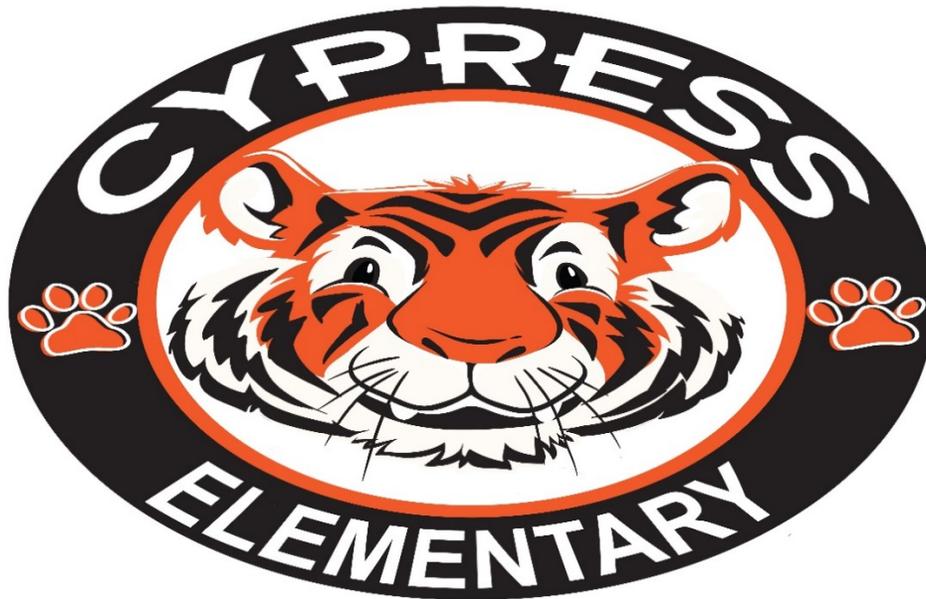


Student/Parent Handbook



4200 Kimber Drive
Newbury Park, CA 91320

Phone: 805-498-6683
Attendance: 805-498-6203
Fax: 805-375-5600

Carey Bartlow, Principal
Patti McRae, Office Manager
Crista Tennant, Office Assistant
Kris Yanagi, Health Clerk

Conejo Valley Unified School District Mission and Purpose:

The Conejo Way

We believe ALL students deserve an exceptional educational experience filled with opportunity and choices. At CVUSD we have a right fit for every family and we believe each child has unique gifts to discover. Our schools are positive, safe and inviting learning environments. We believe in a partnership between the community, parents, students and faculty. Doing things, “The Conejo Way,” ensures ideal academic outcomes for our students as we use teamwork, relationship building, trust and accountability to together lead the way into a bright future. We will nurture your child’s passions - “The Conejo Way!”



School Mission:

Cypress Elementary School will provide a nurturing environment for students. All students are challenged to reach their maximum potential by learning to become effective communicators, productive workers, resourceful thinkers, responsible citizens and inspired learners.

Office Hours: 7:30 a.m. - 4:00 p.m., Monday-Friday

School Spirit Colors:

 Orange and Black

Each Friday is a spirit day. Students are encouraged to dress in our school colors by wearing a majority of our school colors or PTA spirit wear. Students that participate will earn cub cash and when they have collected 10 tickets they can cash it in for a trip to visit the Principal treasure box on Friday afternoons. Students that attend child care will be escorted by child care leaders to redeem their tickets. Our student council also plans themed spirit days throughout the year. The class with the most participants are awarded our Cub mascot for the month.

School Mascot:

 Tiger Cub

BELL SCHEDULE

TK/Kindergarten

	Monday, Wednesday, Thursday & Friday	Tuesday	Minimum Day**
Playground Opens	7:50	7:50	7:50
School Begins	8:15	8:15	8:15
Morning Recess	10:00 - 10:20	10:00 - 10:20	10:00 - 10:20
Lunch	11:15 - 11:35	11:15 - 11:35	11:20 - 11:40
Lunch Recess	11:35 - 12:00	11:35 - 12:00	11:40 - 12:05
Dismissal	1:20	1:20	12:30

Grades 1, 2, 3

	Monday, Wednesday, Thursday & Friday	Tuesday	Minimum Day**
Playground Opens	7:50	7:50	7:50
School Begins	8:15	8:15	8:15
Morning Recess	10:00 - 10:20	10:00 - 10:20	10:00 - 10:20
Lunch	11:40 - 12:00	11:40 - 12:00	11:00 - 11:20
Lunch Recess	12:00 - 12:25	12:00 - 12:25	11:20 - 11:45
Afternoon Recess	1:20 - 1:40	----	----
Dismissal	2:40	1:30	12:30

