fall and spring, the school provides an opportunity for student photographs. At the time of photography, parents may order pictures if they so desire at a cost determined by the participating company.

## **SCHOOL SITE COUNCIL (SSC)**

Lang Ranch Elementary School has an active School Site Council that meets monthly. The School Site Council is a vital part of our procedure for gaining staff/community input that directly impacts education decision-making. The council membership is composed of parents, community members, as well as school personnel. The School Site Council is advisory in nature. The monthly meetings are open to the public and the dates and times are published in the weekly bulletins.

## **SCHOOL TELEPHONE – PUPIL USE**

The office phone is for office business. Students often use the phone incorrectly, pressing the wrong buttons and interrupting other phone callers or cutting off calls on hold. Students must have teacher permission for emergency use of classroom phones and may not use the phone for the following purposes:

- ◆ Consistently forgotten homework
- ◆ Consistently forgotten lunch
- ◆ To make after-school arrangements (for rides, for scouts, to go to a friend's house, etc.)
- ◆ Consistently forgotten musical instrument or school supplies, books
- ◆ After having walked to school to let parent know they arrived at school safely
- ◆ Student cell phones are not to be used between the hours of 8:25-2:35

## **STUDENT RECOGNITION AWARDS**

### *Academic Excellence (grades 3-5)*

This very special award is given at each trimester and at the end of the year to any third, fourth or fifth grader who has received nothing less than a "B" on their report card. A gold seal would indicate straight "A's."

### *Academic Honor Roll (grades 3-5)*

This award is based on the traditional honor roll system. This award is determined by adding up all letter grades to determine if the student has a "B" average. This could mean that if a student received a "C" in science and an "A" in math he/she would have a "B" average. However, to receive this award there may be no "D's" or "F's."

### *Effort Honor Roll (grades 3-5)*

This award should make any student or parent's buttons pop. This top level award is given to students when they receive seven or more E's in Effort and Citizenship on their report card. This award verifies that the student who earned this award gives the best effort they have to offer at all times.

All these awards, certificates, and various ways of recognition, provide tools to help us recognize excellence and also provide goals that are attainable for every Lang Ranch student.

As great as these awards are, nothing will ever replace the daily words of encouragement, the pat on the back, or that special smile that lets a student know how much their efforts are appreciated. Research has taught us that for every negative comment a person hears, there must be at least three positive comments given if we wish to keep one's self-esteem bright and shining.

## **STUDENT SAFETY AND SUPERVISION**

Playground supervision begins at 7:55 a.m. We appreciate parents' assistance in making sure that their children do not arrive on campus prior to this time. Student safety is our primary concern.

Playground supervision is not supplied in the halls on clear weather days. Because of this, students should not be in the rooms or halls during any recess.

There is no playground supervision after school. Students should leave campus for home immediately after school. The school maintains an after-school Child Care program that utilizes the playground outside the school day.

Students may not leave the campus after arrival unless an adult whose name is listed on the emergency card checks them out in person. When parents pick up their child during the school day, they should come to the school office, ask for their child and sign out on the sign-out log.

For the safety of our students, NO ADULT should be on campus without a visitor's badge! Non-students are not permitted on campus unless properly cleared through the office.

Children may go home for lunch only with written parental consent. This consent may be by a note to the child's teacher or by marking the space provided on the back of the FAMILY EMERGENCY CARD. Parents should be aware that there are no crossing guard services provided between 8:30 and 2:30. Students need to go to the office and sign out when they leave and sign back in upon returning to the campus so there is a record of leaving / returning to the campus.

## **SUPPORT AND ENRICHMENT PROGRAMS**

The Lang Ranch staff views a range of possibilities for your youngsters as a means of maximizing their successes in school. The range of supports includes:

1. The Learning Center: Lang Ranch is proud of its Special Education program. The majority of students that qualify for special education and live in the Lang Ranch attendance area attend their home school to receive instruction. In the Learning Center, trained teacher(s) and instructional assistant(s) work with Special Day Class students and Resource students. All of these students interact with the Learning Center, and with assistance from the Specific Academic Instruction (SAI) teacher and Learning Center staff, services deemed appropriate by all responsible parties will occur within the regular education setting. The Learning Center's main goal is to provide the least restrictive environment that will foster an atmosphere which will supply social and academic opportunities using all of our resources to meet the goals of each child's Individual Education Plan (IEP).
2. The Gifted and Talented Education (GATE) Program is designed for those youngsters who have been identified as "intellectually gifted and/or talented." Students in grade 3 are universally screened, with permission, for eligibility for the GATE Program. Students at the primary grade levels are clustered (grouped with a ratio ranging from 1/3 to 1/2) into a particular classroom so that the teacher can meet their needs in concert. At the upper grade levels, each classroom has a cluster of GATE students. The students require specialized instruction to meet their needs. All

classroom teachers are trained to be able to meet those needs. Within Conejo Valley Unified School District, GATE students receive differentiated instruction through the model of Depth and Complexity as described by Dr. Sandra Kaplan.

