

# Cawston Elementary Parent Resource Guide 2018 - 2019



4000 W. Menlo Avenue Hemet, California  
92545

951.765.0277

[www.cawston.hemetusd.org](http://www.cawston.hemetusd.org)

# Welcome to Cawston Elementary!

Dear Cawston Families and Students,

Welcome to Cawston Elementary School. We are excited to share in your educational journey. We are committed to providing a respectful, responsible, safe and rigorous learning experience for all our students and families.

Please read and discuss the information in this handbook with your child. It was prepared to inform you of our basic rules and policies. Knowing and following the Code of Conduct will help us provide a safe, rewarding place for your child to learn. We encourage you to keep this handbook in a convenient spot for quick reference.

We look forward to getting to know each of you during the course of the academic year.

Respectfully,

Colleen Flavin, Ed.D. & Leeann Taylor  
The Cawston Administrative Team



# About Cawston Elementary

A Learning Community Focused on Growth

## **Our Mission Statement:**

Cawston believes student achievement will be attained when we promote and sustain a respectful, responsible and safe learning environment where all students can grow.

## **Our Vision Statement:**

Cawston will promote respect, responsibility and safety as we grow as students and educators.



# Cawston Elementary School

## 2018-19 Dates to Remember

August 13, 2018.....First Day of School  
 September 3, 2018.....Labor Day, No School  
 October 1-5, 2018.....Parent/Teacher Conference Week, Minimum Day All Week  
 October 12, 2018.....First Quarter Ends, Report to Parents goes Home  
 November 12, 2018.....Veteran’s Day, No School  
 November 19-23, 2018.....Thanksgiving Recess, No School  
 December 21, 2018.....Second Quarter Ends, Report to Parents goes Home in January  
 December 21, 2018.....Non Student Day  
 December 24 - January 4, 2019.....Winter Recess, No School  
 January 21, 2019.....Martin Luther King, Jr. Day, No School  
 January 28 - February 1, 2019.....Parent/Teacher Conference Week, Minimum Day All Week  
 February 18-22, 2019.....President’s Day Recess, No School  
 March 15, 2019.....Third Quarter Ends, Report to Parents goes Home  
 April 1-5, 2019.....Spring Recess, No School  
 May 27, 2019.....Memorial Day, No School  
 May 31, 2019.....Fourth Quarter Ends, Report to Parents goes Home  
 May 31, 2019.....Last Day of School

*\*\*Please note: dates and times are subject to change. Please check the school website for updates\*\**

## Office Hours

- The school office is open from 7:15 am to 3:00 pm Monday, Tuesday, Thursday, Friday and 7:15 am - 1:30 pm on Wednesdays
- The campus opens to students at 7:00 am who eat breakfast at school and at 7:17 am to students who do not eat breakfast. No school supervision is available before this time.

## School Hours for Students

Preschool	Mon., Tues., Thurs., Fri.	7:37 - 11:25
Preschool	Wednesday	7:37 - 11:25
Kindergarten	Mon., Tues., Thurs., Fri.	7:37 - 1:23
Kindergarten	Wednesday	7:37 - 12:08
Grades 1-5	Mon., Tues., Thurs., Fri.	7:37 - 2:18
Grades 1-5	Wednesday	7:37 - 12:08

## Lunch Schedules

Grade	Mon., Tues., Thurs., Fri	Wednesday
Preschool	10:40 - 11:00	10:40 - 11:00
Kindergarten	10:40 - 11:00	10:00 - 10:30
1st Grade	11:00-11:40	10:15-10:45
2nd Grade	11:20-12:00	10:30-11:00
3rd Grade	11:40-12:20	10:45-11:15
4th Grade	12:00-12:40	11:00-11:30
5th Grade	12:20-1:00	11:15-11:45

# The ABC's of Cawston

## ARRIVAL AND DISMISSAL SAFETY RULES AND PROCEDURES

Morning Supervision	Breakfast supervision begins at 7:00 am. Students receiving breakfast at school should report to the lunch tables. Students who do not receive breakfast at school should report to the playground after 7:17 am.		
Breakfast	Breakfast is served from 7:00 am to 7:17 am . Breakfast costs \$1.25. Some students may be eligible to receive Free and Reduced meals- fill out the application to see if you qualify for this service. "Second Chance" breakfast is offered during morning recess for students who may have gotten a late start.		
Arrival Procedures	AM/PM Preschool	Kindergarten	Grades 1-5
	<ul style="list-style-type: none"> <li>AM and PM Preschool students will be dropped off at the Menlo Ave. Bus loop (blue door)</li> <li>Parents may use the parking lot to drop off and pick up students. <b>Please do not double park along a red curb while waiting for your student. This is a major safety hazard for children and highly increases the possibility of traffic accidents!</b></li> <li>Teachers &amp; Aides will be present to walk students to the classroom</li> </ul>	<ul style="list-style-type: none"> <li>Students should enter the campus at the drive through gate at the end of the Cawston Avenue drop-off/pick-up line.</li> <li>Kindergarten teachers meet kinder students at the breakfast/lunch tables and walk them to the kinder playground at 7:17 am.</li> <li>Parents may use the parking lot to drop off and pick up students. <b>Please do not double park along a red curb while waiting for your student. This is a major safety hazard for children and highly increases the possibility of traffic accidents!</b></li> </ul>	<ul style="list-style-type: none"> <li>Students should enter the campus at the drive through gate at the end of the Cawston Avenue drop-off/pick-up line.</li> <li>Parents may use the parking lot to drop off and pick up students. <b>Please do not double park along a red curb while waiting for your student. This is a major safety hazard for children and highly increases the possibility of traffic accidents!</b></li> </ul>
Morning Student Valet Service	Student Valet service will be available to assist and expedite the drop-off process in the morning. Student valet's will be located towards the entry gate and will open the right passenger side doors of your vehicle to let students exit the car. Please pull towards the curb so that valets may assist you (see more details regarding Student Valet service in the S section of the resource guide)		

Dismissal Procedures	AM/PM Preschool	Kindergarten	Grades 1-5
	<ul style="list-style-type: none"> <li>● AM and PM Preschool students will be picked up at the Menlo Ave. Bus loop (blue door)</li> <li>● Teachers &amp; Aides will be present to support the dismissal process.</li> <li>● Parents may park in a legal parking spot (in the Cawston parking lot or a legal spot on the street) and pick up students from the teacher</li> <li>● AM Students must be picked up by 11:30 and PM students must be picked up by 2:25 (11:30 on Wednesdays)</li> </ul>	<ul style="list-style-type: none"> <li>● Monday thru Friday Kindergarten students will be picked up at the Menlo Avenue bus loop.</li> <li>● Parents may park in a legal parking spot (in the Cawston parking lot or a legal spot on the street) and pick up students from the teacher</li> <li>● Students waiting for parent pick-up may leave the “holding area” and walk to the curb ONLY AFTER the parent’s vehicle has come to a complete stop.</li> <li>● Students must be picked up by 1:30 PM (12:25 PM on Wednesdays).</li> <li>● Students will not be allowed to wait on campus for an older sibling.</li> </ul>	<ul style="list-style-type: none"> <li>● At dismissal, teachers will walk their classes to the front of the school, towards the grass area.</li> <li>● Students waiting for parent pick-up may leave the “holding area” and walk to the curb ONLY AFTER the parent’s vehicle has come to a complete stop.</li> <li>● Students who walk or ride bicycles/scooters home should leave the school grounds promptly after the dismissal bell in the afternoon.</li> <li>● Parents may use the parking lot to drop off and pick up students. <b>Please do not double park along a red curb while waiting for your student. This is a major safety hazard for children and highly increases the possibility of traffic accidents!</b></li> <li>● Unless a student is involved in clubs or a supervised school activity, they must leave campus or be picked up before 2:25 PM (12:25 PM on Wednesdays).</li> <li>● Siblings will not be allowed to wait on campus for a sibling that is participating in an after school activity.</li> <li>● Older siblings (still in Middle or High School) who are not with an adult must wait off</li> </ul>