Grades 4, 5

	Monday, Wednesday, Thursday & Friday	Tuesday	Minimum Day**
Playground Opens	7:50	7:50	7:50
School Begins	8:15	8:15	8:15
Morning Recess	10:25 - 10:45	10:25 - 10:45	10:25 - 10:45
Lunch	12:05 - 12:25	12:05 - 12:25	11:20 - 11:40
Lunch Recess	12:25 - 12:50	12:25 - 12:50	11:40 - 12:05
Dismissal	2:40	1:30	12:30

**** Minimum Days:**

October 14 - 18

June 11

Parent Teacher Conference Week

Last day of school

IMPORTANT PHONE NUMBERS, WEBSITES AND E-MAILS

CYPRESS ELEMENTARY

Main Number 805-498-6683
FAX Number 805-375-5600
Attendance 805-498-6203
WEBSITE www.conejousd.org/cypress

DISTRICT OFFICE

CVUSD (main number) 805-497-9511
WEBSITE www.conejousd.org
(lunch menus and permit information can be accessed on the web)

CHILDCARE

On-site Number 805-375-0956
Main District Number 805-492-3567
FAX Number 805-492-2302

PARENT TEACHER ASSOCIATION

Website: www.cypresselementarypta.org
Email: cypresselementarypta@gmail.com

FOR WEEKLY EMAIL NEWSLETTER, SIGN UP AT:
www.cypresselementarypta.membershiptoolkit.com/user_subscriptions

2019-2020 School Calendar

****All dates and times subject to change****

August

- 20 TK/T Orientation 10:00 am
- 20 New Student Orientation 11:00 am
- 20 Class Listing Posted at 5:00 pm
- 21 First Day of School 8:15 am
- 28 School Picture Day
- 29 Back to School Night - PTA 6:00 pm
Classrooms 6:30-7:30

September

- 2 No School – Labor Day
- 21 School Carnival
- 30 No School – Local Holiday

October

- 3 School Picture Re-Take
- 9 No School – Local Holiday
- 11 Movie Night 6:00-8:00 pm
- 14-18 Parent Teacher Conferences-
12:30 dismissal

November

- 1 No School – Staff Development Day
- 11 No School – Veteran’s Day
- 15 Magic Night 6-8pm
- 25-29 Fall Break – School Closed

December

- 2-6 Abilities Awareness Week
- 6 Holiday Craft Night 6-8:00 pm
- 23-31 Winter Break – School Closed

January

- 1-3 Winter Break –School Closed
- 20 Martin Luther King, Jr. Day – No School
- 31 International Night 6:00-8:00pm

February

- 5 100th day of school
- 14-17 President’s Day – No School
- 28 Talent Show

March

- 4 Family Reading Night
- 11 Fun Run
- 16 No School – Staff Development Day

April

- 1 Spring Picture Day
- 10-17 Spring Break – School Closed
- 24 Family Dance Night 6-8 pm

May

- 4-8 Staff Appreciation Week
- 13-24 CAASPP Testing
- 22-25 Memorial Day - No school

June

- 11 5th Grade Culmination 9:00 am
- 11 Last day of school/Minimum Day –
12:30 dismissal

ATTENDANCE POLICIES

Regular attendance, arriving on time, and remaining in school for the entire school day are direct links to school success. Inconsistent attendance not only means lost learning time, but also causes children to develop poor attitudes towards attending school. Make-up work in the form of worksheets or packets does not take the place of teacher-designed lessons in the context of an organized classroom. The interchange between teacher and student as well as student to student is invaluable and both are lost when students do not regularly attend school. According to Ed Code, students are considered truant if they have three or more unexcused absences.

Arrival

Students should arrive at school between 7:50 a.m. and 8:12 a.m. There is no school supervision before 7:30 a.m. and instruction begins promptly at 8:15 a.m. Upon arrival, students go directly to the blacktop area for supervised playtime. On rainy days, students will report to the classrooms.

Late Arrival

Students in grades 1-5 are expected to be in their class lines no later than 8:15 a.m. Parents/guardians who are late getting their student to school must accompany their student to the office prior to their student being admitted to their class with a tardy slip. Families of students with excessive tardies will need to meet with the teacher, principal, and/or attend a School Attendance Review Board (SARB). If your student arrives at school after 9:00 a.m., please bring them a sack lunch as school lunches cannot be ordered after 9:00 a.m. According to Ed Code, three or more unexcused late arrivals (more than 30 minutes) are considered trancies.

