

Capistrano Unified School District
Wagon Wheel Elementary School

2019-2020



Parent-Student Handbook

30912 Bridle Path
Trabuco Canyon, CA 92679
949-589-1953

IMPORTANT WAGON WHEEL ELEMENTARY SCHOOL INFORMATION

SCHOOL OFFICE: (949) 589-1953

ATTENDANCE LINE: Please call in each day your child is not in school.
(949) 766-8029 (24 hour message line) <http://wwes.capousd.ca.schoolloop.com/>

*A child is not fully registered for the 2016-2017 school year until they have been in attendance during that new school year. Students who are not here at the beginning of the year risk loss of their class assignment and rights to the school.

DISTRICE WEBSITE: www.capousd.ca.schoolloop.com

SCHOOL WEBSITE: www.wwes.capousd.ca.schoolloop.com

PTA EMAIL: www.wagonwheelpta@gmail.com

FACEBOOK: <http://www.facebook.com/wagonwheelelementaryhomeofthemustangs>

TWITTER: [@WWESGOMUSTANGS](https://twitter.com/WWESGOMUSTANGS)

LUNCH PROGRAM: www.nutrition-capousd-ca.schoolloop.com

Sign up for online accounts and print menus.
Enter student's 7 digit ID number on STAR and report card.
For all account questions, please call (949) 234-9509

TRANSPORTATION: www.transportation-capousd-ca.schoolloop.com

All bus information and forms are available on the website.

PARENT PORTAL: www.portal.capousd.org Parents control and provide all current emergency information about the student. Please make sure your portal is current and concise.

A Message from Principal Grabowski

Dear Parents, Students and Staff:

The attached handbook is a brief synopsis of Wagon Wheel's policies and procedures. Please acquaint yourself and your student(s) with our policies and procedures.

Parent involvement, communication, and a sense of community are extremely important to our Wagon Wheel team. I look forward to keeping parents informed of events at school via weekly School Messenger emails, automated messages, and social media (school website, Facebook, and Twitter) website. Find us on Facebook: **wagonwheelelementaryhomeofthemustangs**; Twitter: **@WWESGoMustangs**, and our website: **wwwes.capousd.ca.schoolloop.com**.

The CUSD Parent Portal is an invaluable tool available for all parents of K-12 students. Through the use of Parent Portal, parents can re-register students each summer, update student demographic records (emergency cards), track attendance, print report cards, and download important documents directly from the portal. Please keep your most current phone numbers, contact information and information regarding who may pick up your child updated through the parent portal. If your address changes during the school year, please let the office know as soon as possible and provide a new proof of residency.

The Parent Portal log-on information was shared with elementary parents several times during the last few years. By now, all parents should have updated their yearly information for 2019/2020 and re-registered their children. New parents and parents of kindergarten students will receive Parent Portal information at Back-to-School Night on **September 11**. If you haven't done so already, parents should log onto <https://www.portal.capousd.org/> where you will find directions and a link for creating your Parent Portal account. A HELP link is included in case you have any questions. If you cannot locate that information or have questions, the school office staff can assist.

Check out our fabulous PTA and all of the programs they offer for students and families at Wagon Wheel's PTA Website:

<http://www.Facebook.com/wagonwheelelementaryhomeofthemustangs>.

Sincerely,

Jean Grabowski, Principal

BACK-TO-SCHOOL BULLETIN

OFFICE AND SCHOOL HOURS

The school is open from **7:30 AM to 3:00 PM**, Monday through Friday. The school phone number is (949) 589-1953. Students are asked not to arrive to school prior to 7:30 AM when teachers are on duty.