			campus until dismissal
Bus Riding	Students riding the bus will be expected to follow school/bus discipline and safety rules on the bus, at the bus stop, and in the bus pick-up area at school. Bus riding is a privilege; students who have inappropriate behavior on the bus or at the bus stop may be suspended from riding.		
Walking Safety	<ul style="list-style-type: none"> <li>• Students should walk to and from school on the left side of the road, walking against the flow of traffic (on the sidewalk if available).</li> <li>• All students should cross with the signal when safe to do so.</li> <li>• Students should cross <b>ONLY</b> at marked crosswalks.</li> </ul>		
Early/Late Pick-up	<ul style="list-style-type: none"> <li>• <b>For the safety of your child, please bring photo identification when coming to check your student out of school</b></li> <li>• Please allow for up to 15 minutes when checking out a student. They may be at P.E., recess, lunch, or participating in a school drill.</li> <li>• Any student who misses more than 30 minutes of school (tardy or early out) is considered absent/truant.</li> <li>• If a child has not been picked up by 2:35 pm, parents and all emergency contacts will be notified. The police or Child Protective Services may be contacted to help the child home safely, if students are left unattended after 2:35 pm (12:35 pm Wednesdays)</li> <li>• <b>ONLY INDIVIDUALS LISTED ON THE STUDENT'S EMERGENCY CARD WILL BE PERMITTED TO PICK UP A STUDENT. A PHOTO ID MUST BE SHOWN.</b></li> </ul>		
Emergency/ Disaster Dismissal	<ul style="list-style-type: none"> <li>• <b>In the event of a disaster, such as an earthquake during school hours, all students will be kept at school.</b> They will not be released until a parent or parent designee (with proper I.D.) arrives at school to pick the child up. Parents are requested to list their "designees" on the Aeries Parent Portal. Should you change jobs, babysitters, your home or business phone number, please notify the school immediately.</li> <li>• The parent/student reunification process may take some time, please be patient as each child gets reunited with their parent/guardian.</li> </ul>		

## ASSEMBLIES

Quarterly Awards	Students receive awards in both academic and non-academic areas. They receive recognition for academic achievement, academic growth, attendance, and adherence to the Code of Conduct.
Friday Flag Assemblies	On the first Friday of each month, the entire school gathers together. After the pledge, classrooms and grade levels are recognized for attendance and positive behavior. Families are always invited to these assemblies, as grade levels frequently sing songs/present to the group and other fun activities happen, such as our quarterly reading challenges.

## ATTENDANCE AND TARDIES

It is our goal to provide your child with a quality education. Your support is needed to ensure that your child is in school every day. There are many positive benefits for your child when they attend school such as increased learning and self-confidence.

**The State of California requires that every child 6-18 years of age attend school every day. In order for students to be considered in school, there must be a clear “intent to attend school.” Students may not check in to school, stay for a few minutes and then check out in order to maintain perfect attendance. Students must be in school on time and stay a minimum of one hour for daily attendance credit.**

Students should arrive to school on time every day. **Due to safety, students should not be on campus before 7:17 a.m. (unless eating breakfast) and students should leave campus or be picked up before 2:25 p.m. (12:25 p.m. on Wednesdays).** Parents/Guardians will be notified if students arrive early or are picked up late. The Police or Child Protective Services may be contacted if students are left unattended after 2:35 p.m. (1:45 on Wednesdays).

<p>Attendance, Tardy and Early Pick Up Policies</p>	<ul style="list-style-type: none"> <li>● Students are considered tardy if they are not in their classroom by the time the bell rings at 7:37.</li> <li>● Gates will be locked at 7:37 and students who are tardy will need to come through the front office.</li> <li>● Students that are consistently tardy/absent/early pick up miss out on vital educational activities and interrupt the learning of the other students.</li> <li>● <b>Students are required to complete all work missed due to a tardy/absence/early pick up.</b></li> <li>● If your child has an appointment (medical, dental, etc.), please bring them to school before or after the appointment, do not keep them out of school the entire day.</li> <li>● An automated phone call will be made to all students who are absent and parents have not called in the absence by 11 am.</li> <li>● Education Code Section 48260 defines a truant as a pupil who has missed more than 30 minutes on three days without valid excuse in one school year.</li> <li>● Any student who misses more than 30 minutes of school (tardy or early out) is considered absent/truant.</li> <li>● Phone calls, parent notes and doctor’s notes are encouraged, as some of these things will help to excuse an absence. Even if the absence is not excused, your communication is appreciated and necessary.</li> <li>● Doctor’s notes, parent notes and phone calls may excuse an absence, however the notification does not eliminate the absence/tardy/early out from the student’s record.</li> <li>● District Board Policy states that a parent may call in a student illness up to 10 times before a doctor’s note is required to excuse the absence. Doctor’s notes are encouraged for each absence.</li> </ul>
<p>How to Verify an Absence</p>	<ul style="list-style-type: none"> <li>● Call the school at (951) 765-0277. You may do this on the day of the absence, before or after the absence!</li> <li>● Send a note to your child’s teacher stating the child’s name, date of absence and reason for absence. <b>Your signature is required on the note.</b></li> <li>● Email the school secretary, Melody Williams, at <a href="mailto:mwilliam@hemetusd.org">mwilliam@hemetusd.org</a></li> <li>● Visit the school’s website (<a href="http://www.cawston.hemetusd.org">www.cawston.hemetusd.org</a>) and click on the</li> </ul>



	parents tab and select Clear Absences
Attendance and Tardy Incentives	<ul style="list-style-type: none"> <li>● <b>Monthly:</b> A banner is given for the classroom at each grade level with the highest attendance percentage at the monthly Friday Flag assembly</li> <li>● <b>Monthly:</b> Perfect attendance brag tags are given to each student with no absences, tardies and early outs for the month.</li> <li>● <b>Quarterly:</b> At each awards assembly students with perfect attendance the previous quarter will be recognized. Perfect attendance is defined as 0 absences, tardies, and early outs.</li> <li>● <b>Yearly:</b> Students are recognized at the end of the year for their attendance as per the Hemet Unified School District Yearly Attendance Policy: <ul style="list-style-type: none"> <li>○ <b>Perfect Attendance</b> = 0 days absent and only 3 tardies/early outs (must be enrolled in an HUSD school from first day of school). Days cannot include Saturday School or Independent Study.</li> <li>○ <b>Outstanding Attendance</b> = 1-3 absences and no more than 5 tardies/early outs. (must be enrolled in an HUSD school from first day of school). Absences can be made up at Saturday School. Independent study days do qualify a student for Outstanding Attendance.</li> </ul> </li> </ul>
Attendance Definitions	<ul style="list-style-type: none"> <li>● <b>Truancy:</b> a student missing more than 30 minutes of instruction without an excuse three times during the school year (EC 48260 a). <ul style="list-style-type: none"> <li>○ This can include arriving to school 30 minutes or more late or leaving school 30 minutes or more early.</li> <li>○ This includes unexcused absences.</li> </ul> </li> <li>● <b>Chronic Absentee:</b> a student who misses more than 10% of the days he/she has been enrolled. (EC 60901 c 1) <ul style="list-style-type: none"> <li>○ Students can be classified as a chronic absentee regardless of whether their absences were excused or unexcused.</li> </ul> </li> <li>● <b>SART Meeting:</b> A School Attendance Review Team meeting may be offered for students with three or more truancies and/or students who are classified as chronically absent. The purpose of the meeting is for school and district officials to offer interventions and supports to families, with the goal being improved student attendance.</li> </ul>
Attendance and Tardy Interventions	<ul style="list-style-type: none"> <li>● <b>3 absences:</b> Truancy Notice #1 and/or Excessive Absence Letter #1</li> <li>● <b>6 absences:</b> Truancy Notice #2 and/or Excessive Absence Letter #2</li> <li>● <b>Continued Absences:</b> Referral to SART (School Attendance Review Team), Meeting with Administration, Child Welfare Attendance (CWA) Representative, and Attendance Secretary, Discuss strategies and interventions to improve attendance.</li> <li>● <b>Ongoing Absences:</b> <ul style="list-style-type: none"> <li>• Referral to SARB (School Attendance Review Board) Hearing at District Office</li> <li>• Home Visits by School Personnel</li> <li>• Phone calls to parents/guardians</li> </ul> </li> </ul>

