

Cielo Vista Elementary School Parent Handbook 2022-2023

“Spreading Our Wings Learning to Soar”

Growing Further Together!

Office: 949-589-7456 Press 0
Attendance: 949-589-7456 Press 1
Fax: 949-589-8671



Dear Cielo Vista Families,

We welcome you and your family to our school community and we encourage your active involvement and participation in all aspects of school life. This *Parent Handbook* is designed to provide you and your child with information regarding our school and the programs we offer. Please review it and discuss it as a family. Included in this edition of the handbook, families will find important information related to school and district policies and procedures.

As principal of Cielo Vista, I hope to have the opportunity to work with each family. I encourage parents to support our school by participating as classroom volunteers and by being a contributing member of our active PTA and ELAC. The home-school connection is vital to bridge the two most important worlds for our children. Together, we can foster a collaborative effort to guarantee that all our students have an optimal learning experience

We are looking forward to an exceptional school year and having you join our school community. If you have any questions regarding this handbook or would like additional information about our school, please do not hesitate to contact me. It is our hope that this booklet will serve as a valuable resource. In addition, please visit our school's website that can be accessed at <https://www.saddlespace.org/CieloVista> We encourage our families to visit the website frequently for updated school information and important current events throughout the school year. Thank you. In advance for your support of our efforts to provide a high-quality educational experience for your child. GO HAWKS!

In Partnership always,

Sincerely,
Frances E. Hansell Ed.D., Principal
Cielo Vista Elementary School
Saddleback Valley Unified School District



CIELO VISTA VISION

All students will Advance Via Individual Determination (AVID)

MISSION

We will empower all students to champion their individual strengths and academic potential in partnership with families for success in a global society.

INSTRUCTIONAL VISION

As a team, the faculty of Cielo Vista Elementary School will collaborate to implement instructional strategies that increase access to and application of academic vocabulary across curricular areas in partnership with families to promote a coherent culture of instructional practice.

VALUES

We believe all students have the right to a rigorous, inclusive education promoting innovation.

We celebrate each student and promote excellence through a safe learning community.

We believe Cielo Vista Elementary School is the foundation for all students to be college and career ready.

GOALS

1. Our goal is to improve student achievement by:
 - Using multiple measures to monitor and evaluate student learning
 - Using data to inform instruction with intentional lesson design and flexible grouping
 - Using student engagement strategies

2. Our goal is to use **WICOR** framework:
 - Writing to learn
 - Inquiry
 - Collaboration
 - Organization
 - Reading to learn

ABSENCES A.R. 5113

The California Education Code, Section 48200, makes full-time education compulsory for children from ages six to sixteen, or until high school graduation. It is the legal responsibility of parents, or guardians, to see that their school-aged children are enrolled and attending school every day unless they have a valid excuse. Under the law, a child may be legally excused from attending school for illness, quarantine, funeral service of a member of the immediate family, or for medical services, such as dental or optometry. Staying home to visit with out-of-town relatives, babysitting a sibling, accompanying their parent(s) on a day off, etc., are not legally valid excuses for a child missing a day of school. Students will be given ample opportunity to make up work that is missed because of an excused absence. If you request homework for your child, please *allow 24 hours* for the teacher to prepare.

SYMPTOMS OF ILLNESS

In order to protect your child and others, we recommend that you keep your child home from school under the following conditions:

- A. Temperature of 100 or higher
- B. Nausea, vomiting, or severe abdominal pain within 24 hours
- C. Marked drowsiness or dizziness
- D. Acute cold, sore throat, persistent cough, constant runny nose
- E. Colored nasal mucus
- F. Red, inflamed, itchy, or discharging eyes
- G. Any undiagnosed skin rashes
- H. Earache
- I. Swollen glands around the jaws, ears, and neck
- J. Diarrhea
- K. Any draining skin lesions
- L. Any other symptoms suggestive of acute or contagious illness
- M. COVID Close Contact or potential positive case.

YOUR CHILD MUST BE WITHOUT FEVER FOR 24 HOURS BEFORE RETURNING TO SCHOOL!

REPORTING ABSENCES

We all share responsibility for the health, safety, and welfare of the children attending school. For this reason, it is essential that the school be notified of any absence before it occurs. If your child is to be absent or more than 5 minutes late, please phone our 24 hour school attendance line at **589-9760**. Please call each day your child is absent. If we have not been informed of your child's absence, we must assume that something is wrong and proceed as follows:

1. Call the student's home.
2. Call the parent's work/cell phone

ATTENDANCE PHONE NUMBER 949-589-7456 then press 1

If the parent/guardian cannot be reached, we require a note stating the reason/dates for the absence when the child returns to school. If no reason is provided for the absence, they will be marked truant.