Absences

Aside from the instructional advantages to attending school every day, public schools are funded based on the Average Daily Attendance (ADA) of the school population. ADA is calculated on the actual number of students attending school (or placed on Independent Study for pre-arranged absences (five days or more) on any given day. In order to properly account for absences and report to the state government, absences may be reported in one of two ways:

1. Parents/guardians may call the absence hotline at 805-498-6203 and select option 1. Listen to the message for complete instructions.
2. Students may return to school with a *signed* note indicating the student's full name, date(s) of absence, and the specific reason for absence.

Absences must be reported within 72 hours of absence or they will be considered Truant.

Please note that even when a note is given or a phone call is made for a student's absence, the absence may still be considered an unexcused absence. According to the state of California, the following types of absences may be excused (although the school still loses funding for these types of absences):

1. Medical: illness, surgery, medical/therapeutic appointment. Medical/dental absences and/or tardies must be verified with a note or stamp from the practitioner's office.
2. Bereavement: includes immediate family (father, mother, grandmother, grandfather, sister, brother) of the student.

3. Non-medical (pre-approval required): court appearance, legal appointment, or religious observation.

Five or more excused absences and/or three or more unexcused absences will result in a formal notice of parental obligation to assure student's regular attendance at school. Continued excessive absences will require a SARB meeting. Proof of doctor's care or prescribed convalescence may be required for excessive absences reported as due to illness.

For a full list of excused absences please visit:

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=48205.

Pre-Approval of Absence

Advance written request by the parent/guardian and approval of the principal or designee shall be required for absences for: (Education Code 48205) 1. appearance in court, 2. attendance at a funeral service for a non-immediate family member, 3. observation of a holiday or ceremony of his/her religion, 4. attendance at religious retreats for no more than four hours during a semester, 5. attendance at an employment conference, 6. attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.

Extended Absences

If a parent/guardian anticipates an extended absence for a student, they should contact the student's teacher regarding the various options. An Independent Study contract may be available for absences lasting five days or more.

Dismissal (Monday, Wednesday, Thursday and Friday)

Students in grades TK-K are dismissed at 1:20 p.m. Students in grades 1-5 are dismissed at 2:40 p.m. (dismissed at 1:30 p.m. on Tuesdays). At least one campus supervisor will be on duty in the front of the school at dismissal. Students who are being picked up at vehicle pick up are expected to wait behind the fence by the library in front of the school. Children are not allowed to play on the playground while waiting for pick-up.

Parents/guardians may arrange for students to participate in the CVUSD afterschool program or various afterschool enrichment programs. If a student is not in attendance at one of the designated afterschool programs, they are to leave the school grounds promptly, as there is no other adult supervision after school. Students who ride a bus or after school program shuttle should immediately report to the designated pick up area after dismissal.

Students who are not picked up by 2:50 p.m. will wait for their ride in front of the office. Families who repeatedly fail to pick up their student on time will attend a conference with the principal or principal's designee.

Tuesday dismissal times for students in grades 1-5 are 1:30. TK and Kindergarten students are dismissed at regular time on Tuesdays.

Early Check-out

If you must take your student out of school prior to regular dismissal, you must come into the office to sign them out. DO NOT go directly to your child's classroom. There are no exceptions to this policy.

Checking Students Out of School During School Hours

Parents must report to the office and sign their child out when leaving during the school day. The Office will call the student to the office to be signed out when a parent arrives to sign their child out. It is helpful if the parent sends a note to the teacher so that he/she can remind the child to be ready.

Please remember that checking a child out of school during the school day is discouraged and should only be done in extenuating circumstances.

For further information, please see the CVUSD Attendance Policy at www.conejousd.org or contact the school office.

COMMUNICATION PROCEDURES

Cypress Elementary staff support regular and clear communication between home and school. There are several ways to facilitate this relationship.

Regular Home-School Communication

The school's website, <http://www.conejousd.org/cypress>, contains general school information, as well as specific teacher webpages with classroom information.

- Many grade levels have a regular class newsletter that is sent home with the students or sent electronically.
- The PTA sends an electronic weekly update with information on current and upcoming events.
- The Blackboard Connect Electronic Message System is a phone and/or email system that the District and the school office use regularly to contact parents. Please don't hang up on our recorded voices. The phone system will only be used in emergency situations. Please ensure your most current information is provided to the school to receive these messages.

Individual Communication Procedures

These are the ways to contact your child's teacher, the specialists, or the administration:

- Email
- School voicemail
- Phone message to the office staff
- Written note with your child to the teacher
- Written note to the office staff

Since the teachers' focus is on their classrooms during school hours, they cannot respond immediately to parents. However, it is expected that a teacher will respond within 24 hours (weekdays only) to a parent communication.

Teachers are available, by appointment, to speak to parents in person before or after school. It is important to prearrange a meeting so that staff can give their focused attention to the parent comments or concerns.

