



**Parent Communication**

CJ Morris is committed to parent-school partnerships. In order to facilitate communication, please visit our school website [www.cjmorris.wvusd.k12.ca.us](http://www.cjmorris.wvusd.k12.ca.us)

CJ Morris also utilizes Parent Square, a communication application. Through Parent Square, families will receive phone calls, emails, and text messages updating families on current information. All flyers will be digitalized and posted on Parent Square for families to reference. Instructions for downloading the application will be shared with families before school begins.

**Daily Schedule**

***TK/Kindergarten***

Mon/Tues/Wed/Fri 8:15 a.m. – 1:25 p.m.

Thursdays 8:15 a.m. – 11:33 a.m.

***1st-5<sup>th</sup>***

Mon/Tues/Wed/Fri 8:15 a.m. – 2:45 p.m.

Thursdays 8:15 a.m. – 12:45 p.m.

***Minimum Day Dismissal***

TK/K 8:15 a.m. – 11:33 a.m.

Gr 1-5 8:15 a.m. – 11:20 a.m.

**Late Pick-Ups**

Students should be picked up in a timely manner each day within 15 minutes of school dismissal. Late students must be signed out in the school office. Excessive lateness will result in a meeting with the principal to discuss childcare options.

**Rainy Day Arrival and Dismissal**

Rainy Day Arrival: Students will walk through the front office doors and wait in the MPR.

Rainy Day Dismissal:

TK/Kindergarten: Parents will enter Kindergarten gate, wait outside their child’s classroom door. Teachers will dismiss students from the classroom

1<sup>st</sup>: Will exit out their normal gate

2<sup>nd</sup>: Will exit out the front office

3<sup>rd</sup>-5<sup>th</sup>: Will exit out their normal gate



### Office Hours

The school office is open daily during the school year from 7:30 AM – 3:30 PM. Please watch for posted signs in the door window regarding periodic times the office will be closed for office staff meetings. Also, a sign regarding summer office hours will be posted in June.

### Attendance

- Reporting Absences

The importance of regular school attendance cannot be stressed enough. It affects both individual student progress at school and the status of our school funding, which is based on daily attendance figures. When a student is absent from school, the absence is either classified as excused (necessary because of illness or injury, vision, dental and medical appointments, quarantine, and bereavement) or unexcused (reasons that may include vacations, babysitting problems, etc.). If your child must be absent from school, please:

1. Call the school office before 9:00 a.m. on the day when your child is absent. Call (909) 594-0053 and select "option 1" or call the absence line (909) 839-2109.
2. A reason for the absence is a legal requirement by the State for its verification report. If the absence is verified by phone, a note is not necessary.
3. If your child is out of school for an extended time, please notify the school so arrangements can be made in advance for possible independent study or home instruction.

Excessive absences and tardiness will be referred to the School Attendance and Review Team (SART) for further action. If correction is not made, a referral will be made to the School Attendance and Review Board (SARB). This step may involve the District Attorney's Office.

### Homework Request

When requesting homework for your sick child who is missing school, allow two days of absence before requesting homework. If your child is truly ill, he/she will benefit from rest and light reading. Missed homework from an excused absence of 1-2 days may be made up over a reasonable period of time. Students/parents are encouraged to work with the teacher regarding the details. When requesting homework after 2 days of absence, call by 11:00 AM of the third day; homework will be ready for pick-up by 3:15 PM in the front office.

### Tardiness

Being on time to school every day is very important for several reasons. First, punctuality for your child ensures that he/she is not missing any part of the instructional day. Second, when all students are on time in the morning, classroom interruptions are minimized thereby maximizing the best possible use of each instructional minute.

**Please help your child to be on time for school every day. Plan your family's morning routine to allow your child to arrive on campus between 7:50 a.m. and 8:15 a.m.**

A student is considered tardy if he/she is not ready to enter the classroom with his/her classmates when the 8:15 a.m. bell rings. The gates at the front of the school will be closed at 8:15 am. Every late student must report to the office to get an admittance slip from the office staff before entering the classroom. Excessive tardiness will be reported to the Principal for the appropriate follow-up. Tardiness is reported on students' report cards.



### **Truancy**

It is unlawful for any minor, who has not graduated from high school, to loiter in public between the hours of 8:15 a.m. and 2:45 p.m. on days when school is in session. Any student found in violation of this truancy law will be issued a citation, and the student's parents will be expected to pay a fine and/or appear in court.

### **Independent Study**

The Walnut Valley Unified School District believes that regular attendance plays an important role in student achievement. The District recognizes its responsibility under the law to ensure that students attend school regularly. According to the Education Code 48205, there are eight reasons for an excused absence and family travel is not included in the list as an excused absence. Therefore, neither the California Department of Education nor the Walnut Valley Unified School District acknowledges family travel absences as excused and are not obligated to provide students with class work.

Independent Study is only assigned for extraordinary circumstances which prevent the student from attending school. Family vacations are not excused absences and do not warrant an independent study contract. (Ed. Code 48205)

The District acknowledges that there may be extraordinary circumstances when a family must travel during the school year and procedures are in place for a student to request a Short-Term Independent Study Contract. Please be aware that excessive student absences may impact learning and final grades.

Please adhere to the guidelines below to initiate independent study due to extraordinary circumstances which prevent your child from attending school.