INDEPENDENT STUDY CONTRACTS

If a child is to be absent for five days or more, the District may receive state funds if parents, teachers, and principal develop an **Independent Study Contract**. Please notify the office a week ahead of time so the proper form can be prepared. It will require the signature of the student, teacher, parent, and principal **before** the absence takes place. Work is to be completed and handed in upon return to school. The work will be evaluated by the teacher and the absence will be changed to show completion of the contract.

TARDINESS

It is vital that every child attend school promptly and regularly. **Our instructional day for children in grades K - 6 is 8:00 a.m.-2:15 p.m.** (Wednesday is 8:00 am - 12:35 pm). The start time for TK is based on the program option of AM 8:00 am-11:20 am and PM 11:25-2:45 pm (Monday - Friday).

Students arriving after the instructional day has begun are to report to the office to obtain a “tardy card” before going to the classroom.

We request that you impress upon your child the importance of arriving on time. Doing so will eliminate classroom interruptions and the embarrassment of an unexcused tardy.

MEDICATION

The Education Code allows school personnel to administer medication only if the following steps are taken:

1. Medical Authorization Form completed by physician, and the Release of Information Form should be on file in the office. Please contact the office for the form.
2. The container of prescription medicine must be labeled by a pharmacist with the name of the child, name of medicine, physician’s name, dosage requirements, and time of day to administer medicine. Over-the-counter medicine must have the same form filled out by the doctor and parent and the medicine must be kept in the office.
3. Medicine must be brought to school by a parent/guardian. Any leftover medicine must be picked up by parent/guardian on the last day of school or it will be disposed of at the end of the school year.

Students may not bring Tylenol, cough drops, or any other medication to school to take on their own.

CALLING FOR CHILDREN AT SCHOOL

We seek your cooperation and assistance in not interrupting classes when they are in session. You can help us by:

1. Signing in at the office rather than interrupting the classroom if you need to check your student out.
2. Sending the teacher a note stating the time a child is to be dismissed from school to help the teacher be prepared.
3. Establishing a system at home which helps eliminate forgotten lunches, homework, instruments, etc. Your child will not be allowed to call home for these items.
4. Schedule appointments on our school modified schedule day.

VISITOR/VOLUNTEER PROCEDURES

Only those adults who have official business at the school will be allowed on campus. All visitors/volunteers **must** sign in at the office and get a sticker. The sticker must be worn while on campus to alert our staff that the person has been approved to be on the school grounds. We ask all of our parents to abide by the visiting rules of the school. Please do not approach any classroom doors or disturb the learning and safety of a classroom. Our procedures have been established to provide protection to our students.

- All visitors and volunteers must enter through the front office, sign-in, and wear a volunteer or visitor sticker.
- All visitors and volunteers must follow the direction or requests of any school personnel.
- All school volunteers must complete an identification process before volunteering in our classrooms.
- All staff and playground assistants are instructed to alert the front office of any adult on campus without a sticker.
- All Saddleback Valley Schools are weapon-free, alcohol/drug/tobacco-free zones.
- All visitors and volunteers must use adult-only restrooms located in the front office.
- Adults may not participate in games with children on the playground or field.
- All traffic signage and laws must be followed on-site and around our campus.
- Any unusual person or incident is to be reported to the nearest school personnel, and/or office.

Children who are not enrolled in Cielo Vista may not come to the school. Although we are happy to meet out-of-town family members and greet previous students, it is disruptive to the classroom to have children attend who are not regular students at our school.

OFFICE PHONES/CELL PHONES B.P. 5131.8

Keeping the safety of your children in mind, and to avoid confusion, children will be directed to make arrangements about going to friends' houses prior to coming to school and will be reminded of this rule if they come to the office to make such arrangements by phone. Please make sure students go straight home after school if they have permission to walk.

If you have provided your child with a cell phone for emergency communication, please be aware that they may not be used for routine calls. In case of an emergency, students are able to use the office phone as needed. Students are not at any time during class time, (including recess & lunch-time) to share their cell phone with other students to make personal phone calls or use social-media, and the District does not assume liability for lost or stolen cell phones.