3. **Physical Education:** Physical Education is a regularly scheduled program which provides each student an opportunity to gain knowledge, coordination, and skills in addition to stressing the notion of getting along with peers and adults. Physical Education is a good participation experience for each learner. Tennis/gym shoes and appropriate clothes are required for physical education. Each classroom at Lang Ranch receives 105 minutes weekly of physical education (in three separate sessions) directed by PE Specialists. One of the many ways that the PTA supports our school is by providing these PE Specialists.
4. **Art Education:** Lang Ranch teachers integrate art experiences throughout the curriculum. Parent volunteers work in conjunction to enhance art experiences at Lang Ranch. In addition, the school provides a Visual and Performing Arts program (VPA) whereby students are taught by specialists in the areas of Music, Dance, and Drama. This program is also supported by the Lang Ranch PTA.
5. **Vocal Music:** All students will receive exposure to the District music program. Children will have an opportunity to sing and learn the basics of vocal music. School chorus opportunities are available to all students in Junior Chorus (grades K-2) and a Senior Chorus (grades 3-5). This program is provided for a fee outside the school day.
6. **Instrumental Music:** Lang Ranch students are fortunate to be able to participate in band (grades 4 and 5) or strings (grades 3-5) at school. Lessons are offered on a parent-fee basis. Students involved in the program perform at school and school district functions. Any student participating in the instrumental music group must be prepared to practice their instruments at home and to make up any classroom work missed while they are taking the lessons at school. These music lessons prepare the learner to enter the intermediate school instrumental program above the beginning level.
7. **Library:** The library at Lang Ranch Elementary School provides excellent resources for the young scholar/student. An Instructional Media Technician is on duty daily to assist students and teachers. Lang Ranch's state of the art library uses computers to replace the card catalog and supply a multimedia approach for all ages to access their library and the world around them. We love technology but nothing can beat a good book in the hands of a student. The library (with support from the PTA) maintains a program called Reading Counts, whereby students receive regular comprehension assessments via the computer based upon the specific text they are reading from our library. If you want to know more about our state-of-the-art library and its many resources, see our school web page at [www.langranchelementary.com](http://www.langranchelementary.com). Finally, each year we have a reading incentive program with multiple fun events on that theme. It is our collective goal for all students to read 20 minutes each school night and through the summer.
8. **Volunteer Program:** Volunteers provide important support to our daily instructional programs. Volunteers assist in the library, in classrooms, and in the office. This program is coordinated through the PTA and the classroom teachers. If you have a talent you wish to share with us, please contact the PTA or the school office. (See Section on "Volunteers.")
9. **School Psychologist:** The psychologist consults with teachers about children having apparent academic and/or adjustment problems. They are involved in limited counseling, establishing behavior management programs and diagnosing children for possible placement in special programs for the learning or physically handicapped. The school psychologist's services are limited as one psychologist serves Lang Ranch's population two days a week. Questions and concerns focusing on psychologist services should be directed to the principal.

10. Student Success Team: The Student Success Team (SST) meets regularly to address concerns within the areas of academics, attendance and behavior. The role of the SST is to build a targeted individual support plan to ensure that learning is maximized. There are three levels of response within the SST process, and each level brings an increasing degree of support. These are the three levels:

Level 1 - Students at this level manifest difficulties within one or more of these areas: academics, attendance and/or behavior. At this level, the parent and teacher work together to create a plan to remediate the concern. Eighty percent of concerns are ameliorated at level one.

Level 2 – Students at this level have participated in level 1 without the concern being resolved. SST level 2 consists of a teacher team working together to create a plan to address the concern. The idea behind a level 2 response is to leverage the resources of a larger group of educators. Ninety-five percent of concerns are resolved upon reaching SST level 2.

Level 3 – Students at this level have participated in level 1 and 2 without the concern being resolved. SST level 3 consists of a structured meeting between home and school with a specialized team of school site personnel.

If you receive an invitation to participate within the SST process, please know that the request is based on the school’s understanding of the importance of the home/school partnership. When we sit down within an SST meeting, it is always our goal to *ensure success* for a student.