- Must request work in reasonable advance
- Necessary instruction to be provided by parent
- Submit complete work upon return for credit. No credit is given for late or incomplete work.

### **Visiting Campus**

The Walnut Valley Unified School District considers the safety and health of our staff and students a top priority. To further safeguard the safety of your child we use LobbyGuard Visitor Management System to ensure that individuals visiting our campus are authorized to do so.

When entering our campus, you will be required to present your identification to the office staff. Accepted forms of identification are as follows:

- Any state issued driver's license or identification card
- Matricular Consular card
- Military ID (active duty or retired)
- Permanent resident card

Once the office staff scans the identification provided, LobbyGuard instantly checks the name against registered sex offender lists nationwide. Once the visitor has been cleared through LobbyGuard the system will print a visitor badge with your name. It is important to note that the LobbyGuard system only scans the visitor's name, and date of birth with the national database of registered sex offenders. This scan may also include a photo for comparison. Any additional information is not gathered nor stored. The LobbyGuard system is not connected to any other system such as the Department of Motor Vehicles, Department of Justice, Immigration, etc.... Any other information on the ID is not visible or accessible to any LobbyGuard user. The data we screen is not shared or communicated. It is confidentially secured through a web-based system.



You will not be required to complete this process if you are simply dropping off an item in the office or picking something up. **However, if the purpose of your visit is to sign out a student prior to dismissal, or visit a location on campus, you will need to go through the new process.**

If you currently do not have access to a government issued form of identification here are some resources to assist you:

- For a CA License visit a local DMV office or go to [www.dmv.org](http://www.dmv.org).
- For a Matricular Consular card please visit a consular office. The card is issued without regard to immigration status and provides no immigration information.
- For a Military ID card please go to [www.cac.mil/uniformed-services-id-card/](http://www.cac.mil/uniformed-services-id-card/)
- For a Permanent Resident Card please go to [www.uscis.gov/i-90](http://www.uscis.gov/i-90)

All parents have a right to participate in their child’s education. If you have any questions or concerns about the implementation of this system, please schedule a meeting with your child’s Principal. For more information on the LobbyGuard Visitor Management System please visit [www.lobbyguard.com](http://www.lobbyguard.com).

### **Student School Supplies**

Your child will be provided with school supplies. However, we understand that many students want to bring their own supplies. Here are the grade level school supply lists and items that the classroom needs.

\*\*The Constitution of the State of California requires that we provide a public education to students free of charge, unless a charge is specifically authorized by law. Please direct questions about school-specific matters needing clarification or explanation directly to the school's principal.

### **Transitional Kindergarten**

- 1 box of crayons (Crayola preferred)
- 1 ream of white copy paper
- 1 Ziploc bag filled with a change of clothes with child’s name
- 1 or more boxes of Kleenex
- Disinfectant Wipes
- Baby Wipes

### **Kindergarten**

- 1 ream white copy paper
- 1 box crayons (24 count)
- 1 box of Kleenex
- 1 set of headphones (small jack, 3.5 mm)
- Disinfectant Wipes
- Baby Wipes



**1st Grade**

- 1 box Kleenex tissue
- 1 packet pencils (#2 Ticonderoga)
- 1 large (1 oz) glue stick
- 1 box Crayola crayons (24 count only)
- 1 ream white copy paper
- 1 set (box/4) white board markers (black low-odor preferred)
- 1 Pink Pearl eraser
- 1 black sharpie
- 1 set of headphones (small jack, 3.5 mm, no earbuds, please)
- Disinfectant Wipes and Baby Wipes

**2nd Grade**

- 1 box Kleenex tissue
- 1 packet pencils (#2)
- 1 large (1 oz) glue stick
- 1 ream white copy paper
- 1 box crayons (24 count)
- 1 set (box /4) white board markers (low odor preferred)
- 1 yellow highlighter
- 1 or 2 Papermate Ink Joy gel pens (any bright color; NOT BLACK)
- 1 set colored pencils
- 1 set of washable markers
- 1 set of headphones (small jack, 3.5 mm, no earbuds, please)
- Disinfectant Wipes and Baby Wipes

**3rd Grade**

- 1 box Kleenex tissue
- 1 packet pencils (#2)
- 1 large (1 oz.) Crayola glue stick
- 1 or more reams white copy paper
- 1 or more reams white card stock paper
- 1 ream wide-ruled notebook paper
- 1 box colored pencils
- 1 set (box/4) thin white board markers (low-odor preferred)
- 1 yellow highlighter pen
- 1 set of headphones (small jack, 3.5mm, no earbuds, please)
- Disinfectant Clorox wipes



#### 4th Grade

- 1 box Kleenex tissue
- 1 packet pencils (#2)
- 1 large (1 oz) glue stick
- 1 or more reams white/color copy paper
- 1 ream wide-ruled notebook paper
- 1 set (box/4) white board markers (low-odor preferred)
- 1 highlighter pen
- 1 set colored pencils
- 1 set of headphones (small jack, 3.5 mm, no earbuds, please)
- Disinfectant Wipes and Baby Wipes

#### 5th Grade

- 1 set of 5 Pocket folders (different colors)
- 3 Wide ruled spiral notebooks
- 1 Composition Book
- 1 ream white copy paper
- 1 ream wide-ruled notebook paper (3 hole)
- 2 highlighters
- 1 box of #2 pencils
- 1 box of colored pencils, 1 box of markers, 1 glue stick
- 1 pencil pouch (no pencil boxes)
- 1 set of headphones
- Disinfectant Wipes