ARRIVAL AND DISMISSAL

We make every effort to ensure your child's safety to and from school. Students should not arrive at school before 7:50 am. Upon arrival, students in grades 1-6 will walk to designated line up areas on the white top, be seated and wait for the bell to ring. Parents are welcome to join us for a daily Flag Assembly and then exit school grounds (grades 1-6). TK and Kindergarten students may be dropped off by TK or K-classrooms by their parents. An instructional assistant will guide them to the classrooms. Students who are driven to or from school may be dropped off and picked up in the upper (grades TK-3) or lower parking lot (grades 4-6). Students who walk must use the crosswalks in front of the school or the back steps on the side of the field. Students are **not allowed** to walk across the field or through the park. Parent cooperation and cautious driving habits are essential to the safety of our students. Older siblings are asked to walk to younger sibling class at the front of school and wait for parents to pick them up. All students will be dismissed with their teacher walking them out to the red line area in the front parking lot.

If your child attends an after-school program such as *Boys & Girls Club* where adults walk them off campus after school, all students are to walk with the adults until they reach their destination. NO STUDENT should be walking on their own! This is a huge concern for student safety! If you wish for your student to walk with an older sibling (who is at least 12 years of age) please provide the office with a signed letter giving your permission. Thank you for your support in making safety our number one priority at all times. *Boys & Girls Club mentors* meet students by gates at the end of lower parking lot to walk to the club.

DOCUMENTATION OF PARENT CUSTODY

If you have specific limitations related to the release of your student to a natural parent, please be aware that we must have some documentation specifying which parent has official custody of the child. Therefore, we are requesting that you present us with a copy of the court order which stipulates the conditions of custody. Please understand that if we do not have this on file, we must release your child to the other natural parent upon their request.

PERSONAL PROPERTY

Please clearly label all lunchboxes, water bottles, sacks, backpacks, personal books, and articles of clothing with your child's first and last initials in a Sharpie pen. Unclaimed articles will be given to a charitable organization at the end of each month.

Personal property, toys and electronic devices such as iPods, MP3's, cameras, handheld gaming devices, P.E. equipment, etc are not to be brought to school. The school will not be liable for the loss or destruction of these items. These prohibited items will be held and returned to the student at the end of the day. If a tape player, CD, or other personal item is needed as part of a class project, the student will have written permission from the teacher. The teacher will then store the item in a safe location until it is to be taken home.

VANDALISM

Students and their parents are responsible for all damage to equipment or school property. This responsibility applies in the matter of books, Chromebooks, supplies of all kinds, as well as equipment, and the buildings and grounds. Whenever possible, the administration shall require restitution for damaged school property.

BICYCLE/SCOOTER/E-BIKE RIDERS

Only students in grades 4, 5, and 6 may ride bicycles, scooters or E-bikes to school. Students are required to complete a school bicycle safety booklet along with a signed contract by a parent. Each bicycle/scooter/E-bike must be equipped with a well-built, strong lock and is to be parked and locked only in the bicycle racks. Bicycle/scooter/E-bike riders **must** wear helmets. ALL bike/scooter/E-bike riders are required to have a permission slip on file signed by their parent/guardian. Bike/scooter/E-bike riding is not permitted on campus during school hours or before and after school. The school is not responsible for lost or stolen bicycles/scooters or equipment. Skateboards, roller blades of any type are NOT allowed on campus during school hours. In addition, shoes with wheels are not allowed.



Bicycle/Scooter/E-bike Contract and Permission Contract

Students in grades 4-6 may ride bicycles/scooters to school. The following information should be read by a parent/guardian and reviewed with the students. The forms below should be signed by the parent and student then returned to the office to be kept on file.

1. All riders MUST wear a safety helmet, according to the law.

2. Bicycles/scooters/E-bikes should be walked on school grounds and across intersections. School grounds begin at the parking lot and back steps.
3. Proper arm signals should be given when turning or stopping.
4. Bicycles/scooters should be ridden close to the curb on the right side of the street.
5. Only one person should ride on a bicycle/scooter/e-bike at a time. One person per bicycle/scooter/E-bike. No double riders.
6. Bicycles/scooters should not be ridden or coasted on the sidewalks.
7. All bicycles/scooters /E-bikes **MUST** be locked to the bike rack. If you don't have a bike lock, please do not ride your bike/scooter to school.
8. Bicycles, skateboards, scooters and E-bikes are not permitted on school grounds after school or on weekends.
9. A permission slip must be kept on file in the office for you to ride your bicycle/scooter /E-bike to school.

Any violation of the above procedures or HAWK'S WAY rules will result in temporary or permanent loss of privileges to ride a bicycle/scooter/E-bike to school.