ATTENDANCE/TARDIES

The attendance number is (949) 766-8029. Please leave a recorded message on the attendance line when children are absent from school. Please include the following information: name of student, name of teacher, name of parent/guardian or parent representative placing the call, date or dates of absence and reason for absence. Pupils are excused if absent because of health reasons, family emergencies and justifiable personal reasons such as medical or dental appointments that cannot be scheduled after school hours (Board Policy 5112). If your child is absent and you have not called the attendance line (949) 766-8029, please send a written note with your child when he/she returns to school. Children should be kept home when they are not feeling well. Ample time will be provided for them to make up any work that is missed. Funding for Independent Study is restricted to a period of five or more consecutive days. If you need an Independent Study Form, please inform the office one week prior to leaving in order to allow sufficient preparation time of work and documents. In California, public schools are funded by the state based on daily student attendance. Schools are only paid if the student is present or on a valid Independent Study Contract (only used for five days or longer). Attendance is more critical than ever.

School begins at **7:45 AM** and a child is tardy if he/she is not with her teacher at that time. If a child is tardy, he/she must check in through the front office before being admitted to class. Frequent tardies without a valid excuse is considered truancy under the law. Students with continued tardies and/or unexcused absences will experience site sanctions as well as being referred to the School Attendance Review Board (SARB) for disciplinary action.

MEDICATION/HEALTH AND SAFETY INFORMATION

Medical treatment is the responsibility of the parent(s) and family physician. Both prescription and over the counter medications should be dispensed at home, rather than at school, whenever possible. The only exceptions involve special or serious problems where it is deemed absolutely necessary by the physician that the medication is given during school hours. In order for any medication (even Tylenol/cough drops, etc.) to be dispensed at school, an *Administration of Medicine* form signed by both the physician

and parent must be on file in the school office. A new *Administration of Medicine* form is required each school year.

We have an LVN on duty on a regular schedule. We are unable to diagnose any illness or injury. The only service our staff can perform is to call if your child has a temperature above 100.4 degrees (mandatory exclusion), if your child has an injury more severe than a scratch, if the child is complaining of headache, earache, or stomach ache, or if we find head lice (mandatory exclusion until the shampoo box is presented as proof of treatment). If you send your child to school with a cough or slight fever, with an injury from the night before, or with an undiagnosed rash and no doctor's note, please expect to be called at home or work to come pick up your child. Health policies require that children with a fever need to be fever-free for at least 24 hours before returning to school.

ILLNESS AND WHEN TO KEEP YOUR CHILD AT HOME

1. Fever of 100.4 degrees or higher; children must be fever free for 24 hours before returning to school.
2. Vomiting, diarrhea, or severe abdominal pain.
3. A cold, sore throat or persistent cough.
4. Nasal congestion or runny nose not associated with allergies.
5. Any open sores or open wounds.
6. Any undiagnosed rash without Dr's. Note
7. Red or swollen eyes. (i.e. pink eye, conjunctivitis)

HEAD LICE

When lice or nits are found, the student shall be sent home immediately. Staff shall examine the student and any siblings of the affected student or members of the same household. If nits or lice are found, the student shall be excluded and parents/guardians informed about recommended treatment procedures, ways to check the hair, and sources of further information. Excluded students may return to school upon proof of treatment. Presentation of the shampoo box is sufficient. Staff shall make every effort to maintain the privacy of students identified as having head lice and excluded for treatment. If there are **two or more** students affected in any one classroom, all students in the class may be examined.

RELEASING CHILDREN TO ADULTS

Parents must sign their child out in the office when removing students from school early. Children will only be released to those individuals listed on the Parent Portal. If you desired anyone other than those listed, the office will require that information in advance in written form from the guardian or your information may be changed and updated through the Parent Portal to reflect new additions. Identification may be required of an unfamiliar person when picking up a child. **The office cannot release a student with**

only a phone call. Any pertinent custody information MUST be presented to the office with legal documents provided.