It is inappropriate to contact any teacher or staff member at their home, via their personal cell phone, or via their personal e-mail account.

Messages to Your Student While at School

According to District Policy, messages shall be delivered only in case of an emergency. Our office staff values the learning time in classrooms and will refrain from interrupting a class unless there is a real emergency. We appreciate parents calling as early in the day as possible with after school emergency messages. Often, emergency messages arrive so late, that the child is already waiting for the expected ride. Please remind your child to come to the office if the ride he/she is expecting does not materialize. Our staff will help them to sort it out safely.

Messages to Other Students

School personnel are not allowed to convey messages to students other those belonging to the parent who calls. Nothing may be distributed generally to students without the principal's prior approval.

Uniform Complaint Procedures

If a parent has a complaint that cannot be resolved at the teacher level, the District Policy follows Uniform Complaint Procedures. These require the complainant to start the process with the school principal. This procedure is explained in the District Legal Handbook that is available on the District website under the parent page under Rights and Responsibilities.

DISCIPLINE AND BEHAVIOR POLICIES

Cypress Elementary has implemented the CHAMPS program which is a proactive and positive approach to managing student behaviors. The focus of the program is to explicitly teach students what is expected of them and to give them positive feedback when they meet those expectations. When a student does not meet any given expectation, we utilize a progressive discipline model. The consequences may include, but not be limited to: a follow up communication sent home by the teacher, a follow up communication sent home by the principal, removal from an activity, student-teacher-parent conference, student-parent-principal conference, school based counseling, suspension, or expulsion. There is no policy that correlates a specific behavior with a specific consequence; all instances of misbehavior are dealt with on a case by case basis. With CHAMPS, adults focus on positive interactions and praise towards students. Teachers and staff work to create appropriate corrective actions as needed.

Inappropriate Behaviors

Inappropriate behaviors include, but are not limited to:

- Unsafe behaviors, such as climbing trees, fences, and railings, jumping down ramps, walking on tables (feet are to be on concrete sidewalk/steps at all times), running, using equipment improperly or unsafely.
- Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, or other school personnel.
- Causing, attempting to cause, and/ or threatening to cause physical injury to another person.
- Causing or attempting to cause damage to school property or private property.
- Inappropriate language.
- Emotional abuse such as teasing, spreading rumors, put-downs, exclusion, and/or discrimination.
- Stealing or attempting to steal school property or private property.

- Students in prohibited areas of campus.
- Sexual harassment.

Dress Code

The way students dress has a direct impact upon their attitude and performance and the attitude and performance of others. In order to maintain a respectful, positive, and productive educational environment, Cypress Elementary School enforces the following dress code:

The Cypress Elementary School Dress Code is based on the California Education Code (35183.6) and the CVUSD Parent, Student, and Staff Legal Notification Handbook.

"The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process." (p. 10)

- Students should wear comfortable clothing that allows them to move safely and participate easily in a variety of activities such as art projects, sitting on the floor, and/or strenuous physical activities.
- Shirts must be long enough that if hands are raised over the head, a bare midriff will not be exposed.
- Shirt straps must be at least one inch wide (no strapless tops).
- Outfits that show, or appear to show, underwear are not permitted.
- No baggy or oversized pants. Pants must be able to stay up and not touch the ground.
- Skirts and shorts must be worn with a hem that reaches the tips of the fingers when arms are extended down the thigh.
- No shoes with open toes and/or open backs (for example: flip flops, sandals, clogs, Crocs, etc.). Students should wear tennis shoes on designated PE days.
- No shoes with high heels or skate wheels.
- Sun protective clothing (including hats, caps, sunglasses) are permitted when outdoors.
- Hanging chains, dangling jewelry (earrings, necklaces and/or bracelets) that are safety hazards and/or distractions cannot be worn in school.

Clothing that depicts any of the following is not permitted:

- Offensive or vulgar language
- Inappropriate pictures or innuendos relating to sex
- Advertisements for alcohol, cigarettes, or other controlled substances
- Breaking the law, violence, racial, ethnic, and/or racial slurs

Consequence for noncompliance with dress code:

Any staff member may refer a student to the office to call their parent for a change of clothing. If a parent cannot be reached, the office will provide a change of clothes. The borrowed items must be washed and returned the following day.

MEDICAL INFORMATION

Our school health office is staffed by a Health Clerk who is certified in First Aid and trained in CPR. She can assist with first aid or illness situations occurring at school. As wonderful as she is, she is not a licensed nurse. However, she is trained and supervised by the CVUSD District Nurses who make regular and “as needed” visits to our school.

The following policies and procedures are in place to ensure the safety of the students and staff of Cypress Elementary. They are reviewed and revised on an annual basis.