Cielo Vista Elementary School
Bicycle/Scooter/E-Bike Permission Slip

I have read and understand the rules listed concerning bicycle/scooter/E-bike riding to school. I also understand that bicycle/scooter/E-bike riding is a privilege. If the rules listed are not followed or if I violate any HAWK'S WAY rules, that privilege may be taken away and a HAWK'S consequence may be applied.

Student's Signature



Parent's Signature

TEXTBOOKS

The textbooks students use in class today average in price from \$50-\$70 per book. Please encourage your children to treat their books with respect and to always know where they are located. At the close of the school year, report cards will not be distributed to students who have failed to pay for lost or damaged library books or textbooks.

PETS AT SCHOOL

No pets are allowed on school property or on any school playground at any time, even when on a leash or with the owner present. Dogs may become excited by the children on the grounds and we cannot take the risk of having children bitten. Service animals are permitted.

DRESS CODE B.P. 5163 & A.R. 5132

Our school district has adopted a policy giving the parents the responsibility for student dress. We encourage our students to dress comfortably, follow good grooming practices, and wear shoes which are appropriate for vigorous play activities. Any style or item which could be construed as disruptive, unsafe, or extreme is not permitted. School personnel reserve the right to determine the appropriateness of any attire, taking into consideration information from staff, parents, and students. If there are extreme concerns regarding appropriate dress, parents will be notified and students will be asked to change. If a parent cannot be reached, the student will be given a tee shirt or other appropriate clothing to change into.

Inappropriate items include:

1. Clothing with words or pictures promoting or depicting alcohol, tobacco, drugs, vandalism, sexual connotations, bigotry, violence, suicide, or those with double meanings. No shirts with guns.
2. Any item symbolic of gang attire.
3. Shorts or pants which are oversized and/or sag. Pants must be the proper size which means they fit securely at the waist.
4. Belts (must be worn through all belt loops and must not hang below the waist).
5. Clothing with holes (“including designer holes”) above the knee are not permitted.
6. Any clothing that is too revealing, including tops that expose bare midriff or undergarments. Examples include halter tops, sports bras, bathing suits, tube tops, hip hugger pants, and spaghetti strapped tops. Tank tops must have 1-inch straps. Low-cut tops are not permitted. Skirts, dresses and shorts may be no shorter than the length of an arm and balled fist.
7. Spiked accessories and chains.
8. No bandannas. Hats and sunglasses are allowed for sun protection only.
9. Open toed, heeled shoes, sandals, roller shoes or unsafe shoes that are not conducive to physical activity should not be worn to school.
10. Sharpie/permanent marker pens or writing on body parts.

DRESS CODE VIOLATIONS:

Name: _____ Date: _____

Grade: _____ Teacher: _____

(X)1st Offense: Student is issued a verbal warning regarding the dress code violation by the teacher. A “*Dress Code Violation Form*” will be completed and kept on file by the teacher.

(X) 2ND Offense: Student will be issued another verbal warning by the teacher, issued a second “*Dress Code Violation Form*” in which a parent signature will be required. Reasonable efforts

will be made to find a suitable garment or cover-up from the school's Lost and Found to be worn by the student for the remainder of the day.

(X) 3RD Offense: A Student will be issued a referral and sent to the office for the continued *dress code violation* along with documentation of prior violations. Parents will be contacted to bring a more suitable attire for their child to wear. A conference with administration regarding the continued dress code violations will be held.

Behavior Standards and Discipline

The policy of our school is to expect good conduct and courtesy of all children at school, on the playground, and to and from school. Major goals of the Cielo Vista student body and staff are to maintain a safe and healthy environment and to have a classroom climate conducive to learning. Students enrolled at Cielo Vista, are expected to conduct themselves in such a way as to show that they understand and accept school policies and rules regulating student behavior. Cielo Vista has a program entitled Positive Behavioral Intervention Supports (PBIS). The basic premise of this program is to model, teach and reward appropriate behavior. Students are held accountable for their actions.

Cielo Vista's Five School Rules

Have a positive attitude
Act respectfully (speak politely to everyone)
Work responsibly (be prompt and prepared)
Kindness (be helpful and friendly to others)
Self-control

Consequences and interventions will be applied for any rule violations. Our mascot is the Hawk and we teach students to spread their wings and soar. Understanding the consequences, both positive and negative, help children make appropriate choices. Below are Cielo Vista's behavioral expectations.

Knives-Guns (or other dangerous objects) are NOT ALLOWED at school!