TELEPHONE/CELL PHONE POLICY

Please be sure to clear all after school plans with your child prior to leaving for school in the morning. If pick up plans change, please send the teacher a note indicating what arrangements have been made for the day. Students must have a note from their teacher or permission from the administration to use the office telephone. Many parents have made the decision to provide their elementary school child with a cell phone. We support this decision by parents to facilitate communication with their children with the understanding that cell phones are to be used in emergency or serious situations only. Parents, we need your assistance. We know that you might need to get important information to your child during the school day. We can help. Please call the office with important messages for your child or email your teacher. We have revised office procedures to make sure that children get messages about lunch or changed arrangements for transportation home. Please avoid calling your child on his/her cell phone. In a true emergency, it is always best to call the school so that we can help handle the situation. You might want to check your child's call history to see if they are making calls during school hours. Text messaging is a particular concern in the area of academic integrity. I would also suggest that you check your child's text message history to see how he/she is using that feature. Students should have their cell phones off during the school day. They are not allowed to make or take calls on their cell phones during class or at breaks. Finally, students may use their phone after school dismissal to make arrangements to get home. Students will be asked to put away technology if not being used for these urgent needs.

PARENT INVOLVEMENT

Parents play a vital role in making Wagon Wheel Elementary School a success. During Back-to-School Night, teachers will discuss the many ways parents can be involved in their child's education. We rely heavily on parents to assist us both inside the classroom and at home. Due to insurance liability, we are unable to accommodate younger siblings on campus in classrooms, on the playground, in the library, in the pods or in the lunch area during the school day. Your participation enhances the instructional program and motivates and encourages students. Below is CUSD's Volunteer Policy per Bd. Policy 1240. **Only Tier I volunteers, who are Department of Justice cleared as well as FBI clearance, may attend Field Trips.** For additional information regarding becoming a volunteer, please check the District's website.

TYPES OF VOLUNTEERS

There is one type of volunteer, Tier I that is encouraged at Wagon Wheel.

Tier I volunteers may work 1:1 with students and can participate as coaches, field trip drivers, and tutors. Tier I volunteers undergo a more rigorous process before being approved. We encourage all of our volunteers to go through this Department of Justice (DOJ) process as you will have the clearance throughout your child's career.

VISITING CLASSROOMS & CAMPUS

Teachers structure their day to maximize instructional time and minimize interruptions. Wagon Wheel has a no interruption policy. We will not call the classroom to deliver messages or allow parents to interrupt instruction. Please use the school office to make deliveries to students (lunches, homework, etc.). Messages and homework will be put in the teacher's box to be picked up at their lunch time. Please remember to stop by the office to pick-up a "Visitor's Badge" before volunteering in your child's classroom. An "Orange Visitor's Badge" identifies visitors who are entering a classroom and a "Green Visitor's Badge" is just for special events in the MPR or on the blacktop but may not enter classrooms. Tier II volunteers with a "Green or Yellow Visitor's Badge" may not be left alone with children. Only Tier I volunteers may work 1:1 with children. We highly encourage parents with Tier I clearance to obtain a permanent badge from the District and wear that badge while on campus. Parents must make an appointment with the principal if they need an observation of their child anywhere on campus. Parents are not allowed on the playground or on the field during recess times. Younger siblings are not allowed with parents who might be volunteering in a classroom due to safety issues.

PTA VOLUNTEER ACTIVITIES

Ongoing volunteer opportunities are made available to help plan our many school events through the PTA. All parents are invited and encouraged to join the PTA and to attend meetings. Check our PTA Facebook page for the latest updates of school events at: <http://www.facebook.com/wagonwheelelementaryhomeofthemustangs>. For questions on volunteering opportunities or upcoming PTA events, please reach out to our PTA President at the following email: **wagonwheelpta@gmail.com**

DELIVERIES TO STUDENTS

Deliveries of packages, flowers, balloons, cards, etc. may not be made to students during class hours. They will be turned away in the office. Birthday or party invitations may not be distributed at school unless the entire class is invited. Musical instruments and lunches may be delivered to the front office. Student supervisors will make sure that the students receive their lunch. All items to be delivered to students must go through the

office. Please do not disrupt the classrooms during instructional time as we are protecting precious instructional time from interruptions.

CLASS PARTIES/BIRTHDAYS

In accordance with the CUSD Board Policy, classroom parties are allowed for winter holidays and at the end of the school year. For parents wanting to recognize their child's birthday, please consider the purchase of a Celebration Book Club book for your child which will become part of our school library collection with your child's name plate inside the cover. Celebration Book Club books are purchased through the PTA. Flowers and balloons cannot be received by students on campus. Please do not put teacher and office staff in the uncomfortable position of turning you away and disappointing your child.

