

# Cal Aero Preserve Academy



*Building a Legacy of Leadership and Service*

Student and Parent Handbook

2024 - 2025 School Year



## **Cal Aero Preserve Academy Office Staff**

### **Administration**

Mrs. Laurie Warner, Principal  
Mrs. Orttel-Parks, Assistant Principal  
Brian Martinez, Assistant Principal

### **Office Staff**

Cheryl Smith, Office Manager  
Michelle Werling, Counseling Assistant  
Adriana Velazquez, Attendance Clerk  
Aracely Gateb, Typist Clerk I  
Bich (Beek) Kim Typist Clerk II

### **Health Office**

Nurse Kattia Gironas  
Trish Zalke, Health Tech

### **Library**

Stacy Matthews, Librarian/Media Assistant

**School Mascot:** Aviator

**School Colors:** Red, Silver and Black

**Website:** <https://www.chino.k12.ca.us/CalAero>

**Office Hours:** 7:00 a.m. – 4:00 p.m.

**Telephone:** (909) 606-8531 FAX: (909) 548-6023

**Library:** (909) 606-2173

**Community Center:** (909) 464-0789

**High 5 (After School Program):** (909) 591-9834

**Fun Club (After School Program):** (909) 606-8531 ext. 8861, 8860, 8813

### **Board of Education**

Sonja Shaw, President  
Jonathan Monroe, Vice-President  
Andrew Cruz, Clerk  
Donald Bridge, Member  
James Na, Member

Chino Valley Unified School District  
**Cal Aero Preserve Academy School**  
*Home of the Aviators*

15850 Main Street, Chino, CA 91708 | Phone: 909.606.8531 | Fax: 909.548.6023

Laurie Warner  
Amber Orttel-Parks  
Brian Martinez

Principal  
Assistant Principal  
Assistant Principal

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**BOARD OF EDUCATION:** Joe Schaffer • Sonya Shaw • Donald L. Bridge • Andrew Cruz • James Na • **SUPERINTENDENT:** Dr. Norm Enfield

August 12, 2024

Welcome Back Aviator Families!

As we begin a new year, we want to ensure our communication system at Cal Aero Preserve Academy runs smoothly between all members of our community, so the communication loop is never left open. **The communication line always flows from parent to teacher and, if necessary, to administration.** Please read over the following information carefully.

- We always encourage communication between parents and teachers, but please remember that mornings before school are an extremely busy time for our teachers. If you need to speak with your child's teacher in person, please email or call them to set up an appointment.
- If your child reports to you that something happened to him at school involving another student, please notify the **teacher** at the first opportune time, not administration, so that the incident can be investigated as soon as possible. *Please note if the incident is severe and can be classified as an immediate threat to your child's safety and well-being, then please contact administration right away. In all other cases, the teacher will notify administration if necessary.* Please do not conduct investigations yourself, as we use a specific investigation process that enables us to keep the facts straight throughout the entire investigation.
- If you report an incident to the teacher, please understand that all information collected during our investigation pertaining to other students involved is confidential during the investigative process.

As always, our goal at Cal Aero is to ensure all students are learning to the highest of their ability in a safe environment. For this to take place, communication is always critical. If you have any questions or concerns, please do not hesitate to ask. We are looking forward to an amazing school year as we construct college bound scholars for the future!

## **Letter from The Parent Teacher Organization (PTO)**

### **Preserve Academy Flight Crew**



### **Cal Aero Preserve Academy**

15850 Main St. Chino, CA. 91708 (909) 529-2341  
calaeropto@gmail.com

Welcome back to another exciting school year at Cal Aero Preserve Academy! The Parent Teacher Organization wants to thank you for your past support and we encourage you to continue to be involved in any way you can. Cal Aero Preserve Academy welcomes parent involvement whether it be in the classroom, with PTO or at special events, we want to foster a sense of community inside as well as outside of the classroom with our families! So please don't be shy.

Our main goal is to raise funds so that we can use those funds to enrich and enhance our children's experience at school through field trips, events, school supplies, equipment, assemblies, etc.

Please consider being a part of the Cal Aero Preserve Academy Flight Crew PTO. We have a Facebook Page "Cal Aero Preserve Academy PTO" which is our main method of communication but look for us at Back to School Night as well as our Monthly Meetings (usually 2nd Tuesday of the month at the Parkhouse or by Zoom) PTO Membership information will be sent out during the first few weeks of school. Don't forget to join! We look forward to meeting you and partnering with you to make this an amazing year for all of our Aviators!!