**Breakfast** Students will be offered a free breakfast during their morning recess. Morning Recess Times: TK/K 9:45 a.m., 1<sup>st</sup>-3<sup>rd</sup> 10:00 a.m., 4<sup>th</sup>-5<sup>th</sup> 10:25 a.m. **For the 2023-2024 school year, the government approved the issuance of free breakfasts.**

**Lunch** Students may bring their own lunch or **receive a free lunch from the cafeteria. For the 2023-2024 school year, the government approved the issuance of free lunches.**

\*If you would like to sign up for the school lunch menu to be emailed to you automatically, please follow these steps:

1. Go to [www.walnutnutrition.org](http://www.walnutnutrition.org)
2. Click on Menus at the top
3. Click on the GOING GREEN MENUS icon
4. Sign up

**WVUSD Wellness Policy** C.J. Morris honors this policy which promotes nutritional education and physical activities. If a student forgets to bring a lunch to school, parents should bring the student's lunch to the office by 9:30 a.m. with student's name, teacher's name and classroom number written on it. We will not interrupt instruction to deliver lunches. If you are delivering a lunch, instruct your child to pick it up at the lunch area.



### **Free and Reduced-Price Meals**

Provisions are made for free and reduced-price meals for qualifying students. An application, available from the school office or on this website Lunch Application must be completed to determine if a family qualifies for free or reduced-price meals. Only one application is required.

### **Nut Allergies**

Student safety is our top priority. We have several students with peanut and tree nut allergies. Nut allergies must be taken seriously as they can be life threatening. A child with a serious peanut or nut allergy can suffer a reaction merely by touching a peanut or nut containing food. Additionally, foods that have been cross-contaminated by utensils in contact with peanuts or nuts, such as knives used to spread peanut butter, can be dangerous. These students must watch every bite they eat. Please do not send the following foods to school: peanuts, peanut butter, tree nuts (e.g. walnuts, cashews, almonds, pecans, pistachios, chestnuts, macadamia nuts, pine nuts, hazelnuts, etc.), Nutella, or food containing peanuts or tree nuts.

Food items containing peanuts or nuts will NOT be served at the class parties. There will be no classroom projects involving peanut butter, Nutella, peanut shells, or nuts.

If a student accidentally brings a nut food item, he/she will sit at our designated SAFETY Zone lunch table for grades 1-5. For Kindergarten students, they will sit at the end of every row of their lunch table. Their classmates without nut allergies may sit with them.

### **Bicycles, Scooters, Skateboards, Skates, and Roller Blades**

Only students in grades 3, 4, and 5 are allowed to ride bicycles to school. Bike riders must obey all safety rules and the California Vehicle Code. Students must walk their bicycles at all times while on school grounds. This includes the parking lot, playgrounds, fields, and to/from the bike rack. Students who ride a bicycle to school must park and lock their vehicle in the bike rack at school. The school does not provide locks for students.

For the safety of all bicycle riders, students must wear protective bike helmets, as per California law.

Repeated or serious infractions of school and safety rules may lead to the suspension of the student's privilege of riding the bicycle or scooter to school.

### **Birthday Policy**

Teachers will recognize student birthdays in their classrooms as they deem appropriate. **Therefore, it is school policy that we will NOT be accepting parent contributions (goody bags, food, snacks, etc.) on the day of your child's birthday.** However, you can donate a new or gently used book to your child's classroom in honor of their birthday. Your child may glue a picture of themselves inside the front cover of the book and write a message to the class on the inside front cover. The book will become the property of the classroom and will stay in the teacher's classroom for years to come.

### **Climate and Discipline**

In order to build a sense of community and a school climate in which all members feel a sense of belonging, ownership, pride and contribution to the goals of the group, various programs are implemented by teachers and support staff. For example, the PBIS Program, which is implemented school-wide, is a positive behavior intervention support program that teaches the students the values of "Be Caring, Be Principled, and Be Reflective."



### **Classroom Discipline**

Classroom teachers develop individual classroom discipline plans that are age appropriate and effective in assisting students to develop individual responsibility. Rewards for good behavior and consequences for inappropriate behavior are included as part of each plan. We firmly believe that education is a partnership; therefore, teachers take a proactive approach in contacting and communicating with parents regarding discipline issues.

Teacher/student conferences, time-outs, phone calls, recess/lunch detentions, parent/teacher/principal conferences, in-house suspension, or suspension to home are interventions used to help the student learn responsibility.

### **School-wide Discipline Plan**

At Cyrus J. Morris, a School-wide Discipline Plan has been developed to further ensure student safety and compliance with school rules. This plan, which is detailed on the following pages, is supported by Board of Education Policy and the Education Code.