LUNCH PROGRAM

School lunches may be purchased for \$2.75. We encourage parents to prepay on your student lunch account to help avoid lost money and hungry students. WWES has the ability to pay for lunches on line at <http://capousd.ca.schoolloop.com> If you have any questions regarding the CUSD lunch program, please contact Food Services at (949) 234-9509. Menus are available on the website.

FOODS

Our District's Student Wellness Policy and the State & Federal laws for all foods and beverages given or sold to students follow strict guidelines. Food or beverages that do not meet the standards may not be offered or sold during the school day (midnight to 30 minutes after the school day ends.) Please refer to the criteria under "competitive foods" on the Food and Nutrition website <http://nutrition-capousd-ca.schoolloop.com>.

These regulations are very restrictive, so items such as baked goods, soda, candy, donuts and ice cream do not meet the standards. CUSD has written a Wellness Policy which was a mandatory requirement of the federal government. This policy is to be displayed at all school sites for the public to view. It is Board Policy 5030 and can be found at http://www.capousd.org/article_5.html.

All of the above regulations are in effect to insure a healthy school environment during the school day.

STUDENT DRESS AND GROOMING STANDARDS

The Student Dress and Grooming Standards Prohibits:

- Oversized pants or shorts
- Pants that drag on the ground
- Pant crotches that extend beyond the midway point between the waist and the knees
- Shorts that extend beyond mid-calf
- Short shorts or skirts
- Long sleeves on shirts that extend past the wrist
- Clothing which contains language or symbols oriented towards vandalism, violence, sex, drugs, alcohol, tobacco, or vaping
- Sexually suggestive clothing that exposes midriffs, low-cut, tops with spaghetti straps or showing undergarments
- Hats except for those for sun protection which may be worn outside only
- Chains hanging from pants or pockets
- Shoes with wheels
- Sandals or open toed shoes. Shoes must be close-toed and close-heeled. Platform or elevated shoes are not allowed at school.
- Earrings that dangle or have a hoop larger than a little finger

Labeling jackets, sweaters, and lunch bags/sacks will help us return misplaced items to their proper owner. At the winter holiday and at the end of the school year, any unclaimed items will be donated to a charitable organization.

BICYCLES/SKATEBOARDS/ROLLERBLADES/RAZORS/ROLLER SHOES

Bikes may be ridden to and from school by 3rd, 4th and 5th grade students only. Please contact the principal if you have an extenuating circumstance for a younger child. Helmets and bike locks are required. The school is not responsible for stolen bicycles. Students must always walk bicycles with both feet on the same side on school grounds and across crosswalks. Upon arrival at school, bikes should be placed immediately in the bike racks and locked to prevent theft. Bike riding is not permitted on school grounds. For safety reasons, **skateboards, Razors, scooters, rollerblades and roller shoes** may not be ridden on school property, even after hours.

BUS RIDERS

Bus applications are available online at <http://capousd.ca.schoolloop.com>. Students must carry a current bus pass to be able to ride the bus. Bus schedules are posted online at the District website.

WEAPONS ON CAMPUS

The Board of Trustees maintains a strict policy (Bd. Policy 5145) concerning weapons on campus. Any student in possession of, or even a party to, a student possessing a knife, gun, or weapon is subject to immediate suspension and may be further recommended for expulsion. Toy replicas of weapons are also prohibited. This policy will be strictly enforced. Please help us ensure that our campus remains safe by discussing this policy with your child.