11. Speech Therapist: The speech teacher works with students individually or in small groups. Students identified as needing instruction will receive assistance. Parental concerns or questions regarding speech services should be directed to the speech teacher by phoning the Lang Ranch Elementary School office at 241-4417, ext. 265.
12. Counselor: The school maintains a counselor two days per week. The school counselor works mostly with both large and small groups of students. Our Counselor supports the school by training students on how to identify and respond to bullying. In addition, the counselor supports students at the small group and individual level to address particular concerns as they arise. Our counselor is trained to guide students in resolving conflict, making good choices and working through emotional challenges. Visits to the counselor can be requested by staff or parents.
13. English Learner (EL) Program: Instruction is provided for students needing support in learning English as a second language. This program is under the direction of the classroom teacher with support from an ELL Facilitator. Language learners are supported in learning English, and their progress is monitored as they work towards native English proficiency. All teachers at Lang Ranch are trained in the support of language learners; however, EL students are clustered (grouped) within a classroom setting at each grade level so that the needs of these students can be met at their instructional level.
14. After School Enrichment Programs: Each trimester, the school invites seven or eight specialists or organizations to come to our campus and provide our students with after school enrichment opportunities. Some classes require a minimal lab fee in addition to the initial class fee. Classes that could be planned for the school year may include: dance, mixed media art, wood working, ceramics, martial arts, Lego engineering, visual arts, chorus and various sports. Class availability is based on school community interest. These classes and how to register are listed on the school web page.

15. Student Council: Lang Ranch offers a robust Student Council opportunity for our Wranglers who aspire to service and leadership. Officers are elected to conduct meetings and develop leadership in themselves and their peers. Student Council members are selected from Grades 3-5.
16. KLRN: Thanks to dedicated teachers, Lang Ranch is able to provide its very own television station. One of its goals for this student-operated weekly station is to have all students see themselves on their own TV station. KLRN broadcasts are seen by students each Friday in the classroom.

## TECHNOLOGY USE / ACCEPTABLE USE POLICY

The following information is the district policy related to student use of technology. Teachers use the policy in teaching students acceptable, safe and responsible use of technology. Though the information is taught in the classroom, it is important for you as a parent to know and understand the policy. It is recommended that you read and review this policy with your child(ren). It is contained here for your reference:

### CVUSD Acceptable Use Policy (AUP) - Grades K - 2

WHAT IS THE AUP?

**AUP** are three letters that mean **Acceptable Use Policy**. This is a grown-up phrase. It means a list of rules that we follow when we use computers at school. You and your parents will read these rules together. Then you will know the rules.

The AUP is a **contract**. That means that you and your parents must “**sign**” it or write your name on it. When you sign your name to the contract it means that you agree to follow the rules.

WHY DOES MY SCHOOL HAVE AN AUP?

Many children and grown-ups use the school computers and other learning technology or devices. We need to make sure that everyone is happy and safe working on the computers, possibly using iPads and other tools. We need to take care of our computers too, so we need rules to follow.

WHY DO I HAVE TO BE VERY CAREFUL TO FOLLOW THE RULES?

Using computers, using technology, and searching about things on the Internet in school is a **privilege**. This means that my school needs to trust me to follow the rules. I show that I can be trusted by how I behave when I am using a computer. I would also not want to do anything with technology that might be hurtful to others.

WHAT HAPPENS IF A STUDENT DOES NOT FOLLOW THE RULES IN THE AUP?

Our school has “**consequences**” or penalties for students who do not follow the computer rules. You can lose your computer **privileges** in school. This means that you may lose the opportunity to

use our computers, iPads, and other learning tools for a period of time. You need to tell a grown-up if you see someone who breaks the rules in the AUP.