Emergency Cards

With the Q parent portal, the school has real-time access to all of a student’s contact and emergency information. However, in the event that we are unable to access the system electronically, our office requires a current, signed emergency card listing essential information for every child. These cards are filled out the first day of school. Thereafter, you should immediately notify the school office about changes to any of this information.

Illness or Injury at School

If a child becomes ill or injured at school, parents will be notified immediately. If parents cannot be reached, another adult designee, as designated in the student’s emergency contact information, will be contacted to pick up the child.

Any child showing symptoms of a communicable disease must be taken home. Check with the Health Clerk for the procedure for returning to school after diagnosis of a communicable disease.

Medication

Students are not permitted to possess or administer medication of any kind, prescription or non-prescription, by themselves. **ALL** medication is administered in the Health Office under the supervision of the health clerk or the principal designee.

Parents are to provide any medication to be administered during school hours.

All medication must be in its proper container and must clearly indicate the student’s name, the name of the medication and proper dosage accompanied by the CVUSD Medication Authorization form completed by the parent and physician (available in the Health Office). All medications will be stored in a locked cabinet for your child.

Casts, Crutches and Stitches

Students returning to school after an accident or injury requiring a cast, crutches, boot, splint, ace bandage, sutures or other medical appliances need to provide a written release form from the physician indicating length of disability and restrictions. We will require a release from the physician before the child is able to return to active PE/recess. For the safety of the students, the staff discourages elementary school students requiring such medical appliances to be **near active playground games during recess nor are they allowed to participate in PE class**. Students with such appliances can report to either the Office or library during those times to play a board game, read a book, iPad/Legos, etc. Students can play an alternative activity (color, draw, read a book, play card or board games) at one of the picnic tables on the playgrounds. Further questions regarding this can be answered by our Health Clerk or principal.

Lice

Per Board Policy (BP 5141.33), students with lice or nits, will be excluded from attendance. The student shall be allowed to return to school when there are no nits and/or lice and shall be checked by the health clerk or designee before returning to class. When three or more students in any class have been identified as having a head lice infestation, all students in the class may be examined. In consultation with the school nurse, the principal may also send information about head lice home to parents/guardians of the students in that class.

Insurance

The Conejo Valley Unified School District and Cypress staff go to great lengths to protect your child from injury. Unfortunately, accidents still can and do occur during activities at school, on school trips, and during after-school programs. The District and school do not cover pupils with accidental medical insurance for school-related injuries. However, pupil accidental medical insurance plans and/or health care plans can be purchased; forms are available at the start of the school year and upon request at the office.

NUTRITION AND WELLNESS

District Wellness Policy

The Conejo Valley Unified School District Board of Education established the following policy: Foods on campus shall be carefully selected so as to contribute to students' nutritional well-being, the prevention of disease and reducing childhood obesity.

Cypress is committed to educating our children about the importance of proper nutrition. We teach that healthy bodies and healthy minds go together; food is the fuel that body and mind need daily to function effectively; a healthy body is to be respected and every pupil can aspire to having one. With this goal in mind, Cypress has adopted the following policies regarding food and nutrition.

Teachers actively encourage donation of books, software, educational games, etc. to the classroom as an alternative to sugary treats. Small gifts such as stickers, pencils, or erasers also may be passed out to the class. Sharing of sugar-based treats is not appropriate for birthday celebrations in class.

To the extent possible, classroom cooking experiences will relate to the District curriculum and will be kept as healthful as possible.

A minimal number of parties will be scheduled throughout the school year. These parties may vary from year to year and from grade level to grade level. Sweets to be shared on a very selective basis at classroom parties must always be balanced by other sugar-free, low-fat items.

Food is not generally provided in class as a reward for proper behavior but can, on occasion, be used appropriately to reinforce desired behavior. The staff is sensitive to the frequency and nature of such rewards.

Snack and Recess Procedures

In addition to a good breakfast, students are encouraged to eat a healthy snack at the morning recess. Fruits and vegetables are recommended.

Cypress Cafeteria offers a la carte at recess – visit <http://www.conejousd.org/Departments/Business-Services/Child-Nutrition> for more information.

Lunch Procedures

Lunches may be purchased from the cafeteria or brought from home. Instruct your children not to trade food. Eating snacks or lunches must be in designated school areas.

Purchasing Lunch

Lunches (\$3.50 each) may be bought in bulk by sending cash or check (minimum of \$25.00 and payable to CVUSD) to the school office to be credited to your student's lunch account. Parents may purchase lunches by credit card and check their account balance by accessing their lunch account online (Q portal). Contact the cafeteria manager for further information. The school will do its best to contact a parent or guardian if a child does not have a lunch in order to make arrangements for a child to eat something, but the school is not able to lend a child money for lunch.