**Attendance Note:** If you are receiving Public Assistance funds, your funds will be affected by poor attendance. CWA provides Cal Works with an attendance report each month. Your child must maintain an 85% attendance rate each month or Cal Works will garnish your funds. Hemet Unified School District policy prohibits school personnel from furnishing good cause letters.

## BICYCLES/SCOOTERS/SKATEBOARDS

<p>Bike racks are available near the Cawston Avenue drop-off/pick-up area. The bike rack area is locked at the beginning of the school day and unlocked just before the final bell rings. <b>The school urges students to wait until 3rd grade before riding bicycles, scooters or rollerblades to school to and from school. The school/district is not liable for lost, stolen, or damaged items</b></p>	
<p>Helmet Rules</p>	<ul style="list-style-type: none"> <li>● <b>Bicycle helmets must be worn as per state law.</b></li> <li>● If a student does not wear a helmet, items with wheels will be held and will be released to the parent/guardian or the student when the student returns with a helmet.</li> </ul>
<p>Bike/Scooter Rules</p>	<ul style="list-style-type: none"> <li>● Students on bicycles must drive under the same rules of the road as motor vehicles, stop at all stop signs, and drive on the right hand side of the street.</li> <li>● Students arriving on bicycles must go directly to the bike rack, lock their bike and leave the bike rack area immediately.</li> <li>● Bikes, scooters or skateboards are never to be ridden on school grounds.</li> <li>● The school is not responsible for theft of any bicycles, scooters, parts, or damage while bicycles are at school.</li> </ul>

## BULLYING

<p>What is bullying?</p>	<p>Bullying among children is aggressive behavior that is intentional and that involves an imbalance of power or strength. A child who is being bullied has a hard time defending himself or herself. Usually, bullying is repeated over time. Bullying can take many forms, such as hitting or punching (physical bullying); teasing or name-calling (verbal bullying); intimidation using gestures or social exclusion (nonverbal bullying or emotional bullying); and sending insulting messages by phone or computer e-mail (cyber-bullying).</p>
<p>What to do if your child is being bullied?</p>	<ul style="list-style-type: none"> <li>● First, focus on your child. Be supportive and gather information about the bullying.</li> <li>● Contact your child's teacher. Give factual information about your child's experience of being bullied including who, what, when, where, and how.</li> <li>● Help your child become more resilient to bullying. Encourage your child to make contact with friendly students, help your child meet new friends outside of the school environment, teach your child safety strategies, teach him or her how to seek help from an adult when feeling threatened by a bully, talk about whom he or she should go to for help and role-play what he or she should say, assure your child that reporting bullying is not the same as tattling.</li> </ul>
<p>What can students do to help with bullying prevention?</p>	<ul style="list-style-type: none"> <li>● Not going along with bullying behavior of others: be supportive to someone who is being bullied; stand up in a non-confrontational way to someone who is doing the bullying if it feels safe. Be a helpful bystander!</li> <li>● Tell the student who is being bullied to talk to someone about what happened. Offer to help by going along.</li> <li>● Tell an adult who can help you with the problem as soon as possible.</li> </ul>

How can I report bullying?	<ul style="list-style-type: none"> <li>• The first step to reporting bullying is to report the concern to the classroom teacher.</li> <li>• If you have an ongoing bullying concern, you may also call the office at 951-765-0277 and state the concern so that it can be investigated.</li> <li>• Sprigeo is an online reporting system and is designed to be used to report concerns with bullying. Concerns can be anonymously posted. The link for Sprigeo is located on the homepage of our school website at <a href="http://cawston.hemetusd.org">cawston.hemetusd.org</a></li> </ul>
All complaints will be thoroughly investigated. Classroom teachers will discuss this policy with students at the beginning of each school year and with incoming new students	

## CAFETERIA

Meals & Fees	<ul style="list-style-type: none"> <li>• The Hemet Unified School District will provide breakfast and lunch to students for a nominal fee. Reduced and free lunch forms are available in the school office or from the cafeteria manager. Students may prepay lunches for a week, a month or more. Payments may be given to the cafeteria manager. Prepaid cards or cash are accepted for purchase of breakfast or lunch through the lunch line. Students who bring their lunch may purchase milk.</li> <li>• There is an online payment service that will allow parents to make payments to your child's meal account, track meal account balances, etc. Visit <a href="http://www.mySchoolBucks.com">www.mySchoolBucks.com</a> to create your account!</li> </ul>
Cafeteria Code of Conduct	<p>The cafeteria abides by the YUMMY acronym as their Code of Conduct:</p> <p><b>Y</b>ou must wait patiently in line  <b>U</b>se both hands on your tray  <b>M</b>anners  <b>M</b>ake your area clean when done  <b>Y</b>ou should eat healthy</p> <p>All students will remain in the cafeteria/lunch area for a designated time of 20 minutes(15 minutes on Wednesday) until dismissed by a supervisor to go to recess.</p>
Board Policy regarding Snacks	<p>The Governing Board of the Hemet Unified School District has adopted a Wellness Policy (BP 5030) with Food Services Operations in order to promote improved student health:</p> <ul style="list-style-type: none"> <li>• Beverage sales shall be limited to 100% juice, milk and unflavored water with no beverage larger than 12 oz, except water</li> <li>• Beverages of minimal nutritional value or containing artificial sweeteners may not be sold.</li> <li>• Fundraising sales of food or beverages may only occur off campus or half hour after end of school day.</li> </ul>
Snack Guidelines	<ul style="list-style-type: none"> <li>• <b>Parents and staff are strongly encouraged not to use food and beverage items for rewards and celebrations.</b></li> <li>• <b>Celebrations and classroom parties offering food and/or beverages may not occur more than once per month and must be held after the end of the lunch period. Items offered must be commercially prepared and stable at room temperature. (The food and beverage items offered should follow the</b></li> </ul>

	<p><i>same guidelines outlined in the Wellness Policy).</i></p> <ul style="list-style-type: none"> <li>● Additionally, snacks brought from home must be unwrapped and eaten only at the snack area by the trash cans.</li> <li>● Healthy snacks are recommended</li> <li>● No gum, candy, or powdered snacks</li> <li>● No sunflower seeds or pumpkin seeds in the shell</li> </ul>
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**CELL PHONES**