Included within the Cielo Vista Discipline Policy are two distinct categories of behavior which are listed and defined below:

Unacceptable behaviors include:

- Serious fighting, defiance, extortion, intimidation, bullying, verbal, physical or sexual harassment, possessing drugs or drug paraphernalia or alcohol. Inappropriate use of cell phones and social-media.
- Obscene language or gestures, disruptive behavior, property damage, stealing, and disrespect.

Potential Consequences and Interventions:

- Loss of school privileges, detention and suspension, or other consequences deemed appropriate and appropriate interventions.

The safety of our students is at risk if weapons are brought to school. I would like to remind you that the policy of SVUSD is that knives, guns or other dangerous objects are **never allowed** on campus. If a student brings these items on campus, they may be suspended or even expelled.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Student participation in extracurricular activities at the elementary level is subject to Board Policy 6145. Students are ineligible under the following conditions:

1. A grade of “AC” (Area of Concern) is assigned in either citizenship or work habits.
2. Students who are ineligible may not participate in performances, student council, PAL, AVID Ambassadors, or other extracurricular activities.

We anticipate that by enforcing eligibility standards, your child will develop an understanding of the responsibilities that must be met in order to participate in extracurricular activities. Establishing good work habits and a responsible attitude toward school at an early age will help to ensure a successful school career.

TITLE I

Cielo Vista participates in a School wide Title I Program. Federal Title I funds are allocated by districts to schools based on numbers of students who qualify for free/reduced lunch. Title I funds at Cielo Vista are used to upgrade our school’s entire educational program.

[Parent & Family Engagement Policy CV 20-23](#)

SCHOOL SITE COUNCIL

Each SSC is responsible for the development of an educational plan for school improvement, continuously reviewing the implementation of the plan (ongoing evaluation), assessing the effectiveness of the school program, reviewing and updating the plan, and establishing and monitoring the annual budget. This committee is also responsible for monitoring our Title I Program and associated budget. The School Site Council meets quarterly.

ENGLISH LANGUAGE ADVISORY COUNCIL (ELAC)

Each school in the district with at least 21 multilingual students has a functioning ELAC. ELAC has the opportunity to review and comment and/or assist the administration staff regarding:

1. The development of a school plan for English language development education.
2. Conducting the school’s needs assessment.

3. The administration of the school's Language Census.
4. The efforts to make parents aware of regular school attendance.

This committee is made up of parents of multilingual students. The committee meets quarterly.

OBJECTIVES OF PTA

- To promote the welfare of children and youth in home, school, and community.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts that will secure for all children the highest advantages in physical, mental, and social education.

HOMEWORK

It is our intent that the completion of homework should not require more time than outlined below. Since some students work more slowly than others, more time may be needed in certain cases. However, so far as our homework policy is concerned:

- Assignments will be related to classwork, explained thoroughly, and will be reviewed in class.
- Credit will be given for each assignment.
- Homework will be assigned Monday through Thursday. Exceptions would include absence from school, long-term projects, etc.
- The following maximum time limits have been established.
 - a) Grade 1: 10-20 minutes (daily reading)
 - b) Grade 2: 20-30 minutes
 - c) Grade 3: 30-40 minutes
 - d) Grade 4/5: 40-50 minutes
 - e) Grade 6: 60 minutes

Please consult with the teacher regarding any individual problems your child may have with homework. We intend for homework to be a positive experience and a way for students to communicate with parents/guardians about their learning experiences at school, as well as to reinforce skills as needed. It is expected that students read for a minimum of 15-20 minutes daily at home in primary grades.

STANDARDS-BASED REPORT CARDS

The grades students receive on their progress reports and report cards represent the teacher's assessment of your child's performance in various subject areas indicated. To promote continuity and uniformity, the following criteria, consistent with the current standards-based report card, will be used to assess student performance.

Progress toward reporting period expectations of standards are measured using test scores, quizzes, and assessment techniques, as well as classroom and homework assignments. Reports reflect how well a student is progressing towards and the expectation or has mastered the material presented. 4 (Standard(s) Exceeded), 3 (Standard(s) Met), 2 (Standard(s) Nearly Met), and 1 (Standard(s) Not Met). NA (Not Assessed this trimester).

Effort grades assess the students' conscious attempt to complete assignments, participate in class discussions, accomplish or produce a requested product. This grade may be an indication of study skills, student maturity, and work habits, ability to follow directions or to work independently. Indicators are: O (Outstanding), S (Satisfactory), and AC (Area of Concern).