DISMISSAL

All students should be picked up promptly at 2:05 PM (M, T, Thurs. & F) and 12:50 PM (every Wednesday). Students are not allowed to remain on campus unsupervised. At dismissal, all students go directly to the front of the school to be picked up, walk immediately home or to the YMCA. **Supervision ends 15 minutes** after school out in front of the school. Day care is available through the YMCA on campus. Contact the YMCA at 766-9120 for space availability. After school classes are coordinated through Saddleback College. Students meet outside of the library to be picked up by their instructors. Saddleback does not cancel classes on rainy days. For information regarding after school classes, please email or call Saddleback at 949-582-4646 www.saddleback.ed.u

CHILD CARE

The YMCA operates an on-campus daycare program. For information regarding services and fees please call the YMCA at (949) 766-9120.

HOW TO GET TO AND FROM SCHOOL SAFELY - Traffic Flow Description (Drop Off and Pick Up) Students should arrive no more than 15 minutes prior to the opening of school between 7:30 AM and 7:45 AM. Students are tardy if they are not in their line by 7:45 AM.

The WWES traffic plan for drop off and pick up is as follows: All traffic is to enter at the Coto Ramp or at the entrance on Bridle Path. At no time should anyone enter in the left lane (exit). **It is illegal to make a right turn from the through traffic lane into the exit at anytime. Those who make a right turn out of the through traffic lane into the exit may be ticketed. All right turns should queue and enter along the curb.** Parents are not to enter the staff parking lot to drop off/pick up students. Parents should proceed through the parking lot and pull to the right curb to drop off students. Please pull as far forward as possible. All drop off/pick-ups should occur along the red curb starting at the kindergarten area and continuing to the crosswalk.

Students are not to cross the entrance or exit when arriving on campus. Students walking from the south of campus should enter on the sidewalk and follow it around to school.

This also applies when students are leaving school. All students who are picked up north of the exit should use the stairs to exit.


Students, staff and parents should never cross through the parking lot without using the crosswalks. Parents should never pick students up in the staff parking lots.

Please abide by all traffic signs, avoid using your cell phone, and never stop in an area that states “no stopping”. No stopping in an area that is marked as such is a moving violation.

Please do not drop off or pick up students in the adjacent neighborhoods or in the staff lot.

SCHOOL-WIDE BEHAVIOR PLAN

We, the students of WWES, pledge to show Mustang PRIDE by:

Wagon Wheel Elementary PRIDE Character Matrix <i>"Transforming the next generation of empowered students by fostering innovation and creating a culture of learning"</i>					
	P Prepared <i>Ready for what is next</i>	R Respectful <i>Treat others the way you want to be treated</i>	I Integrity <i>Do the right thing</i>	D Determined <i>Showing Commitment</i>	E Empathy <i>Care for others</i>
Classroom	<ul style="list-style-type: none"> Complete daily homework Bring needed materials to school Memorize your username, password and school number to use technology 	<ul style="list-style-type: none"> Organize materials & supplies Eyes on speaker Keep hands to self Return technology tools to storage units safely 	<ul style="list-style-type: none"> Keep eyes on your paper Correct work honestly Focus on task when working independently and in groups Follow Dress Code Use technology as instructed 	<ul style="list-style-type: none"> Try your best and persevere Use positive self-talk: "I can do this!" "I'll try my best." "It's OK to make mistakes." 	<ul style="list-style-type: none"> Use encouraging words/positive body language if there is an incorrect answer Encourage inclusion in group work and discussion Accept differences
Hallway, Pod & Entrances	<ul style="list-style-type: none"> Walk to destination promptly Give attention to where you are walking Have materials ready 	<ul style="list-style-type: none"> Use quiet/silent voices Hold the door for others Use walking feet 	<ul style="list-style-type: none"> Enter hallway only with adult permission Receive permission to borrow items 	<ul style="list-style-type: none"> Appreciate hallway displays with eyes only Clean up after using tables 	<ul style="list-style-type: none"> Respect conversations & privacy of others Make room for others to walk
Library	<ul style="list-style-type: none"> Bring library books on time Bring necessary materials to work in library 	<ul style="list-style-type: none"> Keep feet on floor Use shelf markers Use whisper voices 	<ul style="list-style-type: none"> Replace books correctly Ask for help when you need support 	<ul style="list-style-type: none"> Stay on task Complete assigned work Work/Read independently 	<ul style="list-style-type: none"> Help a friend find a book Leave area clean for others who work after you
Lunch Tables & Cafeteria	<ul style="list-style-type: none"> Remember to bring lunch, money, and number Dress for the weather 	<ul style="list-style-type: none"> Use low/soft voices in line and at tables Raise hand when help is needed 	<ul style="list-style-type: none"> Pick up trash Walk from classroom to tables and to playground 	<ul style="list-style-type: none"> Take time to eat a full meal Eat only at designated areas Table Hosts follow through with cleaning 	<ul style="list-style-type: none"> Include others at your table Leave tables clean for others to use
Playground	<ul style="list-style-type: none"> Be responsible for all belongings (sweater, snack, lunch box, paperwork, etc.) 	<ul style="list-style-type: none"> Line up quickly Pick up trash Follow directions of adults in charge Use the playground equipment with care 	<ul style="list-style-type: none"> Use kind words Share rules of the game with all players before you begin Keep hands and feet to self 	<ul style="list-style-type: none"> Admit mistakes Use walking feet Return equipment in good condition 	<ul style="list-style-type: none"> Help a hurt friend Invite others to play Use positive language on the blacktop: "Good job. Nice try!" "Please" "Thank you," "Excuse me"
Restrooms	<ul style="list-style-type: none"> Enter and exit quietly and quickly Take care of business 	<ul style="list-style-type: none"> Give others privacy Maintain a quiet zone 	<ul style="list-style-type: none"> Wash hands with soap and water Enter only when facilities are needed 	<ul style="list-style-type: none"> Keep a clean environment Dispose of used paper in trash 	<ul style="list-style-type: none"> Report any damage or missing supplies to Custodian or Supervisors
Parking Lot Arrival & Dismissal	<ul style="list-style-type: none"> Walk directly to carpool/bus upon dismissal. Keep materials packed 	<ul style="list-style-type: none"> Follow directions of adults on duty Keep your personal space 	<ul style="list-style-type: none"> Stay seated with eyes on the car line Wait for cars to stop in line before entering carpool Walk to your destination 	<ul style="list-style-type: none"> Be mindful of safety procedures Be ready in the crosswalk Wait behind the yellow line Watch for oncoming cars 	<ul style="list-style-type: none"> Enter carpool quickly to keep line of cars flowing Be mindful of neighborhood gardens and planters. Use sidewalks Pick up trash

DISCIPLINE POLICY

As an award winning PBIS (Positive Behavior Intervention System) school, Wagon Wheel Elementary promotes a school-wide focus on teaching and acknowledging expected behaviors. Mustang P.R.I.D.E. expectations and rules were established to promote consistency and a safe environment for all Wagon Wheel Elementary School students. All students are expected to model expected behaviors throughout the instructional day. To assist students in meeting high standards and to apprise parents of these standards, the following system of rewards and consequences are in place:

Classroom Awards: Individual classroom teachers reward students with a variety of incentives and positive reinforcement for academic achievement, good citizenship, and overall positive behavior and attitude. School-wide awards include recognizing students for demonstrating **Mustang P.R.I.D.E.** (Prepared, Respect, Integrity, Determination, and Empathy) and having a **Growth Mindset**. Throughout the instructional day as well as morning line up and after school dismissal, students are rewarded with PRIDE tickets for modeling expected behaviors. Students may accumulate these tickets and turn them in for prizes from our Mustang Mercantile.

Minor & Major Offenses: Wagon Wheel has an established flowchart illustrating procedures to handle minor and major offenses with consistency. There will be consequences for both minor and major offenses. The classroom teacher will always work directly on minor offenses, whereas the principal will investigate and follow through with progressive discipline on all major offenses. Teacher discretion will need to be used in determining whether an offense is minor or major. There is a list below to help guide.