<p>Cell Phone/Device Policies</p>	<ul style="list-style-type: none"> <li>● Cell phones may be used before or after school.</li> <li>● Students may possess mobile phones while on campus, however they must be turned off, kept out of sight and not used without permission during school hours.</li> <li>● Students are not permitted to bring electronic devices to school such as iPods, iPads, MP3 players, game devices, cameras, etc. unless a teacher has approved the presence of the device for a specific school assignment or activity.</li> <li>● Students are prohibited from using such devices in the school environment where such use would infringe on the rights of another student or staff member, foster illegal or unethical activities such as cheating on assignments or tests, or would otherwise disrupt the educational program or school activity. Students who violate this policy are subject to disciplinary action and loss of their phone/electronic device.</li> <li>● If a disruption occurs or a student uses any mobile communication device or other electronic device for improper activities, a school employee shall direct the student to turn off the device and/or confiscate it.</li> <li>● School staff will establish and communicate to parents/students procedures for when/where confiscated devices may be reclaimed.</li> <li>● The school/district is not liable for lost, stolen, or damaged items of any kind brought from home.</li> </ul>
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**CLOSED CAMPUS**

For the safety and welfare of our students and staff, Cawston Elementary is a closed campus. When students arrive they will enter a monitored gate. Parents will not be permitted to walk on to the school playground. If parents are volunteering they must sign in at the front office and go directly to the classroom they are assisting. Visitors and volunteers must have proper identification. Students may not leave the school grounds after they arrive at school in the morning unless released to a parent or guardian. PLEASE COME TO THE OFFICE TO CHECK YOUR CHILD OUT. The office will then call your child to the office. **The person picking the student up MUST be listed on the emergency card and MUST have a photo I.D.**

**COMMUNICATION**

<p>Communication is very important to the success of our program. We'd like to keep you highly informed, involved, and a part of your child's education.</p>
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<p>School-wide Communication</p>	<ul style="list-style-type: none"> <li>● Our school <b>website</b> (<a href="http://www.cawston.hemetusd.org">www.cawston.hemetusd.org</a>) contains updated calendar events, announcements and lots of great information for parents and students!</li> <li>● <b>School App</b>- Cawston has an app and notifications will go directly to your smartphone. <ul style="list-style-type: none"> <li>○ Download the Hemet USD app</li> <li>○ Click on Notifications</li> <li>○ Click on the cog wheel on the upper right of the screen</li> <li>○ Select the schools you'd like to follow (Cawston)</li> </ul> </li> <li>● <b>Peachjar</b>- Peachjar is a service that sends you fliers digitally. Peachjar is setup to email fliers to your email address associated with your Aeries parent portal account. Fliers can be housed on the app or downloaded and printed as needed.</li> <li>● <b>Parent Link Calls</b>- This system is used to deliver messages through the phone. To opt out of these messages, press 1 at the end of the message. To opt back in, call (855) 502-7867</li> <li>● <b>School Dojo</b>- You may download the Class Dojo app and follow Cawston Elementary. This is a secure app that allows you to receive messages, pictures and videos from school-wide events. Many teachers use this app to communicate to individual families as well.</li> <li>● <b>Cawston Comet Connections</b>- this is a monthly flier that goes home digitally (through Peachjar) that contains upcoming dates/events, academic tips, and details regarding our lessons on being Respectful, Responsible and Safe. This newsletter is translated into English and Spanish.</li> <li>● <b>Report to Parents</b>- Report to parents (previously known as Report Cards) are sent home to parents four times per year, typically in October, January, March and May.</li> <li>● <b>Parent Liaison</b>- Cawston is proud to have a bilingual Parent Liaison who is available to help support you with questions and needs in both Spanish and English.</li> <li>● <b>Twitter</b>- Download the Twitter app (available on apple and android) and follow us for updated communication. Our handle is @cawstoncomets. We frequently use the #HUSDpremier and #cawstoncomets hashtags so feel free to use that hashtag on your own posts!</li> </ul>
<p>Classroom Communication</p>	<ul style="list-style-type: none"> <li>● <b>Notes/Fliers</b> may go home at regular intervals to let families know about upcoming events, academic goals and other pertinent information.</li> <li>● <b>Email</b> is a great way to communicate with your child's teacher. All teachers have an email address listed on the school website at <a href="http://www.cawston.hemetusd.org">www.cawston.hemetusd.org</a></li> <li>● <b>App/Notifications</b>- many teachers use apps such as Class Dojo or Remind to send you updates and notifications regularly.</li> <li>● <b>Folder</b> - all students will receive a communication folder to bring notes/work home and back to school.</li> </ul>

## COMPLAINT PROCEDURES

It is the philosophy of the Hemet Unified School District to secure at the lowest possible administrative level, equitable responses to complaints directed against employees by parents or guardians. The complainant shall first discuss the matter with the employee in an attempt to resolve the matter informally. Complaint guidelines are available at schools and the Professional Development Service

## DRESS CODE

<p>Hemet USD Board Policy for Gang Related Apparel</p>	<p><b>Board Policy 5132 (Amended 5/15/18)</b></p> <p>At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)</p> <p>Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received</p>
<p>Clothing/ Accessories Guidelines</p>	<ul style="list-style-type: none"> <li>● Clothing must be sized appropriately, not more than 1 size larger than the child</li> <li>● Clothing, Jewelry and other accessories may include designs, pictures, writing and/or logos AS LONG AS there is no representation of drugs, alcohol, tobacco, sexual connotations, gang identifiers, profanity, vulgarity and/or violence.</li> <li>● NO halter-tops, tube tops, strapless tops, spaghetti straps, off the shoulder or mesh shirts.</li> <li>● Necklines must maintain modesty.</li> <li>● Tank tops must have at least 1" straps and regular size armholes that are hemmed.</li> <li>● NO sagging pants, jeans, etc. Pants, jeans, etc., must fit properly at the waist.</li> <li>● NO frayed or ragged edges on pants/shorts etc. they must be hemmed.</li> <li>● Overall straps must be worn over the shoulder and attached properly.</li> <li>● Shorts, skirts, and dresses must be no shorter than mid thigh length.</li> <li>● NO undergarments or posteriors shall show.</li> <li>● Shorts shall extend no further than just below the knee.</li> <li>● NO bike shorts or tights unless worn under a dress or skirt.</li> <li>● Leggings may be worn with a mid thigh length top (tunic), or under a dress, skirt or short</li> </ul>
<p>Shoe Guidelines</p>	<ul style="list-style-type: none"> <li>● Shoes must be worn which will enable safe participation in all types of active play and be appropriate in an emergency situation.</li> <li>● Back straps are required on ALL shoes.</li> <li>● NO flip-flops, tall platform shoes, heelys or boots with steel toes. (This is a safety issue.)</li> </ul>
<p>Hair</p>	<ul style="list-style-type: none"> <li>● Hairstyles that create a disturbance to the learning environment are not appropriate</li> </ul>
<p>Hats/Caps/Sun glasses</p>	<ul style="list-style-type: none"> <li>● Hats and sunglasses are permitted.</li> <li>● Ball caps are to be worn bill forward only.</li> <li>● NO hats/caps are to be worn in buildings.</li> <li>● Caps must not contain any representation of drugs, alcohol, tobacco,</li> </ul>