### **Desired Behaviors**

#### *GENERAL SCHOOL RULES*

1. Follow directions the first time they are given
2. Use polite words
3. Remove hats/hoodies when entering the building
4. Stop, look, listen
5. Make good choices.
6. Keep hands and feet to yourself
7. Pass things hand to hand
8. Remain on school grounds until permission to leave is granted
9. No playfighting

#### *HALLWAY RULES*

1. Keep hands to the side
2. Use walking feet
3. Use a soft voice
4. Walk in line
5. Stay with your group
6. Keep hands and feet to yourself
7. No playfighting

#### *PLAYGROUND RULES*

1. Include everyone
2. Take turns, share
3. Follow all playground equipment rules
4. Freeze in place when the bell rings
5. Line up when the signal is given
6. Stay in designated play areas
7. Walk on the blacktop
8. Keep hands and feet to yourself
9. No playfighting





**LUNCH AREA RULES**

1. Be polite to others and sit in your assigned area
2. Eat your food properly
3. Do not share food
3. Use a soft voice
4. Listen to adults
5. Keep hands and feet to yourself. No playfighting
6. Clean up your area after eating, leave no trace
7. Raise your hand to be excused from tables

**Explicit Language**

Students that use explicit language (profanity, inappropriate content, name calling, words of hate), verbal threats, or engage in name-calling, either verbally or on the computer at school, will be held accountable using the following policy (see below). This information will be shared with our students.

**First Offense:** Parents of student will be contacted. Student will lose recess time or a classroom activity.

**Second Offense:** Student will lose recess from 1-5 days. Parents will be contacted.

**Third Offense:** Student will be officially suspended from school for 1 to 5 days. Suspension will be filed in student's permanent records. Parent will be contacted.

**Bullying**

The staff of CJ Morris Elementary School believes that all students have the right to a safe and healthy school environment. The school will promote mutual respect, tolerance, and acceptance.

We will not tolerate behavior that infringes on the safety of any student. Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils. Bullying is an aggressive behavior that is negative and intentional, carried out repeatedly over an extended period of time, and where the behavior occurs in a relationship where there is an imbalance of power between the parties involved.

Acts of bullying include, but are not limited to:

- Name calling
- Rumor spreading
- Verbal abuse
- Non-verbal acts (e.g., social isolation)
- Physical acts
- Inappropriate online communication (e.g., cyber bullying)

CJ Morris Elementary expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated. CJ Morris feels strongly about its responsibility to nurture students and will immediately intervene when a bullying incident occurs.



CJ Morris will promptly follow up with incidents of name-calling in order to prevent ongoing bullying at the school. This policy applies to students on school grounds, while traveling to and from school on a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. Parents will be notified by the teacher and/or administrator regarding the incident(s).

The school will cultivate acceptance and understanding in all students and staff to build its capacity to maintain a safe and healthy learning environment. If needed, students will receive additional support from the school counselor.

**Positive Consequences for Following School Rules**

*PBIS Tokens*

Tokens are given to students who choose to follow the school rules and are thereby demonstrating acts of respect, responsibility, and safety. The tokens serve as a means for rewarding students who behave appropriately both inside and outside of the classroom. They are not used to reward academic achievement. Students receiving these tokens add the tokens to our token jar to earn a school-wide reward for all students.

*Other Rewards* - Teachers daily reinforce positive behavior by highlighting their strengths and recognizing their achievements through a variety of rewards and special privileges. Examples include extra recesses, homework passes, etc.

**Progressive Discipline for Students Who Choose Not to Follow School Rules**

As indicated above, each student is responsible for his/her actions. Parents and teachers both have an important part in helping a student develop responsibility. Discipline is necessary for any group if the goals of the group are to be realized. Orderly conduct is both a necessary condition and an important goal of learning. Since all individuals are unique, no one procedure or method for a given situation is appropriate in every case. In light of this, listed below are steps that are typically taken as interventions to assist students in behaving more responsibly at school.

*Intervention*

When a student chooses to break a school rule, and a staff member has observed or has concrete proof of a student breaking a rule, a conference will be held between the student(s) and the staff member who observed the infraction. This may or may not be the child's classroom teacher, and it may be a noon aide, custodian, office staff member, instructional aide, principal, or any other staff member. Parents who are visiting or volunteering on campus are not to intervene in disciplinary matters.

The staff member will then decide to 1) consider the matter as handled, 2) refer the matter to the student's teacher, or 3) refer the matter to the Principal.

**Progressive Discipline**

Following an intervention as described above, one or more of the following positive discipline steps may be taken:

- The teacher may decide to conduct a class meeting for airing problems and brainstorming problem solutions.
- The teacher may decide to assign an appropriate consequence or school service to be performed.
- The teacher may decide to make a referral to the Principal for further action.



### *Other Possible Interventions*

Recognizing that the strategies above may not be an effective deterrent to misbehavior for all students, the following options may be used as needed:

- Recess Detention
- Lunch Detention
- Provide a service to the teacher or the school
- Behavior Contract
- Time-out in the office or an alternate classroom
- In-house Suspension
- Suspension to Home
- Expulsion

### **Referral to the Principal's Office**

Students may be sent to the Principal's Office for disciplinary reasons when sent as a consequence of the classroom teacher's established discipline plan or in the event of a severe infraction (e.g., intentionally harming another student, foul language, stealing, destroying property, defiance, etc.). The Principal will contact the parent by phone or in writing when a student has been counseled by the Principal more than once or in the case of a severe infraction.

The first time a student is referred to the Principal, except in the event of a severe infraction, he/she will be counseled by the Principal and will receive a warning. If a student must visit the Principal again within a short period of time, parents will be contacted, and the student will face the appropriate consequence(s) of his/her actions. If a student must visit the Principal a third time within a short period of time, other interventions will be considered.