Minor Offenses

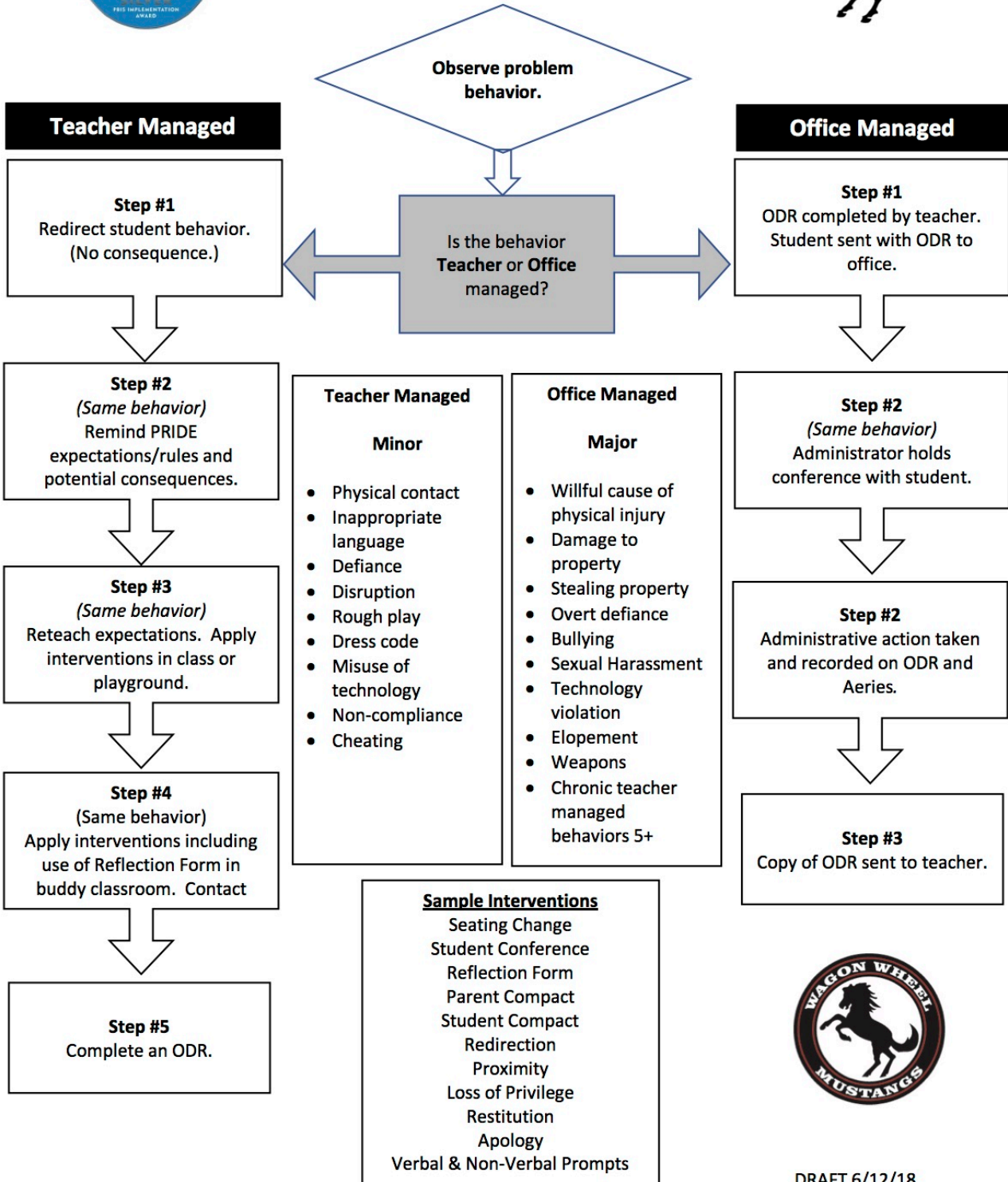
- Classroom disruption
- Dress Code violation
- Physical contact/horseplay
- Inappropriate language
- Defiance
- Misuse of Technology
- Work refusal
- Misuse of equipment

Major Offenses

- Causing physical Injury
- Damage to property
- Stealing
- Bullying
- Overt defiance
- Harassment of any kind (verbal, sexual, etc.)
- Bringing weapons onto campus
- Possession/usage of illegal substances