	<p>sexual connotations, gang identifiers, profanity, pro-sports team logos, vulgarity and/or violence.</p> <ul style="list-style-type: none"> <li>• NO hairnets, stocking caps, do-rags, or bandanas are allowed at school that could be considered gang attire.</li> </ul>
Other Guidelines	<ul style="list-style-type: none"> <li>• NO makeup or lip color.</li> <li>• NO acrylic or fake nails.</li> <li>• NO visible tattoos (including “temporary”)</li> <li>• NO chains (including those for wallets.)</li> <li>• Belts must be tucked in the loops (not hanging out.)</li> <li>• NO earrings that dangle longer than 1".</li> <li>• NO large circle "hoop" earrings or spike earrings.</li> <li>• Special dress-up days will be designated to include themes such as: sports, cartoon, storybook, etc.</li> <li>• Any clothing or grooming that creates a disturbance, presents a danger to the students/staff or violates school regulations is prohibited.</li> <li>• Our uniform standard of dress is open to revision as fads and fashion change. Students must continue to show good judgment when choosing school attire.</li> <li>• Students with inappropriate clothing will call home for a change of clothes. If this is not possible, a change of clothing will be given to the student and returned at the end of the day. A note will be sent home to notify to the parents of the dress code violation.</li> <li>• <b>Cawston Elementary School reserves the right to determine acceptable or unacceptable attire.</b></li> </ul>

### EMERGENCY INFORMATION

Emergency Contacts	<ul style="list-style-type: none"> <li>• Emergency information will be housed on the Aeries Parent Portal at the beginning of the school year. It is required that we have a current, completed profile for every child.</li> <li>• Telephone numbers listed on Aeries will be used to notify parents or other designated persons in the event of an accident or illness of a student. It is imperative that emergency phone numbers are provided and that the school is notified of any changes. LOCAL EMERGENCY PHONE NUMBERS MUST BE PROVIDED.</li> <li>• <b>ONLY INDIVIDUALS LISTED ON THE STUDENT’S EMERGENCY CARD WILL BE PERMITTED TO PICK UP A STUDENT. A PHOTO ID MUST BE SHOWN.</b></li> <li>• <b>In the event of a disaster, such as an earthquake during school hours, all students will be kept at school.</b> They will not be released until a parent or parent designee (with proper I.D.) arrives at school to pick the child up. Parents are requested to list their “designees” on the Aeries Parent Portal. Should you change jobs, babysitters, your home or business phone number, please notify the school immediately.</li> </ul>
Changes to Emergency Contacts	<ul style="list-style-type: none"> <li>• Contact the school if you would like to make changes to the Student Emergency information. <b>It may only be made in person by the parent/guardian with valid ID.</b></li> <li>• Changes in address must be made at the Hemet Unified School District Student Services Department.</li> </ul>

Important Legal Documents	<ul style="list-style-type: none"> <li>• A copy of legal documents regarding the custody of children should be provided to our office and will be kept on file. Files must be “red stamped” by the courts to be considered legal copies that we can enforce.</li> <li>• Law enforcement may be called upon to assist in reading and enforcing legal documents</li> </ul>
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## FIELD TRIPS AND SPECIAL ACTIVITIES

Educational trips and special activities are available throughout the year. Individual teachers and/or grade levels plan events that enhance the student’s education. Each child must have a completed parent permission slip before leaving campus. **Student behavior, completion of work, and outstanding bills for lost or damaged school property may be considered in a student’s ability to participate.** Siblings and friends are not permitted on any trip, per HUSD insurance coverage. A field trip chaperone information page is available at the office or from your child’s teacher if you are interested in attending a trip as a chaperone. All chaperones must be an HUSD cleared volunteer. For some trips, we must limit the number of chaperones attending due to allowable ratios on the part of the provider. Chaperones/parents wishing to check their child out from a field trip location to drive home, must have the proper form signed and on file with the office prior to the field trip. Chaperones/parents may only take their own child with them. All other students must return on the bus to the school site.

## HOMEWORK AND THE HOME/SCHOOL CONNECTION

Homework tips	<p>By working together, we can help your child succeed. Here are a few ideas of how to make homework a part of your family’s routine:</p> <ul style="list-style-type: none"> <li>• Motivate your child about their homework: Show an interest in their work, provide small rewards and incentives.</li> <li>• Set a regular time for homework</li> <li>• Pick a place to study: Place should be fairly quiet, have a lot of light, and be visible to you to enable you to monitor them and prevent any unnecessary distractions.</li> <li>• Remove any possible distractions: Turn off the television, encourage other family members to participate in a quiet activity during homework time, and monitor your child.</li> <li>• Provide supplies and resources: Keep a supply of pencils, pens, erasers, notebook paper, glue, tape scissors and construction paper at home. Check with your child’s teacher to see what types of resources (dictionaries, thesaurus, etc.) you need.</li> <li>• Look over completed assignments: Check assignments for completion, neatness and thoroughness. Ask your child to explain the assignment to you, check their understanding of the assignment. Ask to see the homework after it has been graded and celebrate your child’s success, and discuss any mistakes</li> </ul>
Grade Level Homework Policies	<p>TK/Kindergarten: Monthly Survival Skill  First Grade: Read, Monthly Survival Skill or Math Game or Math Fact Practice  Second Grade: Read &amp; Math Fact Practice  Third Grade: Read &amp; Math Fact Practice  Fourth Grade: Read  Fifth Grade: Unfinished Classwork</p>



## **LIBRARY**

Students in grades K-5 are allowed to check out library books after a library contract has been signed and returned. Books are checked out for two weeks. There is no charge for books that are overdue; however, there are charges for lost and damaged library books and textbooks. Students will not be allowed to check out books from the library until lost or damaged books are returned or paid for. Encyclopedias, dictionaries, computers and printers are also available for research in the library.

## **LOST AND FOUND**

Articles of clothing and lunch boxes lost at school are turned in to the lost and found, which is kept in the cafeteria. Books, backpacks and small items are turned in to the office. Unclaimed lost and found items are donated to charity on the last Friday of each month. In order to facilitate the return of lost items, please be sure to place your child's name on all clothing and personal items. Cawston Elementary is not responsible for lost items.

## **MEDICATION**

Prescription and over-the-counter medication may be distributed to students by the school health technician or a qualified staff member upon written instruction from a licensed physician or dentist. This form is available in the school office. All medication in their original container with their written instructions are to be brought to the Health Office by the parent and verified with the school health technician.

## **MULTI-TIERED SYSTEMS OF SUPPORT**

Cawston utilizes a Multi-Tiered System of Support when it comes to providing resources to support students academic, behavioral and/or socio-emotional needs. These supports are offered to students in three tiers and can be focused on enrichment and/or intervention strategies.	
Tier 1	The tier 1 supports are resources that all students get. Supports may include general education curriculum and instruction, computer programs such as Compass Learning, ST Math and Zearn, and weekly Code of Conduct lessons. All students receive positive reinforcement through green slips, brag tags, classroom rewards, Friday Flag recognition, positive communication home and awards assemblies. The school has a tier 1 team comprised of academic, behavioral and socioemotional experts who meet monthly to analyze academic and behavioral data, make decisions regarding school-wide programs and adjust/monitor current programs based on student need as well as teacher, parent and student feedback.
Tier 2	Tier 2 supports are targeted towards 10-15% of students who are not responding to tier 1 strategies. They may experience academic difficulties or may need additional challenges. Tier two students may have behavioral concerns, resulting in repeated citations for the same type of behaviors. Tier 2 students may require group and/or individual counseling or perhaps need additional supports to improve attendance or tardies. The tier 2 team is comprised of academic, behavioral and socio-emotional experts. Tier 2 team offers interventions and supports for the classroom teacher and family. Students receiving Tier 2 supports

	will receive parent contact and communication as they go through the process.
Tier 3	Tier 3 supports are typically targeted towards 3-5% of the student population. Families of students receiving tier 3 supports will be invited to a meeting with administration, tier 3 members, and other pertinent members, such as counselor, psychologist, SAI teachers, speech/language pathologist, or other members as needed.