Free or reduced price meals are available to those students who qualify for according to specified family size and income standards. Applications are available at the school office or online from the District website or at <http://www.conejousd.org/Departments/Business-Services/Child-Nutrition>.

SAFETY

The safety of our students is a top priority and considered in everything that happens at school. There are several specific measures that Cypress uses to ensure this.

Emergency Preparedness

Cypress Elementary has a **School Safety Plan** and provisions for use in the event of any emergency situation, including a natural disaster (such as an earthquake). The Safety Plan is reviewed and revised at the start of each school year. Staff and students practice the procedures in the Plan with lock down, fire and disaster drills several times each year. Staff reviews the details of the Plan monthly to be able to react with confidence in an emergency situation.

Every classroom has an Emergency Backpack that contains supplies, Student Emergency Tags, and a "To Do" List based on the full School Safety Plan.

Cypress students and staff participate in monthly safety drills and school wide disaster drills so that we can be confident that we will take appropriate steps for students' safety in case of a major disaster. An important part of this plan is the identification process and procedures for picking up children from school. A Disaster Emergency Card (separate from the Emergency Card) must be filled out for every student at the beginning of the school year. You should list on the card only persons whom you trust to pick up your child and who can reasonably expect to be able to get to the school in an emergency. Except in a required school evacuation, the children will be assembled for protection and pick-up will be at the school's front gate. If Cypress must be evacuated, we will do so as quickly as possible; as soon as possible thereafter, you will be notified by the school or district where to pick up your child. In the event of an emergency the school will use All-Call Blackboard Messaging to communicate updates. Consider uploading the CVUSD app to your mobile device and enable push notifications to receive these updates on your phone.

In the event of a disaster emergency, you or someone you have designated on the Disaster Emergency Card will report to our Request/Reunion Gates that will be located at the front of the school. Front Gate A-L and Gate by Driveway M-Z. Anyone picking up a student during a disaster will be REQUIRED to go to the Request Gate first. Once the request has been made, your student will be brought to you at the Reunion gate. ID MUST BE SHOWN! THIS IS A MANDATORY PROTOCOL.

In the event of a school “Lock Down”, please do not come to the school. The school will be locked down and no access will be granted. In the event of any emergency situation, please do not park in the school parking lot. This will be reserved for Emergency Service vehicles.

Emergency Cards

Parents will receive a copy of an emergency card on the first day of school. Please verify the information on the card and make sure we have the most up to date information, so we can contact you in the event of an emergency with your student. It is imperative that the information is accurate and up to date. Your contact information is synced with our Messaging system where you will receive e-mails and up to date school information. The school will reserve the ALL CALL messaging system to communicate with you in the event of an emergency. Newsletters and school updates will be sent via Blackboard Messaging e-mail. Our system uses the e-mail address you have provided on the emergency card.

Emergency Disaster Cards

In event of an emergency, students are kept under the supervision of school personnel until an authorized adult arrives and signs for the student.

Gates

Cypress Elementary is a locked campus during the school day. All gates remained locked during the school hours.

Classroom Doors

Outside classroom doors are kept locked, but are equipped with a latch that allows easy access for students. Each door can be quickly secured without having to go outside to lock it.

Campus Volunteer/Visitor Procedures

For safety and security of our students and staff, the District Policy requires *ALL visitors to check in at the school office before entering a classroom or visiting campus. Access to the campus and or a classroom may be limited in order to minimize interruptions to the instructional program.* We expect that all adult visitors and volunteers will follow these guidelines:

All visitors and volunteers must sign-in and receive a visitor's sticker at the office before going to the classroom of destination. Visitors may be asked for identification.

Any classroom visitor or volunteer time must also be cleared and calendared with the child's classroom teacher in advance.

Visitors and volunteers are not allowed to walk on (or around) campus during school hours. Each adult visitor or volunteer on campus is to be under direct supervision of a classroom teacher.

When picking up your child at dismissal, refrain from approaching the classroom building until after the bell rings. This prevents distracting the children from instruction and allows for visibility in the areas near

the classroom doors.

In order to prevent supervision problems, parents/visitors will not be allowed on the playground while children are at recess. Campus supervisors must maintain focus on students.

Adults should not approach a child who is not their own.

Keep in mind that parent and visitor interactions should serve as positive models for our students.

All volunteers MUST complete the required paperwork prior to volunteering in a classroom.

Student Observations

Occasionally, parents request to have an outside professional observe their student during class time. The District allows these observations under the following criteria:

- Observations can be no longer than 30 minutes.
- Observations must be scheduled with the Principal or designee in advance.
- The Principal or designee will accompany the observer.