In the case of suspension, the parent will be notified in writing, indicating the offense and length of the suspension. A telephone conference with the parent will be conducted, and a personal conference may also be requested.

### **Detailed Playground Rules & Other Related School-Wide Rules**

- Students are not to arrive at school or be on the playground before 7:50 a.m. Supervision begins at 7:50 a.m.
- Students must either walk home promptly or be picked up promptly at their dismissal times. There is no after-school supervision.
- All playing stops when the bell rings at the end of recess. Students are to stop playing, freeze in place, and line up promptly when the signal is given. Drinks and visits to the restroom are to be done before the bell rings.
- Balls should be hit, not kicked against the ball walls.
- No bouncing of balls against the buildings or in the hallways. No running on the blacktop.
- No students are to be in the hallways or around buildings during recesses or lunch except to place lunch pails and to get balls. No running or sliding in the hallways.
- No loitering in restrooms or other areas of the school grounds at any time. During recesses, all students are expected to be safely and productively involved in an activity or game.
- All games remain open until they exceed the maximum number for safe play as determined by the playground supervisors.
- No drinks or use of the restroom after the bell rings without teacher or supervisor permission.
- No games which involve tackling, wiping out, shoving, keep-away, riding on another's back or chasing are allowed. No play fighting.



- No climbing on backstops, fences or in trees. Students must remain where they can be seen by supervisors at all times.
- Keep hands, feet, and objects to yourself. No playfighting.
- Only school play equipment is allowed on the playground. Students are not to bring toys or other personal belongings to school.

Exceptions: Teachers may give special permission for students to bring personal belongings as they relate to a unit of study and/or will be used under the supervision of the teacher. (Any other items needed for playground games will be decided upon on a case by case basis.)

- Throwing of rocks, sticks, or projectiles other than playground balls is not allowed.
- No scissors, knives, sharp objects, nor glass containers are to be brought to school.
- Students must obey regulations as described in the State Education Code and School Board Policy regarding the use of tobacco, drugs, and alcohol on campus. NO USE IS THE RULE.

### **Dress Code**

All students are expected to dress sensibly for school. Students' attitudes, conduct, and safety during school hours can be affected by the clothing they wear. In accordance with the California Administrative Code, students shall be neat, clean, and properly attired for school. It is the parent's responsibility to see that their children are dressed for school in a safe, appropriate manner for learning. Please use the following information as you plan your child(ren)'s wardrobe. Our dress code is posted on our website.

#### *Uniform Policy*

Our school has a uniform policy to create a sense of community and equity. Uniform shirts and pants can be purchased from any retailer. Community Club will sell Spirit Wear which is acceptable.

#### *Standards of Dress for Students*

The district takes a strong stance against gang-affiliated clothing and/or styles of dress or grooming affiliated with gangs/hate groups, due to safety concerns for students while at school or going to and coming from school. Because of changing trends in such attire, specific clothing, jewelry, accessories, and/or grooming style restrictions may change during the school year. Notice will be given to students and parents/guardians as soon as it is reasonably possible after these trends have been identified through the assistance of the local law enforcement authorities.

It is hoped that this information will not offend, but rather assist you in determining those clothes that will positively influence your child's school experience. Teachers may also use their discretion in determining if a student's dress is appropriate. Any time a member of the staff believes that a student is disrupting the educational process by his/her appearance, or believes that the student's safety is in jeopardy, the teacher may send the student to the office.

1. All baggy, oversized clothing is prohibited. No clothing may be worn more than one size larger than student's measured size.
2. No jeans are allowed.
3. Shirts must have a collar unless they are a CJ Morris spirit wear shirt.
4. Jackets, sweaters, and sweatshirts should be a solid color, but may have a print. Approved CJ Morris spirit wear sweatshirts are acceptable.
5. Shorts' length must not extend below the knee or above the fingertip.
6. Skirts may be no shorter than fingertip and must be hemmed. Pant legs must be hemmed at shoe top.



7. **Navy, black, or khaki (beige) colored leggings or sweatpants are permissible. NO PRINTS.**
8. No undergarments may show. Girls may wear bike shorts under their skirts (must be same color) provided they do not show.
9. Hats can be worn outside, but must be taken off indoors. The same for sweatshirt hoods.
10. Jewelry or belts that symbolize drug or alcohol use or expresses inflammatory statements, or is considered to be gang-related or dangerous may not be worn. Dangling wallet and key chains are not permitted.
11. For safety reasons, students are required to wear covered, closed toe shoes. Flip-flops, Crocs, any open toe shoes, slippers and bare feet are not acceptable or permitted.
12. **Any student in non-compliant clothing will be given: #1 verbal warning; #2 letter sent home by teacher; #3 taken to the office and parent will be notified.**
13. On Dress-up Days, students must adhere to the dress code policy unless otherwise notified.