## **NON-DISCRIMINATION NOTICE**

The Hemet Unified School District is committed to providing equal opportunities for both sexes and the handicapped in its educational programs and activities. It does not discriminate on the basis of race, color, national origin, sex, or handicap.

## **OPEN ENROLLMENT POLICY**

The Hemet Unified School District has an open enrollment policy within the district pending space available at the requested school. The district does not provide transportation for open enrollment transfers. Transfers can be revoked due to poor attendance or behavior problems. Students attending their neighborhood schools have first priority for those schools. Contact schools or the district office for applications and deadlines.

## **PARKING**

Parents are encouraged to park in the school parking lot. If parking spaces are not available, please park in a legal parking spot on a nearby curb. No cars may be parked in the Menlo Ave. bus loop or the Cawston loop, as these will stop the flow of traffic to the site. If you notice unsafe driving practices, please help us by calling Hemet Police Department at 951-765-2400.

## **PERSONAL PROPERTY**

Students are not to bring personal property, toys or balls to school to play with either in class or on the playground. Cell phones are to be turned off and kept in backpacks throughout the school day. The school will not be responsible for lost or stolen items.

## **PETS**

DISTRICT Board Policy 6163.2 Animals may be brought to school for educational purposes, subject to rules and precautions specified in administrative regulations related to health, safety and sanitation. Teachers shall ensure that these rules and precautions are observed so as to protect both the students and animals.” Please see AR 6163 in HUSD Governing Board Policies for additional requirements regarding animals at school.

**Pets are not permitted on campus unless the animal is being brought to school for instructional purposes and you have received approval from the teacher and/or principal.**

## PHYSICAL EDUCATION

Physical Education (PE) is a required activity. Cawston Elementary School provides a quality PE instructional program that is designed to help your child develop physical strength, stamina, and skills.

### PE Guidelines

- Proper clothing must be worn for PE. Closed toe shoes and comfortable clothes are recommended. Clothing cannot be used as an excuse for not participating in PE activities.
- A note is required if a student is to miss PE because of a physical illness or injury. The note should state the reason and when the child can return to the activities. A doctor's note is required if a child is to miss more than 3 days of PE. A doctor's release note must accompany the student when they resume PE activities.
- Students who do not participate in PE due to a physical illness or injury, should not participate in recess activities.

## REPORT TO PARENTS/GRADING

The Report to Parents communicates your child's progress toward mastering the California Standards in reading, writing, speaking and listening, language, and mathematics, as well as progress in additional subject areas and responsibility for learning and behavior.

You are encouraged to discuss this report card with your child. Please review your child's accomplishments and areas needing improvement that are noted on the report. Recognizing and celebrating your child's progress is so important. Make sure to always make a plan on how to work together to improve. Communication with your child's teacher can help you build a plan together.

Teachers issue a report to parents at the end of every quarter. A parent/teacher conference for every student is scheduled in the first quarter. An additional conference may be held in the spring, as needed. Teachers and parents may request to schedule additional meetings at any time

### Explanation of Marks

- 4= Advanced:** Student performance in a cluster of standards for the reporting period **consistently excels in grade-level expectations** as demonstrated by a body of evidence that shows depth of understanding and flexible application of grade level concepts as determined by formal, informal, oral and/or written assessments and teacher observation.
- 3= Proficient:** Student performance in a cluster of standards for the reporting period **consistently meets grade-level expectations** as demonstrated by a body of evidence that shows independent understanding and application of grade level concepts as determined by formal, informal, oral and/or written assessments and teacher observation.
- 2= Approaching:** Student performance in a cluster of standards for the reporting period is **just below grade-level expectations** as demonstrated by a body of evidence that shows partial/inconsistent understanding and application of grade level concepts as determined by formal, informal, oral and/or written assessments and teacher observation
- 1= Minimal:** Student performance in a cluster of standards for the reporting period is **far below grade-level expectations** as demonstrated by a body of

	<p>evidence that shows <u>limited understanding and application of grade level concepts</u> as determined by formal, informal, oral and/or written assessments and teacher observation.</p> <p><b>N/A= Not Assessed:</b> This standard may have been taught but has <i>not been assessed</i> at this time.</p>
<p>Links to Grade Level Standards</p>	<p>English Language Arts Standards:  <a href="http://www.cde.ca.gov/be/st/ss/documents/finalelaccsstandards.pdf">http://www.cde.ca.gov/be/st/ss/documents/finalelaccsstandards.pdf</a>          Mathematics:  <a href="http://www.cde.ca.gov/be/st/ss/documents/ccsmathstandardaug2013.pdf">http://www.cde.ca.gov/be/st/ss/documents/ccsmathstandardaug2013.pdf</a>          Next Generation Science Standards  <a href="http://www.cde.ca.gov/pd/ca/sc/ngsstandards.asp">http://www.cde.ca.gov/pd/ca/sc/ngsstandards.asp</a>          History Social Science Standards  <a href="http://www.cde.ca.gov/be/st/ss/documents/histsocscistnd.pdf">http://www.cde.ca.gov/be/st/ss/documents/histsocscistnd.pdf</a>          Physical Education Standards  <a href="http://www.cde.ca.gov/be/st/ss/documents/pestandards.pdf">http://www.cde.ca.gov/be/st/ss/documents/pestandards.pdf</a></p> <p style="text-align: center;">All Standards, frameworks and resources can be found on the California Department of Education website at <a href="http://www.cde.ca.gov/">http://www.cde.ca.gov/</a></p>

## **SCHOOL CLIMATE**

<p>We believe all students at Cawston Elementary should be respectful, responsible and safe. Everyone makes mistakes, but the goal is to help students learn from their mistakes and develop their interpersonal relationships. The ultimate goal is that students who leave Cawston will possess academic and social skills that prepare them to be productive citizens.</p>	
<p>Code of Conduct</p>	<p>We are Respectful, Responsible and Safe          We practice our Code of Conduct in all areas of the campus by:</p> <p style="text-align: center;"><b>Lunch Area- YUMMY</b></p> <p style="text-align: center;">Y- You wait patiently in line          U- Use both hands to carry your tray          M- Manners          M- Make sure to leave your area clean          Y- You should eat healthy</p> <p style="text-align: center;"><b>Library- BOOKS/READ</b></p> <p style="text-align: center;">R- Return books on time          E- Everyone walks          A- Always treasure your books          D- Do smile at the librarian</p> <p style="text-align: center;"><b>Technology- MOUSE</b></p> <p style="text-align: center;">M- Make sure your area is clean          O- Open program and work          U- Use materials gently          S- Sit correctly          E- Exit quietly</p> <p style="text-align: center;"><b>Hallways and Walkways- WALK</b></p> <p style="text-align: center;">W- Walk facing forward          A- Always follow directions          L- Line up quietly          K- Keep hands, feet, and objects to self</p>