TRANSPORTATION POLICIES

The following policies are in place to ensure the safety of our students, staff, and parents. Your cooperation in adhering to them is appreciated. Occasionally, law enforcement will assist us in enforcing these policies.

Drop-off, pick-up, and parking

- Slow down and do not use your cell phone in the vicinity of the school. The safety of children needs to be the single greatest priority for all of us. Your phone call or appointment can wait.
- Cars are not allowed to pass through or park in the designated bus lanes.
- The car lane in the front of the school is a drop-off/loading zone only. Parking is not permitted.
- When dropping-off/picking-up your student using the car lane, pull forward as much as possible. Stay in your car and require your student to exit/enter the car from the passenger side only. Students can only exit vehicles from the lane closest to the sidewalk.
- Parents of TK and Kindergarten students must meet their child's teacher at the gate near the office where the teachers will release your student directly to you. There will be no vehicle pick up.
- The majority of the parking lot is for Cypress and Child Care staff only. Parents are encouraged to park in visitor spots within the parking lot or along Kimber parallel to our school. Please be respectful of our neighbors and do not block driveways when parking on streets near our school.
- Children are not permitted to walk through the parking lot. They are encouraged to use the sidewalks on either side of the school.

The above rules and policies only work with your cooperation. Remember that children learn from our examples, so remain calm and courteous during drop-off and pick-up. A little inconvenience is a small price to pay to ensure the safety of children.

Bicycles

The privilege of riding a bicycle to school bears the responsibility of following these guidelines:

- Students must be in third grade or higher and have parental permission to ride their bicycles to school.
- Students below 3rd grade must be accompanied by a parent.
- Per California law, all students must wear a bicycle helmet while riding.
- Bicycles should be locked to prevent theft. The school nor the district is responsible for loss or damage.
- Bicycle riding is not permitted on school grounds.
- Follow bicycle safety rules: use proper hand signals, ride single, walk bicycles across crosswalks, ride on the right, walk your bike to and from the racks when arriving to and leaving school.

Skateboarding, roller skating, in-line skating, and scooter riding are prohibited on campus at all times.

PARENT INVOLVEMENT ACTIVITIES

Parent Volunteers

Parents, grandparents, guardians, and community friends are encouraged to participate in Cypress' educational program. Volunteers work in classrooms, the library and computer labs, and serve on committees and assist in many PTA programs. Many projects can be done at home or as one-time tasks at school. All volunteers MUST complete the required paperwork prior to volunteering in a classroom. All volunteers are to park only in visitorspaces.

Cypress PTA

The purpose of the PTA is to support Cypress as a place of learning and building community. The PTA attempts to fulfill this goal by designing and funding programs or events that enhance learning, as well as the physical and emotional environment in which learning occurs.

School Site Council (SSC)

The School Site Council is an elected advisory board composed of four Cypress community members and four staff members. It also consists of members at large to be a valuable link between Cypress and District Advisory Councils and Committees. Curriculum, instruction, staff development and learning environment are discussed and reviewed at monthly meetings. School Site Council approves and modifies the Single Plan for School Achievement (SPSA).

Election of SSC members occurs early in the school year. As each member serves a two-year term, there will be openings for parent members each fall. Interested parents should look for the election announcement sent home in September.

District Parent Involvement Opportunities

There are several District level committees that welcome (in fact, require) parent participation. Information about these groups comes out periodically from the District Office. Some groups that need parent representatives are the District Advisory, District English Language Advisory, Special Education District Advisory, and District GATE Committee.

TECHNOLOGY

Students are expected to abide by and will be held accountable for the rules described in the CVUSD Student Technology Acceptable Use Policy which students are expected to sign at the beginning of each school year.

Per Board Policy 6163.4 and 5131, students may bring their own technology for use at school, however rules for its use on campus will be set by the principal and/or classroom teacher. CVUSD accepts no liability for personal technology brought to school.

Recording and Videotaping

California Education Code Section 48901.5 and CVUSD Board Policy 5131 provides that any device with camera, video, or voice recording or listening function shall not be used in any manner which infringes on the privacy rights of others. This includes all Smart Watches.

Cellular Phones and Other Electronic Devices

Any pupil may have a cell phone at school but the device is to be turned off at all times except before and after school and kept in the student's backpack. If the device disrupts instruction or an assembly, it shall be confiscated (returned to child or parent after school). Use of the device is not an excuse for tardy arrival. This rule applies to cell phones, smart watches or any other electronic devices.

ACADEMIC POLICIES

Cypress Elementary prides itself on providing an excellent and well-rounded education for all of its students. Understanding and adhering to the following guidelines will help parents to support their students in their education.