Wagon Wheel Elementary School Behavioral Management Flowchart



DRAFT 6/12/18

BULLYING

Every student is entitled to a safe school environment free from discrimination, harassment, and intimidation and bullying. The District's policies are available on the CUSD website and in the school office. The District prohibits bullying as defined in Education Code 48900(r) including, but not limited to, discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220, which are disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Acts of discrimination, harassment, intimidation or bullying should be brought to the attention of the principal. Once a complaint has been received, an investigation will be initiated. Complaints will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate. Students who violate the District's policies on discrimination, harassment, intimidation and bullying may be subject to discipline, including suspension and expulsion.

RECESS & LUNCH STANDARDS

PLAY

Wagon Wheel students are provided direct PBIS lessons throughout the school year with explicit instructions on expected playground behaviors. PRIDE posters across campus provides students with direct reminders of these expectations.

- Students may play on designated areas of the blacktop, big toy, and field. Designated quiet zones near classrooms, planters, water fountains and restrooms are not play areas.
- School provided play equipment (e.g. balls, jump ropes, tricycles, volleyball net, etc.) may be used during recess, lunch and P.E. assigned times.
- The primary purpose of ball designs take precedence to how it should be used during play (e.g. basketballs on basketball courts).
- Equipment is to be used as intended (e.g. no hanging onto volleyball net, no sitting or pulling on tether balls, no using basketballs for kickball games, etc.)
- Playing fields are reserved for students involved in a sports game, such as soccer, kickball, (ball must stay at ground level) or a P.E. activity.
- Football is **not** allowed unless supervised by a teacher during a P.E. period.
- School building walls, fences, and lunch areas are not to be used for any handball games.

- Games involving kicking, pushing, shoving, or chasing of people are **not** permitted.
- Use “rock-paper-scissors” strategy to solve conflicts when playing games or vying for equipment.
- Students take turns using features on the big toy (e.g. slide down one at a time, take turns using the monkey bars, etc.)
- Tag games are permitted on blacktop and field only, not big toy.
- No gymnastics at school (cartwheels, headstands, etc.)
- Students must “stop and drop” when end of recess/lunch rings to hear instructions from supervisors. Students will line up for class once supervisors blow whistle.
- Students may not enter into a classroom during recess/lunch without permission and supervision by an adult.

FOOD

- Students not buying lunch are to enter the lunch area and sit at their designated table.
- A “Nut Free” table is available for students with peanut allergies.
- Saving places for others while waiting in line to purchase food is not permitted.
- Sit at assigned tables to eat snack/lunch. No changing or visiting other tables.
- There is no sharing of food.
- Clean up all wrappings, paper, and food scraps and use trash cans.
- Lunch tables must be left clean prior to dismissal from lunch area. The areas under the lunch tables should be free of any food or trash.
- **Absolutely NO GUM**, sunflower seeds, or nuts in shells are permitted at school.
- Students are to remain seated at lunch tables until permission is granted from supervisors to leave lunch area.
- Utilize restroom during assigned recess and lunch times.

LINE UP

Before school, students may not arrive on campus prior to 7:30 AM and are walked back to the playground at 7:35 AM. Students sit down in their lines while waiting for their teacher. At recess, when the recess bell rings, students need to stop playing, freeze and kneel. After the whistle blows, hold all equipment and walk to your line quickly and quietly. **DO NOT RUN**. Sit in your line quietly and wait for your teacher. Drinks and use of the restroom should take place during recess only, prior to the freeze bell.

Education Equity

Non-discrimination statement:

The Capistrano Unified School District prohibits discrimination, harassment, intimidation, and bullying based upon actual or perceived gender, gender identity, gender expression, race, ethnicity, color, religion, ancestry, nationality, national origin, ethnic group identification, sex, sexual orientation, marital or parental status, pregnancy, age, physical or mental disability or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Nondiscrimination Program, Activity, and Club Statement:

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any District school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.