Students in K-6 will be receiving standards-based report cards. Students should be able to communicate their performance progress toward grade level standards and expectations. Additional information is provided in the subcategories of: language arts, English language development, math, history-social science, science, health, physical education, visual and performing arts and behaviors that support learning. Marks indicate whether the skill is a strength, an area of concern, or one which meets grade level expectations.

REPORTING TO PARENTS

Standards-based report cards are issued each trimester. The reporting times this year are as follows:

November 2022: Standards-Based Report Card Progress and Parent Conference

March 2023: Standards-Based Report Card Progress and possible Parent Conference

June 2023: Standards-Based Report Card

Individual Parent/Teacher conferences may be scheduled at any time during the school year. Please schedule conferences through the teacher via phone or email so adequate time is available for the preparation of the materials needed for discussion. Parents can access Report Cards online through the Parent Portal at the end of each trimester.

DISASTER PREPAREDNESS

Due to the possibility of the "Big Quake" here in California, it is always wise to be prepared. Our school has a plan should a disaster occur during the school day. Please review the items listed below:

The Principal and staff will be responsible for all children until a parent or authorized person arrives. Students will need to be signed out by an authorized person designated through the parent portal or on the Emergency Information Card in the office.

Information may be obtained from designated radio stations. ***Please do not call the school.***

Maintain a calm appearance and a positive attitude in the children's presence.

If the school is evacuated, a sign will be posted on the school grounds.

An emergency condition would exist if the school was directly damaged as a result of fire, flood, earthquake, fallen aircraft, or other disaster. This possibility should make it clear to us all that ***THE EMERGENCY INFORMATION ON FILE IN THE OFFICE MUST BE KEPT UP TO DATE.*** Help us by doing the following:

Complete the entire Disaster Emergency Form. This is kept with emergency equipment in case of a major emergency. In completing this form, please take into consideration the following:

- a. Include local friends, relatives, and neighbors who will be available. Remember, roads and freeways may be heavily congested or closed.
- b. Please notify the persons you are listing to be sure they are available and willing to assume the responsibility.
- c. Please keep this information up-to-date by sending a note to the school when a change is made.
- d. Discuss with your children the names on the disaster form. Explain to them why we can release them *only to authorized persons*. Review with them your family emergency plan.

NON-DISCRIMINATION POLICY

All classes and courses, including non-academic and elective classes, are conducted without regard to the race, color, religion, sex, sexual orientation, gender identity, national origin, disability or medical condition of the student enrolled in such classes. No student shall be prohibited from enrolling nor required to enroll in any class on the basis of the race, color, religion, sexual orientation, gender, national origin, physical disability or medical condition of the student. Participation in a particular physical education activity or sport, if required of students of one sex, shall be required of students of each sex. The lack of English skills will not be a barrier to admission and participation in the District's programs.

Complaints alleging non-compliance for students should be directed to the school principal and/or the Director of Pupil Services, Saddleback Valley Unified School District, 25631 Peter A. Harman Way, Mission Viejo, CA, 949-586-1234. Director of Pupil Services is also the designated Coordinator of Student Compliance for Title IX and Section 504.

SEXUAL HARASSMENT

Schools in SVUSD prohibit sexual harassment of any student. Verbal, visual or physical conduct of an intimidating, hostile or offensive sexual nature will not be tolerated. As required by law, teachers shall discuss this policy with their students with age- appropriate ways and should assure students that they need not endure any form of sexual harassment. Students shall be informed that if they feel they are being sexually harassed, they should immediately report the incident to their principal or designee. Any student who engages in sexual harassment is subject to disciplinary action and intervention.

BULLYING

Please refer to Board Policy 5131.2

To the extent possible, Cielo Vista School's strategies shall focus on prevention of bullying by establishing clear rules for behavioral expectations and strategies to establish a positive,

collaborative school climate, which is also taught and reinforced through PBIS (Positive Behavioral Intervention and Supports). Students shall be informed through student handbooks/assemblies and other appropriate means, of school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying. Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Any complaint of bullying shall be investigated and, if it is determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal, or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

CLASSROOM PARTIES/NUTRITION GUIDELINES

District policy allows our classrooms two parties each year. Teachers will select the dates and occasions for these parties and then will inform parents. Teachers and parents are encouraged to support the District's nutrition guidelines when selecting snacks for classroom parties.

CHILD CARE

An extended before and/or after school child care program, *The Learning Connection* (TLC), is provided by the SVUSD Recreation Department. For further information about this program, parents may call the district Recreation Department (768-0981).