# Uniform - Monday – Thursday

- Top: CJ Morris Shirt, Polo Shirt (White, Red, or Navy Blue)
- Bottoms: Skirts (Khaki or Navy Blue), Shorts (Khaki or Navy Blue), Pants (Khaki or Navy Blue)



\*Leggings: Navy, black, or khaki (beige)

# Uniform: Fridays

- Jeans
- Same tops and bottoms as Monday – Thursday
- **Athletic Bottoms (red, white, or navy blue)**





### **Leaving the Campus During School Hours**

It is necessary for the student's protection that he/she be accounted for and on school grounds at all times during school hours. For this reason, the following rules are enforced:

- Students are not dismissed during regular school hours without a release from the office staff. This applies to mid-day releases to go to a doctor's appointment, or home for lunch, or out with a parent for lunch, etc.
- If a parent needs to take a child out of school during regular hours, the parent must sign the child out at the office and be able to show identification if asked. The child will be called to the office to meet the parent after the parent has arrived on campus. Please do not go to the classroom.
- We appreciate you planning ahead for special appointments so you do not need to check out your child before the end of the school day. Whenever a classroom is called for an early pick up, instruction is interrupted for the entire classroom. Please refrain from taking your child from the classroom in the last 15 minutes of the school day, as this is a very busy time.
- In the event of illness or emergency, a child can only be released to the parents or those individuals listed on the emergency card.
- A child returning to school during the day must first check in at the office for an admittance slip before returning to class.

### **Medication at School**

The Education Code, Section 49423, allows school personnel to administer medication only if the following steps are taken:

- The WVUSD Authorization for Medication Form is completed, signed by the child's physician, parent and/or legal guardian and is on file in the office. No medication will be dispensed unless this completed form is on file. The form is available at the school office.
- Medication must be kept in the original container and must be checked in at the office by the parent/legal guardian. It will be dispensed only through the office.
- Under no circumstances are students to bring other medications to school, even simple remedies such as cough drops.

### **Personal Belongings**

Items that may be needed in the classroom, such as notebook binders in the upper grades, may be brought to school. However, the school is not responsible for lost or missing items. Additionally, students should bring no more money to school than is necessary to buy lunch. Students should not bring trading cards or toys from home, unless there is a classroom or school party.

### **Cell Phones and Electronic Devices**

The Walnut Valley Unified School District acknowledges the importance of electronic communication between students and parents, particularly in school-wide emergency situations. Further, the district recognizes that instructional time is precious and must be protected from unnecessary interruptions.

**Cyrus J. Morris students may have a cell phone or calling device (iWatches etc.) on campus; however, it must be turned off and kept in the child's backpack during school hours.** Students not adhering to this will have cell phones/calling devices confiscated. Parents will be called to pick up the phone from the school office.

Other electronic devices, such as iPods and handheld video games are prohibited except in the event of a school sponsored event under the direct supervision of a staff member. The district assumes no liability for the loss or misuse of these devices.



### **Safety to and from School**

At the beginning of each school year and at periodic intervals throughout the year, safety instruction is given to all students. Parents are urged to help their children learn the proper and safe way to travel to and from school. A route should be planned by the parents and reviewed with their children with full regard to sidewalks, street crossings, bike lanes, parking lot safety, and the property of others.

Student safety before and after school is an on-going concern. In order to reduce congestion and safety related problems, please use the following guidelines when transporting your child to and from school:

- **Do not plan to park your car in the parking lots.** Use the upper (larger) parking lot to drop off your child(ren) in the morning. The two parking lots are for staff parking only. Remain in your car and move forward as the line moves. Please move forward as far as possible to allow more cars to unload.
- For pick up during dismissal time, students will be loaded from the grassy area near the upper (larger) parking lot. Please do not honk. Please do not direct your child to come to your car. Please instruct your child(ren) to pay attention and look for your vehicle. After School Day Care Vehicles must follow the same drop-off and pick-up procedures as families.
- Help to decrease congestion in the parking lot by walking or joining a carpool. Families are encouraged to form "walking pools" so children do not walk alone.
- Absolutely DO NOT USE THE LOWER (smaller) PARKING LOT for pick-up. This is reserved for buses.

### **Traffic Etiquette**

Due to ongoing concern about student safety during the before and after school periods of high traffic flow, please be reminded of the following safety rules:

- Please do not park your car in any red zone.
- Please cross only at the crosswalks.
- Please pull all the way forward in the loading zone to allow the maximum number of students to load at a time.
- **Please do not make U-turns or jaywalk across Calle Baja Ave. It is illegal and unsafe. LA County sheriffs do patrol our school and do give tickets for the safety of our children.**

### **Instructional Program Information**

#### *English Language Learners*

All students at Cyrus J. Morris School receive instruction in English. Instructional support is provided for our English Language Learners through highly qualified teachers and specialized materials. Parents with questions are encouraged to contact Mrs. Jenny Kwan-Hata, District ELD Specialist at (909) 595-1261.

#### *CORE CURRICULUM*

The Walnut Valley Unified School District is committed to providing a high-quality education for all students. In an effort to implement educational programs that are of the highest quality for all students, we at Cyrus J. Morris are committed to the following:

- Alignment of our school's instructional program to Common Core Standards;
  - On-going staff development which focuses on the content of the Common Core Standards, and their related Curriculum Frameworks and proven effective instructional strategies;
  - Effective use of State-approved textbooks and other State-approved instructional resources in all of the required curricular areas: language arts, mathematics, science, history/social science, health education, physical education, and visual and performing arts;





- Use and Integration of technology to support the core curriculum and to familiarize students with real-world tools;
- Articulation of essential learning and expected student outcomes from one grade level to the next, including the transition from elementary school to middle school;
- Accommodation and/or modification of the instructional program to meet the needs of all students, including students who are considered at-risk due to learning disabilities, limited English proficiency, and/or social/ emotional challenges;
- A high degree of parental involvement through the provision of parent education about the core curriculum and effective ways to help their children at home, volunteerism in the classroom, and through assuming leadership roles such as those that are encouraged through the Community Club.