# Cal Aero Preserve Academy

## 2024 – 2025 Bell Schedule

Gates open at 7:30 AM for breakfast. Campus supervision begins at 7:45 AM each day for student drop off.

### Kindergarten

Mon, Tues, Weds, Friday

<b>Morning (AM) Class:</b> 8:00 AM – 11:30 AM	<b>Afternoon (PM) Class:</b> 11:20 AM – 2:50 PM
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Breakfast for AM Kindergarten at 7:30 – 7:50 AM

Lunch for PM Kindergarten at 11:00 – 11:20 AM

**Thursday Schedule/Minimum Days Both AM/PM classes will attend morning session**  
Dismissal is at 11:30 a.m.

### Elementary

Regular Bell Schedule (Mon, Tues, Wed, Fri) 1 <sup>st</sup> – 6 <sup>th</sup> Grade		
School Begins	8:00 AM	
1 <sup>st</sup> - 3rd Recess	9:30	9:43
4th - 6th Recess	9:47	10:00
<b>1<sup>st</sup> &amp; 2<sup>nd</sup> Lunch</b>	<b>11:00</b>	<b>11:40</b>
<b>3<sup>rd</sup> &amp; 4<sup>th</sup> Lunch</b>	<b>11:30</b>	<b>12:10</b>
<b>5<sup>th</sup> &amp; 6<sup>th</sup> Lunch</b>	<b>12:40</b>	<b>1:20</b>
1 <sup>st</sup> - 3rd <b>PM</b> Recess	1:35	1:48
Dismissal	2:50 PM	

Minimum Day Bell Schedule (Thursdays) 1 <sup>st</sup> – 6 <sup>th</sup> Grade		
School Begins	8:00 AM	
<b>1<sup>st</sup> &amp; 2<sup>nd</sup> Lunch</b>	<b>9:20</b>	<b>9:50</b>
<b>3<sup>rd</sup> &amp; 4<sup>th</sup> Lunch</b>	<b>10:30</b>	<b>11:00</b>
<b>5<sup>th</sup> &amp; 6<sup>th</sup> Lunch</b>	<b>10:55</b>	<b>11:25</b>
Dismissal	11:30 AM	

Flex Schedule Minimum/Regular Days Grades 1-6		
Students going off track – Minimum Day		
<b>Lunch 1<sup>st</sup> – 3<sup>rd</sup></b>	<b>10:30</b>	<b>11:00</b>
<b>Lunch 4<sup>th</sup> – 6<sup>th</sup></b>	<b>10:50</b>	<b>11:20</b>
Dismissal	11:30	
Students on Regular Schedule		
Recess 1 <sup>st</sup> - 3rd	9:30	9:43
Recess 4th - 6th	9:47	10:00
<b>Lunch 1<sup>st</sup> – 3<sup>rd</sup></b>	<b>11:30</b>	<b>12:00</b>
<b>Lunch 4<sup>th</sup> – 6<sup>th</sup></b>	<b>12:40</b>	<b>1:10</b>
Dismissal	2:50	

### Junior High

Regular Bell Schedule 7 <sup>th</sup> & 8 <sup>th</sup> Grade		
Homeroom	8:00 AM	8:06
1 <sup>st</sup> Period	8:12	9:06
2 <sup>nd</sup> Period	9:10	10:04
<b>Nut Break</b>	<b>10:04</b>	<b>10:14</b>
3 <sup>rd</sup> Period	10:18	11:12
4 <sup>th</sup> Period	11:16	12:10
Announcements	12:10	12:14
<b>Lunch</b>	<b>12:14</b>	<b>12:44</b>
5 <sup>th</sup> Period	12:48	1:42
6 <sup>th</sup> Period	1:46	2:40
Dismissal	2:40 PM	

Minimum Day/CPT Schedule (Thursdays) 7 <sup>th</sup> & 8 <sup>th</sup> Grade		
1 <sup>st</sup> Period	8:00 AM	8:26
2 <sup>nd</sup> Period	8:30	8:56
3 <sup>rd</sup> Period	9:00	9:26
4 <sup>th</sup> Period	9:30	9:56
Announcements	9:56	10:00
<b>Lunch</b>	<b>10:00</b>	<b>10:30</b>
5 <sup>th</sup> Period	10:34	11:00
6 <sup>th</sup> Period	11:04	11:30
Dismissal	11:30 AM	