### CVUSD Acceptable Use Policy (AUP) Grades 3-5

1. I AM RESPONSIBLE FOR MY **COMPUTER LOGIN AND EMAIL ACCOUNT**. I will not give my **password** to anyone. I will **log off** from my **account** when I am finished. If I see another person's work on a computer screen, I will tell an adult. I will wait to use the computer until an adult has removed the material.
2. I AM RESPONSIBLE FOR MY LANGUAGE. I will only use language on the Internet and in my school email that I would use in the classroom with my teacher. I will not use bad words when I use a computer.
3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will not write anything mean or hurtful to another person. I will not be a bully or make fun of anyone. I will not "**BULLY OR HARASS**" any person online or by text message. I will tell a teacher if I see anything hurtful to another student online.
4. I AM RESPONSIBLE FOR MY USE OF THE CONEJO VALLEY USD NETWORK. I will not look for web pages with pictures, words, or sounds that are not **appropriate** in school. I will not search for web pages or documents about inappropriate content or material. I will not **download** any files, including music and video files, unless a teacher gives me permission.
5. I AM A RESPONSIBLE MEMBER OF MY SCHOOL WHEN I AM ONLINE. I will not write anything or post pictures or video that is **hurtful or embarrassing** to anyone while I am online.
6. I AM RESPONSIBLE TO BE HONEST ABOUT WHO I AM ONLINE. I will not pretend to be anyone else online. I will not send email, create an account, or post any words, pictures, or sounds using someone else's name. I will not use another person's login name or password.
7. I AM RESPONSIBLE FOR PROTECTING THE **SECURITY** OF THE CVUSD NETWORK. I will not try to change **security settings** or install any software on school computers without permission. I will not use a phone, personal laptop, tablet, or any electronic device in school without a teacher's permission. I will not use unauthorized proxy servers.
8. I AM RESPONSIBLE FOR PROTECTING CVUSD PROPERTY. I will not break or destroy any computer equipment on purpose. I will not move any equipment, including keyboards and mice, without permission.
9. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE. I will not "**plagiarize**." When I use information from a website, I need to let people know where I got the information. I will obey **copyright laws** and will not download words, pictures, video, or music that belongs to someone else.



10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I **PUBLISH** ANYTHING ONLINE. I will not publish any material on a school **website, wiki, blog, podcast, or discussion group** without permission. I will not publish a picture, including my picture, with the person's name.

### **CVUSD Bring Your Own Device Program Frequently Asked Questions**

Q: What is "Bring Your Own Device"?

A: BYOD (Bring Your Own Device) is just as it sounds. Students may bring their own, privately owned portable technology devices such as laptops, tablets, smart phones, etc. Bring Your Own Device allows schools to accelerate the use of technology in the classroom by allowing students to use their own devices.

Q: Does my child really need to bring a device to school?

A: No, your child doesn't have to bring a device to school, it is completely optional. In the future, CVUSD anticipates providing each student with a school district purchased technology device as a standard educational material. That will require significant additional funding and technology support, and is probably several years in the future. In the interim, we want to create a safe environment that allows your child to bring a privately owned device if they wish, and you agree.

Q: Will access to a personal computing device make my child a better student?

A: Portable computing programs are very effective at engaging students in the learning process, and there are a large number of success stories to report. Access to a personal device gives students access to "anywhere, anytime" learning and collaborative platforms such as Google Drive and Edmodo. Educators are virtually unanimous in believing that the appropriate integration of technology into instruction improves the learning environment, and student achievement.

Q: I am concerned that my child will abuse the Internet and/or be targeted by a predator.

A: While connected to the Internet at school, your student must pass through our firewall, which includes internet filtering, monitoring, and site blocking. Although it is not 100% foolproof it does an excellent job of keeping the internet safe for the great majority of students. In reality, it is a far safer, and more controlled Internet environment than children experience when accessing wireless networks in the larger community. CVUSD cannot monitor and review each student's activity, nor can it block every loop-hole that a creative and tech-savvy student might be able to find. We do, however, have a detailed Student Technology Acceptable Use Policy (AUP) in place that has been presented to all students. The AUP guides students in the appropriate use of technology. The school may limit access to the network or take away technology privileges as a consequence for major violations of trust, respect, or responsibility in an area pertaining to technology (for example, "hacking the network, cyber bullying, using inappropriate web sites).

Q: What types of computing devices may my child bring to school?

A: Students may use devices that fall into the following categories: (1) laptops, (2) netbooks, (3) tablets/iPads (4) smart phones. Students will be provided with very specific rules and regulations about when they can, and cannot use these devices at school, and in the classroom. Some of these rules will vary from school to school based upon the ages of students, and classroom to classroom depending upon the subject matter under study, as well as the instructional activities assigned. Educators, as well as

parents are rightfully concerned about these devices becoming a distraction at school, rather than a learning tool. The rules and regulations schools and teachers will adopt are intended to prevent the use of these devices as games and social communication tools during classroom instruction.

Q: How can my child's computing device connect to the Internet?

A: CVUSD provides a wireless network which students may connect to while using their devices in most areas of the school. All secondary sites have such access and wireless access availability in our elementary schools is expanding. Additionally, students may use an Internet connection from an outside provider depending upon availability. In this case, the family will be responsible for any expense incurred using this type of Internet connection, and in most cases the connection is not filtered.