	<p style="text-align: center;"><b>Playground- HAPPY</b>  H- Help others  A- Always be a friend  P- Peaceful Body  P- Potty &amp; Drink Break  Y- You walk on the blacktop</p> <p style="text-align: center;"><b>Bathrooms- FLUSH</b>  F- Flush the toilet  L- Leave it clean  U- Uses facilities correctly  S- Suds up your hands  H- Honor the privacy of others</p> <p style="text-align: center;"><b>Classroom- LEARN</b>  L- Listen to the teacher  E- Engage  A- Always use an inside voice  R- Respond quickly  N- Never give up!</p>
<p>Staff Responsibilities</p>	<ul style="list-style-type: none"> <li>● Provide for the safety of the students.</li> <li>● Teach and model respect, responsibility and safety.</li> <li>● Teach correct procedures for the bus, playground, emergencies, etc.</li> <li>● Be fair in dealing with disciplinary problems.</li> <li>● Be professional at all times.</li> <li>● Greet students positively to start their day</li> <li>● Be conscientious concerning public relations with parents.</li> <li>● Explicitly teach, reinforce and affirm behavior expectations for all campus locations</li> </ul>
<p>Discipline Procedures</p>	<ul style="list-style-type: none"> <li>● Teachers will implement a progressive classroom discipline policy. This should be included in your home/school communication and a copy emailed to the principal, assistant principal and office manager.</li> <li>● Students who fail to comply with the classroom discipline policy will be given a Citation and appropriate consequences will be assigned by the teacher and/or administrator as appropriate.</li> <li>● Parents will receive notification regarding the citation from the teacher and/or the administrator</li> <li>● <b>No Hearsay Clause:</b> Incident must be witnessed or heard by an adult employee of the Hemet Unified School District. School officials will investigate all other incidents and witnesses may be used if an adult employee of the Hemet Unified School District did not see the infraction.</li> <li>● <b>Severe Clause:</b> Students with severe or continued inappropriate behaviors will be given a formal Discipline Report and may be subject to suspension/expulsion in accordance with the California Education Code.</li> <li>● Classroom vs. Office Citation- We do our best to manage all behavior problems in the classroom, involving communication between teacher and parent. There are times where behaviors warrant an office citation. This may include if a student is repeatedly breaking the same rule and/or if a student has a severe behavior concern, such as hurting others.</li> </ul>
<p>Citations</p>	<p>Citations may be given for the following offences:</p> <ul style="list-style-type: none"> <li>● Threats: Provoking a fight or encouraging others to fight</li> </ul>

	<ul style="list-style-type: none"> <li>● Fighting (Mutual)</li> <li>● Assault/Battery</li> <li>● Sexual Harassment</li> <li>● Possession of lewd or vulgar material</li> <li>● Possession of a dangerous object</li> <li>● Bullying/Harassment</li> <li>● Campus Disruption/Creating a Hostile Environment</li> <li>● Profane/Indecent Language or Gestures</li> <li>● Theft/Cheating/Lying</li> <li>● Classroom Disruption</li> <li>● Rough Play/Confrontational Behavior</li> <li>● Dress Code Violation</li> <li>● Disrespect/Defiance to any adult on campus</li> <li>● Defacing, destroying, abusing school or personal property (property tampering)</li> <li>● Unauthorized Articles</li> </ul>
<p>Behavior Interventions</p>	<p>Interventions are not limited to but may include:</p> <ul style="list-style-type: none"> <li>● Warning conference with student and/or parent/guardian</li> <li>● School Service i.e. campus beautification, helping another student, replacing/repairing a damaged item, etc.</li> <li>● Alternative Lunch Recess</li> <li>● In school suspension (time spent in another classroom)/on campus retention.</li> <li>● Home Suspension</li> <li>● SST meeting to discuss a Behavior Support Plan (BSP) for student</li> </ul>
<p>Suspension/ Expulsion Offenses</p>	<p>According to Education Code 48900, a student may be suspended and/or expelled for the following offenses: Please <b><i>note that some offenses may <u>require</u> suspension or expulsion.</i></b></p> <ul style="list-style-type: none"> <li>● Caused, attempted to cause, or threatened to cause physical injury to another person.</li> <li>● Willfully using force or violence upon the person of another, except in self-defense.</li> <li>● Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.</li> <li>● Possessed, used, sold or otherwise furnished, or under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.</li> <li>● LOOK ALIKE SUBSTANCE: Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented the liquid substance or material as a controlled substance, alcoholic beverage, or intoxicant.</li> <li>● Committed robbery or extortion.</li> <li>● Caused or attempted to cause damage to school property, or private property.</li> <li>● Stole or attempted to steal school property, or private property.</li> <li>● Possessed or used tobacco.</li> </ul>

	<ul style="list-style-type: none"> <li>● Committed an obscene act, or engaged in habitual profanity or vulgarity.</li> <li>● Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.</li> <li>● Disrupted school activities, or willfully defied the authority of school personnel.</li> <li>● Knowingly received stolen school property or private property.</li> <li>● Possessed an imitation firearm.</li> <li>● Committed or attempted to commit sexual assault, or committed sexual battery.</li> <li>● Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding.</li> <li>● Engage in an act of bullying, including, but not limited to, bullying by means of electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.</li> <li>● Committed sexual harassment (grades 4-12 only).</li> <li>● Caused, attempted to cause, or participated in an act of hate violence (grades 4-12 only).</li> <li>● Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation against a pupil or group of pupils (grades 4-12 only).</li> </ul> <p><b><i>NOTICE TO STUDENTS, PARENTS/GUARDIANS: Possession of a firearm, explosive devices, brandishing a knife, sales of drugs, or sexual assault and/or battery will result in automatic expulsion recommendations.</i></b></p>
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**SEARCH AND SEIZURE**

The administration retains control over lockers, buildings, parking lots, and grounds, and has the right to search them without warrant. All persons entering a school site or district facility may be subject to a metal detector scan and/or personal search to ensure that weapons, drugs or other dangerous items are not brought on campus. Violators are subject to suspension, expulsion, or arrest.

**SEXUAL HARASSMENT**

<p>The Hemet Unified School District is committed to a work and educational environment in which all individuals are treated with respect and dignity. Therefore, the district strongly condemns, opposes, and prohibits sexual harassment whether verbal, physical, or environmental. Anyone who violates this policy is subject to discipline, including student expulsion or employee dismissal. The complete board policy and resolution process is available at schools and the district office.</p>	
<p>Examples of sexual harassment include:</p>	<ul style="list-style-type: none"> <li>● Unwelcome leering, sexual flirtations, or propositions</li> <li>● Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions</li> <li>● Graphic verbal comments about an individual’s body, or overly personal conversation</li> <li>● Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer generated images of a sexual nature</li> </ul>

	<ul style="list-style-type: none"> <li>● Spreading sexual rumors</li> <li>● Teasing or sexual remarks about students enrolled in a predominantly single-sex class</li> <li>● Massaging, grabbing, fondling, stroking or brushing the body</li> <li>● Touching an individual’s body or clothes in a sexual way</li> <li>● Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex</li> <li>● Displaying sexually suggestive objects</li> </ul>
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**SPIRIT WEAR**

School t-shirts and sweatshirts are sold throughout the year to promote school spirit. Every Friday is Spirit Day. Students are encouraged to wear school colors (yellow and blue), school shirts and/or brag tags.

**SPLINTS/CRUTCHES AND CASTS**

If a student is required to wear a splint, cast or use crutches, a doctor’s note must be given to the health technician with the length of time for use specified. Students using splints, crutches or casts will not be allowed to participate in PE or use playground equipment until they have been released from their doctor. Students will also be required to continue use of crutches until a doctor’s release is submitted.