Assembly/Rally Day Schedule 7 <sup>th</sup> & 8 <sup>th</sup> Grade		
1 <sup>st</sup> Period	8:00 AM	8:52
2 <sup>nd</sup> Period	8:56	9:44
<b>Nut Break</b>	<b>9:44</b>	<b>9:50</b>
3 <sup>rd</sup> Period	9:54	10:42
4 <sup>th</sup> Period	10:46	11:34
5 <sup>th</sup> Period	11:38	12:26
<b>Lunch</b>	<b>12:26</b>	<b>12:56</b>
<i>Assembly</i>	1:00	1:48
6 <sup>th</sup> Period	1:52	2:40
Dismissal	2:40 PM	

## IMPORTANT DATES 2024-2025

Date	Day	Event
Sept 2	Monday	Labor Day/No School
Nov 11	Monday	Veterans Day/NO SCHOOL
Nov 25-29	Monday-Friday	No School/Thanksgiving Holiday
Dec 19-Jan 6		Junior High Winter/Christmas Break
Dec 20-Jan 6		Tracks A and C Winter/Christmas Break
Dec. 23-Jan 6		Track B and D Winter/Christmas Break
Jan 6	Monday	School Resumes
Jan 20	Monday	Martin Luther King Jr. Day
Feb 10	Monday	Lincoln's Birthday (Observed)
Feb 17	Monday	Washington's Birthday (Observed)
Mar 24- March 28	Monday-Friday	Spring Break - Junior High ONLY
April 18	Friday	Junior High ONLY - NO SCHOOL
May 22	Thursday	Last Day of School for Junior High 8 <sup>th</sup> grade Promotion
Track A May 23	Friday	Last Day of School for K-6
May 26	Monday	Memorial Day
June 19	Wednesday	Juneteenth
Track B June 30 Track C June 27 Track D June 30	Monday Friday Monday	Last Day of School for K-6

### Additional Minimum Days for Elementary (K-6)

#### Track A

Monday	8/19/24	Teacher/Parent Conferences
Tuesday	8/20/24	Teacher/Parent Conferences
Wednesday	8/21/24	Teacher/Parent Conferences
Friday	9/11/24	Minimum Day

Friday	9/24/24	Minimum Day
Wednesday	1/17/25	Minimum Day
Monday	1/28/25	Minimum Day
Friday	5/23/25	Minimum Day

#### **Track B**

Monday	8/19/24	Teacher/Parent Conferences
Tuesday	8/20/24	Teacher/Parent Conferences
Wednesday	8/21/24	Teacher/Parent Conferences
Friday	8/23/24	Minimum Day
Wednesday	8/28/24	Minimum Day
Tuesday	12/20/24	Minimum Day
Tuesday	4/18/25	Minimum Day
Tuesday	6/30/25	Minimum Day

#### **Track C**

Friday	7/26/24	Minimum Day
Monday	9/15/24	Teacher/Parent Conferences
Tuesday	9/16/24	Teacher/Parent Conferences
Wednesday	9/17/24	Teacher/Parent Conferences
Friday	11/15/24	Minimum Day
Friday	3/28/25	Minimum Day
Friday	6/27/25	Minimum Day

#### **Track D**

Monday	9/15/24	Teacher/Parent Conferences
Tuesday	9/16/24	Teacher/Parent Conferences
Wednesday	9/17/24	Teacher/Parent Conferences
Friday	10/18/24	Minimum Day
Friday	12/20/24	Minimum Day
Friday	2/7/25	Minimum Day
Friday	2/21/25	Minimum Day
Monday	6/30/25	Minimum Day

#### **Additional Minimum Days for Jr. High**

Monday	8/6/24	First Day of School
Friday	8/30/24	Minimum Day
Wednesday	9/25/24	Teacher/Parent Conferences
Thursday	9/26/24	Teacher/Parent Conferences
Friday	9/27/24	Teacher PLC
Friday	3/21/25	Minimum Day
Friday	4/4/25	Minimum Day
Monday	5/19/25	Minimum Day
Tuesday	5/20/25	Minimum Day
Wednesday	5/21/25	Minimum Day

Elementary Report Cards Distributed			
Track A Trimester 1	Track B Trimester 1	Track C Trimester 1	Track D Trimester 1
9-18-2024	10-17-2024	10-17-2024	10-17-2024
Trimester 2	Trimester 2	Trimester 2	Trimester 2
1-24-2025	2-20-2025	2-20-2025	2-20-2025
Trimester 3	Trimester 3	Trimester 3	Trimester 3
5-23-2025	6-27-2025	6-27-2025	6-27-2025