### **Library**

All students visit the newly renovated learning center on a weekly basis to check out books for independent reading, read alouds, and for use with class projects. The learning center is also used as a reference/research center under the direction of our Digital Media Technician and/or the teacher during class time. Students assume responsibility for books when checking them out. Please help your child take proper care of the books as we will expect reimbursement for lost or badly damaged books and materials at the end of the school year before issuing report cards. The learning center, outside of library times, will serve as a space that fosters creativity by having a functional makerspace and technology tools.

### **Textbooks**

Since textbooks are expected to last for several years, it is recommended that students cover them as soon as they are received. If necessary, it is requested that parents help with this task. Protecting textbooks in this way helps ensure that they will be usable for many years. Lost or damaged textbooks are the financial responsibility of the student and parents.

### **Physical Education**

Physical education is required by state law and is included as an integral part of the instructional program for all students. With the assistance of the District's itinerant PE team, our teachers plan and implement a physical education program for their students that is developmental, age-appropriate, frequently integrated with other aspects of the curriculum, and is in alignment with the Physical Education Framework for the State of California.

The physical education program for students in grades 1-5 is significantly augmented by the District's itinerant PE team. All students are expected to participate in the program which also is aligned with the Physical Education Framework for the State of California. The focus is on sportsmanship, flexibility, agility, aerobic endurance, the skills needed to play various games and competitive sports, learning the rules associated with those games/sports, and practicing the games/sports.

PE with the District's itinerant PE team is scheduled for every Friday. It is important for students to remember this schedule as they must remember to dress appropriately on PE days. (If students abide by the Dress Code as described in this Handbook, they will be dressed appropriately for PE.)

#### *Excused from PE*

If a student is unable to participate in PE, a written statement from a physician is required. The student should tell his/her, regular teacher of the note, then present the note from the physician directly to the PE teacher to ensure clear communication with the PE teacher. It is important to note that the school office cannot excuse students from participation in the PE program.



### **Vocal and Instrumental Music**

Students in grades 4-5 participate in the District's standards-based music program during the regular school day. Fifth-grade students participate in weekly vocal or instrumental music classes with a credentialed music teacher. Fourth-grade students learn a variety of music concepts and skills including playing the recorder.

When a fifth-grade student decides to take instrumental music, he/she is also assuming the responsibility of being prepared for that class. This includes the commitment to practice and to remember to bring the instrument and music. Students are not allowed to call home for forgotten instruments. They will, however, attend the music class and listen to the instruction. If the student regularly forgets the instrument, the music teacher will contact the parents about the problem.

If a parent notices that his/her child forgot the instrument and the parent choose to bring the instrument to school, the parent will be asked to leave the instrument in the office for the student to retrieve. It is important to note that the office staff will not interrupt classes to inform students that instruments are in the office; however, students are encouraged to check the office on their way to music class.

All instruments and cases are to be clearly labeled with the student's name.

### **Spanish**

As an International Baccalaureate (IB) Primary Years Programme (PYP) School, our students in grades 1st– 5th receive weekly Spanish instruction to broaden their linguistic and cultural backgrounds.

### **Child Care Program**

The Child Care Program (Fun Club) is coordinated at the district level and is housed at various elementary schools. The program provides quality before- and after-school care and serves as an extension of the school day. Day Care is available before and after school from 6:00 a.m. until 6:30 p.m. for students in grades K-5. If you are interested in this program for your child(ren), please contact the Child Care office at (909) 444-3460 or check the district website for more information.

### **Community Club**

The Community Club at Cyrus J. Morris actively supports the educational process for all students. They are committed to promoting the welfare of children and youth in home, school, and community. They are committed to fostering strong home-school partnerships. They are committed to supporting the educational progress and well-being of every student at Cyrus J. Morris.

Among the activities and programs, the Community Club has helped to sponsor recently are: purchase of needed technology equipment, room parent program and classroom parties, classroom supplies, family nights, two annual book fairs, enrichment assemblies and programs for students, field trips, equipping classes with emergency supplies for disaster preparedness, and various fundraising activities. Also, the Community Club provides an annual Carnival in May, complete with games, booths, food and assortment of inflatable games and obstacle courses which is well attended by families, community members and alumni.

Administrative and procedural decisions concerning the Community Club are handled by an elected board. Budget approval and major policy decisions are made by a vote of those in attendance at monthly Community Club meetings. All Cyrus J. Morris parents are invited and encouraged to attend the monthly meetings.

Membership in the Cyrus J. Morris Community Club is open to any adult in the school community who is concerned about the educational well-being of the students. Joining the Community Club does not obligate you to attend meetings,



work in classrooms, serve on committees, or hold an office. It does enable you to support the objectives and programs of the Community Club, to become more involved in your child's school, and to meet other parents who are also interested in supporting the educational process for all students at Cyrus J. Morris School.

For parents who are interested in active involvement in Community Club, a variety of volunteer opportunities are available. We need room parents, parents to help with sales for various fund-raising activities and other various chairmanships.