Q: Are there suggested accessories?

A: A protective sleeve is suggested. This will provide more protection for the day to day use of these computing devices. A headset with microphone will be useful when accessing a website with audio and/or video.

Q: What hardware considerations are important?

A: Almost any portable computer that is three years old or newer should work in our wireless environment. A good general test is if the computer will run MS Office it should be sufficient for most tasks. Also, any personal device needs to have some sort of updated and reliable virus protection: For personal computers, free antivirus/spyware software includes:

Avast: <http://www.avast.com/free-antivirus-download>

Microsoft Security Essentials: <http://windows.microsoft.com/en-US/windows/products/security-essentials>

Q: Will the District's technology department provide support for the devices that my student brings?

A: The school staff will work with the student to determine if there are minor setting problems, battery issues, or other simple solutions. More complicated issues will need to be addressed by parents and the technology assistance they employ for any of their other privately owned computers, phones, etc. District site techs are not authorized to download software nor repair any significant hardware problems on privately owned devices.

Q: Who pays for the BYOD technology brought to school?

A: These devices will be purchased by, and remain the property of the family. Of course, purchasing these devices is optional.

Q: Who is responsible for damage, loss, or theft of devices your child brings to school?

A: Families must stress the responsibilities their children have when bringing their own computing devices to school. Just like other student property, any devices students bring to school are the responsibility of the student and their family. Conejo Valley Unified School District assumes no responsibility for damage or loss of personal computing devices.

Q: How will a child's education differ if the family does not have a device to bring to school?

A: No child's learning experience or academic performance will be affected because he or she does not have a device to bring to school. The CVUSD is committed to providing access to technology so that all children can utilize 21st Century devices and learn equally. All students will have representative access to school district purchased devices, as necessary to complete work and projects assigned by their teachers. Some families may choose to enhance their own child's access through the use of their own device.

Q: Does my child need to have a signed Student Technology Acceptable Use Policy on file?

A: Yes. In order for the Conejo Valley Unified School District to supervise student use of the computer network and the Internet, students and their parents in grades 3-12 who want access to educational technology resources must read the AUP and sign the AUP signature page. Students 18 or older may sign the document themselves. Signing the document indicates that the student and parent/guardian have read, understand and will follow the expectations of Conejo Valley Unified School District.

Q: Will students be able to print documents from their personal computing devices?

A: For reasons of network security and the prevention of viruses, students will not be able to access printers at CVUSD Schools directly from their personal computing devices. We will provide alternatives as directed by school staff.

Q: Where will my child's work be stored?

Students will be encouraged to store their work on their District provided Google Drive accounts, if necessary. In so doing, the student will have access to their work wherever they have Internet access.

## **TOYS AND PERSONAL ITEMS**

The school cannot assume responsibility for damage to or loss of playthings that a child may bring to school. Restricted articles are cap pistols, toy or squirt guns, sports equipment, rollerblades, war toys, firecrackers, bullets, matches, games, tops, radios, beepers, electronic toys, yo-yos, etc. These items should never be brought to school. Children should not bring toys to school for recess use.

In order to prevent conflicts, no balls or other physical education equipment should be brought to school. Baseball gloves are the only exception.

## **TRANSFERS AND WITHDRAWALS**

Please notify the office at least two days in advance if you intend to withdraw your child from school. This aids us in clearing his/her records and will greatly facilitate the transferring of them to the school in which he/she is to enroll.

## **VISITATION**

We are proud of our total instructional program. Interested community members are welcome to visit their child's class. To ensure the best use of your time, please contact your child's teacher in advance of your visit. Calling or writing prior to your visit, you will be assured of observing a class session of interest to you. This courtesy is an aid to visitors and school personnel. Classroom observations are limited to 20 minutes. Whenever possible, the principal will accompany you on the observation and have a conference with you, if desired. During the visit, enter and leave the room quietly. Do not converse with the teacher during instructional time.

When coming for a classroom visit, please sign in at the school office. When leaving the school premises, check out through the office. This procedure is a safety precaution for you and your child. It helps prevent the presence of those individuals who might disturb the education program or hurt youngsters.

*In Closing...*

*Lang Ranch Elementary is outstanding because of YOU. Simply put, we couldn't do it without you. The staff counts on the support of students and families in our endeavor to provide an unsurpassed education to our community. Thank you for taking the time to review this handbook in support of the school and your child's success.*