Homework

Each teacher will assign an appropriate amount of homework depending on the needs of their class and individual students. Per Board Policy 6154, TK/K: 0-10 minutes per day, Grades 1/2: 10-20 minutes per day, Grades 3-5: 30-50 minutes per day. These minutes do not include independent reading.

Assessment

The California Assessment of Student Achievement System (CAASPP) tests are given annually in the spring to all students in grades 3-5. Additionally, students will be assessed throughout the year via the CVUSD benchmarks and with other measures to gather data on their progress and ensure proper placement in the various Response to Intervention (RtI) groups.

Progress Reports and Parent-Teacher Conferences

Teachers report student progress to parents at the end of each trimester (see calendar for dates). Report cards are sent home with students at the end of each trimester. Parent conferences are held during our minimum days in October.

If you need to speak with your student's teacher, send them a note or email requesting a meeting and

include some days and times that you are available. It is the expectation for staff members to respond to your request in a timely manner.

Multimedia Center/Library

Cypress' library is open during school hours and each class has a reserved time for weekly visits to the library. With permission, pupils may use the library as an alternative to free play during lunch. Students in grades 3, 4 and 5 may check out two books each week. These books may be taken home if the student wishes to do so. To assure that library books remain in good condition, please provide plastic grocery bag so that the student may place books in the bag to protect from backpack damage (juice box spills, and, dirt, etc.). Students are responsible to pay for the replacement of lost or damaged library/text books. New books may not be checked out until all other books have been returned. Students in kindergarten, grades 1 and 2 may check out one book per week. These books will remain in the child's classroom. TK students will visit the library for story time only. Students are expected to renew their library books if they have not finished them.

Overdue slips will be sent home once a month. Bills for lost or damaged books will be sent home every six weeks. It is important that parents are aware of damaged or lost books. Students will not be permitted to check out any other books UNTIL all fees are paid. Report cards will be held at the end of the year until outstanding balances are paid or lost books are returned.

OTHER GENERAL AND MISCELLANEOUS INFORMATION

Lost and Found

Please either affix a label to sweaters, jackets, and other loose articles of clothing, or mark the inner neckband with your child's room number and first and last names, using a laundry marker. This way, if your child loses it, we can return it. Otherwise, it is likely to end up in the "Lost and Found." At the end of every month there will be a notification to check lost and found for missing items. Any unclaimed items will be donated to local charitable organizations by the 7th of each month. If your child brings home an unfamiliar article of clothing, please return it to the "Lost and Found."

Attendance at School Performances

Cypress Elementary teachers and staff pride themselves on the various performances that they put on throughout the school year. Parents and other relatives are encouraged to attend these performances by simply showing up on time to the MPR. If a parent/guardian insists on having a sibling attend the performance, they must sign the sibling out from the front office and the absence from class will be noted accordingly. The following policies ensure an enjoyable experience for all audience members:

- Balloons or other items that might obstruct someone's view are not allowed during performances (including the 5th grade culmination).
- If you wish to videotape or photograph your student, you must do so off to the side, in the back of the MPR, or while sitting down. Standing up in the middle of a performance detracts from the experience for those seated behind you. After you get a few shots or minutes of your student performing, it is suggested that you turn off your recording device and simply sit back, relax, and enjoy the remainder of the students' performance.

- Reserving seats prior to an assembly or event with sheets of paper, purses, coats, or other personal items is not allowed. Each seated person may reserve a seat directly to the left or right of their seat, but saving multiple seats is not permissible. As we are all examples to our students on how to be respectful and responsible, we ask that you exercise common sense and courtesy should you chose to arrive early to find a seat.

Birthdays

We do not encourage birthday parties for individual pupils. As an alternative, for your child's birthday you may wish to consider presenting a book to the school or classroom library in your child's name. Our librarian can suggest titles that are suitable for your child's grade level or reading level.

Spirit Day

Every Friday is Cypress Spirit Day. Pupils, faculty, and staff show Cub pride by wearing Cypress shirts or orange and black clothing each spirit day. Spirit wear apparel is available through the PTA. Students wearing spirit colors on Friday will receive a spirit ticket before school which can be redeemed (for every 10 tickets) after school on Fridays in the office.

School Pictures/Yearbook

Individual and class pictures are taken throughout in the school year. Yearbooks full of snapshots of the children and school activities are available for purchase. Pictures from parents and staff are welcomed by the PTA's Yearbook Committee for possible inclusion in the yearbook.

Photo Opt-Out

If you do not want your child's picture to appear in class photos and school yearbooks, school and/or district website or any form of external public media, the opt out choices are listed on the Emergency Authorization card.

On-Campus Child Care

The CVUSD Child Care coordinates an on-campus program for pupils after school, offering a structured, safe, affordable alternative for working parents. For information, call 805-492-3567.