If you have ideas or time to contribute, please contact the Community Club President. The contact information is on our school website CJMCC.

### **School Site Council (SSC)**

The purpose of this Council is: 1) to recommend to the Board of Education a Single Plan for Student Achievement, which is consistent with and supportive of the goals of the District, 2) to establish a budget based on the plan, 3) to review the implementation of the plan on an ongoing basis with the principal, teachers, and other school personnel, 4) to assess periodically the effectiveness of the plan, and 5) to annually review the plan and recommend to the Board any modifications to the plan and the proposed budget for the expenditure of LCFF funds.

The membership of the School Site Council consists of an equal number of school staff and parents who are elected by their peers to serve in this capacity. The school principal serves as an ongoing member of the Council. If you have an interest in being elected to the School Site Council, please watch for the nomination form to be emailed in early August and will also be posted on our school website. A parent can nominate him/herself or another Cyrus J. Morris parent. Meetings are held quarterly during the school year. All official meetings are open to the public. An agenda is posted in our front office one week in advance of the meeting.

### **Classroom Volunteers**

You may also volunteer in the classroom, library, or for the Community Club Parent Group. We need volunteers to help with many activities throughout the year.

The Walnut Valley Unified School District continues its policy designed to ensure our schools are safe. This policy requires one extra step for our parent volunteers. Please be prepared to submit a completed application available online, a copy of a California Driver's License or California ID, and a current negative TB test. This information will be kept on file for all volunteers and must be revised annually to ensure the safety of all children.

## **GENERAL INFORMATION**

The following information is provided at the beginning of each school year to assist parent/guardians with information pertaining to parent/student rights, which the law requires the school district to provide per Education Code 48980.

### **STUDENT RECORDS AND NOTIFICATION OF RIGHTS**

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational records maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents' request to access their student's educational records must be submitted in a written form to the site Principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records.



Any challenge to school records must be submitted in writing to the Principal. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

#### **EMERGENCY FORMS AND EMERGENCIES**

Emergency contact forms are included in the re-registration process in the AERIES Parent Portal. It is absolutely essential that the information on the form be kept current. Any parent/guardian who does not have access to AERIES Parent Portal can seek out help in the school office. In case of an emergency of a disaster (earthquakes, etc.), students will be released only to those listed on the card. In case of an emergency, we will always call your home or place of employment. If parent or emergency contact cannot be reached, the site will use their best judgment in getting medical attention for an injured or ill child. Students are trained to respond and evacuate appropriately to emergencies through fire drills conducted on a regular basis. Teachers are trained in emergency procedures and emergency supplies are located in each classroom.

#### **SCHOOL ACCOUNTABILITY REPORT CARD**

A copy of the School Accountability Report Card will be provided by your child's school, upon request. (EC 35256) A hard copy of the School Accountability Report Card are available in the school front office and the District Office. Such report cards shall be designed to inform parents or guardians and the community about the conditions, needs and progress at each school to provide data by which parents or guardians can make meaningful comparisons between schools. The collaborative process of developing the report cards gives school staff opportunities to review achievements, identify areas for improvement, enlist local support and establish a vision for the future. School Accountability Report Cards may also be downloaded from the District's web site at [www.wvusd.org](http://www.wvusd.org)

#### **PARENT INVOLVEMENT - BOARD POLICY 6020**

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall consult with parents/guardians and family members in the development of meaningful opportunities for them to be involved in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home. (cf. 0420 - School Plans/Site Councils) (cf. 1230 - School-Connected Organizations) (cf. 1240 - Volunteer Assistance) (cf. 1250 - Visitors/Outsiders) Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so. (cf. 5020 - Parent Rights and Responsibilities)

The district's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060) (cf. 0460 - Local Control and Accountability Plan) The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation. (cf. 0500 - Accountability)



### **Targeted Assistance Title I Schools**

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318) Instruction BP 6020(b)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law. (20 USC 6318, 6631) (cf. 3100 - Budget) Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

### **Non-Targeted Assistance Title 1 Schools**

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

### **PARENTS' RIGHT TO REQUEST TEACHER QUALIFICATIONS (TARGETED ASSISTANCE TITLE I SCHOOLS)**

If your child is attending a school receiving Title 1 federal funds, Federal Law requires that parents be notified of their right to know the professional qualifications of their child's teacher including the following:

1. Information regarding if your child's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Information regarding if your child's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. Information regarding if your child's teacher is teaching in the field of discipline of the certification of the teacher.
4. Information regarding if your child is provided services by paraprofessionals and, if so, their qualifications.
5. The type of state credential or license that the teacher holds. Some teachers will have



a credential in a particular subject area, such as English or mathematics, and others will have a multiple subject credential, which allows them to teach a variety of subjects, such as in elementary schools.

6. The education level and subject area of the teacher's college degree(s). All teachers have a bachelor's degree, and many teachers have graduate degrees beyond the bachelor's, such as a masters or doctoral degree. In addition to the qualifications of the teacher, if a paraprofessional (teacher's aide) provides your child services, you may also request information about his or her qualifications. Many paraprofessionals have two years of college and others have passed a test that verifies their qualifications.

If you would like to request this information, please contact Walnut Valley Unified School District, Human Resources Office at (909)595-1261