**STUDENT MESSAGES AND DELIVERY**

<p>Message and Delivery Procedures</p>	<ul style="list-style-type: none"> <li>● To prevent continually interrupting classes during instruction, we will only relay messages to students that are of an emergency nature.</li> <li>● Please try to make after school pick up arrangements before your child comes to school in the morning</li> <li>● If a parent needs to leave a message for a student, we request that whenever possible, you call the office no later than 1:30 PM(11:30 on Wednesday) in order to assure that we can get the message to your child prior to dismissal.</li> <li>● Items that are dropped off in the school office for students after instruction has begun will be retrieved by the student during a non-academic time. To protect instructional time, students are not called out of class immediately.</li> <li>● Office will email teachers to let them know of items that may have been dropped off in the office. This results in less classroom interruption and ensures that students can retrieve goods during a non-academic time.</li> <li>● The office is not responsible for the delivery or pick-up of items dropped off</li> </ul>
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**STUDENT SAFETY VALET SERVICE**

The Student Safety Valet Service gives leadership opportunities for our fourth and fifth grade students to assist with morning drop off. The procedure allows students to get in and out of cars safely and quickly reducing the hazards for students arriving at school. The program aims to improve student safety during morning drop off by providing a more organized flow of traffic around



the school.	
How to utilize the Student Valet Service	<ul style="list-style-type: none"> <li>• Student valets will begin their duty from 7:17 am to 7:37 am.</li> <li>• Drivers will pull up to the first available cone and valet</li> <li>• Valets will open the passenger side doors of the vehicle, letting students out.</li> <li>• Valets have been trained to stay on the curb at all times, so if the car does not pull close to the curb, the valet may not be able to help students exit.</li> <li>• In order to ensure student safety, students are ONLY allowed to exit curbside and families are not to leave the vehicle. If the parent needs to leave the vehicle, please park in the parking lot.</li> <li>• Once the student(s) have exited the vehicle, please feel free to pull into the left exterior lane and exit the campus.</li> </ul>
Application Process for Students	<ul style="list-style-type: none"> <li>• Fourth and fifth grade students wishing to be part of the Student Valet program must fill out an application and have parent permission.</li> <li>• Students selected must maintain good attendance and few tardies as well as a positive behavior record.</li> <li>• Students who have poor attendance and/or tardies and who struggle with following the Code of Conduct may be asked to leave the program.</li> <li>• Students selected for the program will receive training and take a safety oath.</li> <li>• Students are typically assigned one day per week for duty and must be on time.</li> <li>• Valets are responsible for setting up their cones, gathering necessary materials (vest and badge) and signing in on duty days.</li> </ul>

## TECHNOLOGY

Technology as an instructional tool is a significant aspect of education. Cawston is proud to offer students and families access to several websites that will support academic growth.		
Program/Website	Purpose	Username and Password Information
Aeries	Aeries is a website that houses student attendance, grades, schedules and other pertinent information. Currently, elementary teachers use Aeries as a tool for taking attendance and for recording grades. Upon registration for any Hemet USD school, all parents are required to create a parent portal on Aeries. This portal will give families access to the site.	<p>Elementary students do not have access to log into Aeries.</p> <p>Parents can use their parent portal username (email address) and password to login and view grades, student attendance and interventions.</p> <p>*Designed for computer use, no app available</p>
Accelerated Reader Home Connect	AR Home Connect is where families can go to view	Username: First Initial + Last Initial + ID#

<a href="https://hosted195.renlearn.com/272568/homeconnect/login.aspx">https://hosted195.renlearn.com/272568/homeconnect/login.aspx</a>	student's reading practice and progress towards goals. Detailed information regarding books read and test scores are on the site. Parents can set up to receive email alerts with the results of every AR test.	Password: 123 *Designed for computer use, no app available
Compass Learning <a href="http://www.thelearningodyssey.com">www.thelearningodyssey.com</a>	Three times a year students take a Measure of Academic Progress (MAP) test. This MAP test automatically generates a learning path for each individual student based on his/her areas of strength and weakness. Students log into Compass Learning to continue working towards his/her personal goals in Reading, Math and Language Usage.	Username: First Initial + Last Initial + ID # Password: 123 School Code: HCES *Designed for computer use, no app available
ST Math <a href="http://web.stmath.com">http://web.stmath.com</a>	ST Math (Jiji) is a conceptual math program. There is no audio other than a ding noise. Students manipulate the objects on the screen to get Jiji the penguin through the obstacle.	Username: no username Password: Visual password, usually with 13 icons *Can be used on a computer or download the ST Math app for tablets
Typing Pal Online <a href="http://hudscwtn.typingpal.com">hudscwtn.typingpal.com</a>	Typing Pal is a web-based keyboarding software designed for 2nd grade students and above.	Single Sign On using Hemet USD Google Account School Code: HUDSCWTN

## TELEPHONE

Important Phone Numbers	<ul style="list-style-type: none"> <li>● Hemet Unified School District's phone number is (951) 765-5100</li> <li>● Cawston's phone number is (951) 765-0277.</li> </ul>
School Phone Procedures	<ul style="list-style-type: none"> <li>● School/office voicemail is available before and after regular office hours</li> <li>● All classrooms have telephones that are available for student use to call home with teacher permission.</li> <li>● Students may use the phone in the office only for emergency purposes with a written note from the classroom teacher.</li> <li>● The office will not put calls through to classroom teachers during instructional time in order to maintain quality instruction for our students.</li> <li>● Student Phones: <b>Student Phones must be kept turned off in the student's backpack unless given permission.</b> The teacher may hold the student's phone until the end of the day if it is used during the school day except in</li> </ul>

	emergencies.
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**TEXTBOOKS/BOOKS/ELECTRONIC DEVICES**

Textbooks, library books and electronic devices are the student's responsibility. There will be a charge for lost books/damaged materials and will incur the same consequence as lost materials.

**TOBACCO FREE SCHOOL DISTRICT**

The Hemet Unified School District is a tobacco-free district. The use of any tobacco products is prohibited at all times on district property and in district vehicles. Information on smoking cessation classes is available from the Office of Child Welfare and Attendance at (951) 765-5100, ext. 2532. For information regarding smoking cessation classes in the community, please contact the Community Education Department and Hemet Valley Medical Center.

**VISITORS TO SCHOOL/VOLUNTEERING AT SCHOOL**

Parents and classroom volunteers are welcome at Cawston. Please note the following District and school procedures regarding visiting and volunteering at school.	
Lobbyguard Visitor Management System	As part of our continuing efforts to make our campuses safer for all students – Hemet Unified School District has installed a Visitor Management system, known as Lobbyguard, at all sites. A valid Government issued ID card (ie: Driver’s License, State issued Identification Card) is required to sign in. A personalized visitor Badge will be printed and is required to be worn at all times while on campus.
District Policy/ Clearance	District Policy requires that anyone who volunteers on a regular basis or acts as a chaperone on a field trip must be fingerprinted and have a TB clearance on file. Please check with the office for procedure on obtaining fingerprinting and TB clearance.
Volunteer/ Visitor Timelines	<ul style="list-style-type: none"> <li>● Volunteers for the classroom need to first make arrangements with the teacher (more than 24 hours in advance) to ensure that they are expected and determine the best time for volunteering.</li> <li>● Visitors are limited to one-hour observations (at a time) for the purpose of observing a classroom or visiting a program on campus. All visitors, for observation purposes, must have administrative approval and may need an administrator escort.</li> </ul>