Junior High School Progress Report(PR)/Report Card(RC)		
Trimester 1	Trimester 2	Trimester 3
9-24-2024 PR (Mailed Home)	1-11-2025 PR (Mailed home)	4-15-2025 PR (Mailed home)
11-7-2024 RC (Mailed home)	2-26-2025 RC (Mailed home)	5-22-2025 RC (Mailed home)



## Classroom Placement Procedures

### The Process

Annual classroom placement is carefully determined prior to the start of school for each student returning to Cal Aero. Placement is determined by the student's current teacher and grade level team of teachers. Newly enrolled students are added to the classes as they register, with classroom decisions based on whatever information is available from referring schools and parents and the need to balance class composition. In addition, the principal and the certificated personnel assist with placement. In grades 7 and 8, students who are high achieving participate in the GATE/Honors classes. State testing results, academic achievement in class, and teacher recommendations are used to determine placement. Only students who are making sufficient progress will be allowed to continue in the GATE/Honors classes. GATE/Honors classes are offered for English, Math, Science, and Social Science.

### Purpose

The primary purpose of the placement process is to create equitable classroom environments that allow teachers to meet academic, social and emotional needs of every student. The placement teams ensure a balance of variables in each classroom setting through careful consideration of each student's individual needs and strengths. These variables include, but are not limited to:

- Gender ratios
- Levels of academic progress and student needs
- Degrees of self-directedness and independence
- Class size as it relates to state and district guidelines

Requests for specific teachers are discouraged, since it would be highly unlikely that the staff could successfully build the most productive, balanced class groups on the basis of parent requests (rather than the information and criteria previously outlined).

### Combination Classrooms

As most of our community is aware, combination/multi-age classrooms (serving two grade levels) are a fact of schooling in most public elementary schools in California. Because students do not come to us in neat groups of 26 or 31, Cal Aero Elementary may experience combination classes. When forming combination classes, we assign students based on their instructional strengths and learning styles. Such careful consideration contributes to students' academic and emotional success in the class. Students in each grade level receive rigorous instruction and support in achieving and excelling in grade level standards. In a single grade level classroom, there are a variety of learners who may be grouped throughout the day based on their ability. Similarly, in a combination class, one group of students work on an independent task while another group receives direct instruction from the teacher.

### Thoughts to Consider

Occasionally children are initially upset with their class placement at the beginning of school. It is common for a child to initially be perplexed if his/her new teacher is other than expected or unlike last year's teacher. Also, it is not uncommon for someone to hear that "so-and-so" is the only and best teacher to have in "such-and-such" grade. Sometimes, too, a student will initially feel his/her teacher is "too mean" or "too strict" or "too" something else. Fortunately, once given a chance to succeed at adapting to a new classroom and building a new student-teacher relationship, most parents discover that their child's placement is working well after all. Remember, placement was carefully selected for your child by the current teacher, principal and support personnel.

Finally, it is critically important for you to know that students' attitudes towards their teachers and school are highly influenced by the attitudes and strategies of their parents. **We can all provide our children with a successful beginning of the year experience by responding to their classroom assignments with positive enthusiasm.** Through confidence in our children's ability to deal with change, knowledge, cooperation, and trust, we can all work together to enhance personal development and the general school climate for all our Cal Aero Aviators.



## Chino Valley Unified School District Cal Aero Preserve Academy *Where Learning Takes Flight*



**ACTIVITIES:** All students are eligible to participate in school activities if they maintain appropriate academic standards and exhibit good citizenship on campus. Students may forfeit eligibility for the following reasons:

1. Suspension from school
2. Disciplinary action by Administration
3. Truancy (period or day) from school
4. Habitual tardiness
5. Outstanding fundraising or library fines/money.

All students will be subject to a grade/citizen/disciplinary check prior to each school-organized event. Junior high students must have a minimum GPA of 2.0 and meet the criteria above in order to participate in all dances and activities. End of the year junior high field trip check will be done using the 6<sup>th</sup> week progress report grade point average (GPA) during 3<sup>rd</sup> trimester.

**ACADEMIC PROGRAM:** Cal Aero uses the district-adopted curriculum at all grade levels and is directly aligned to the Common Core State Standards and the Chino Valley Unified School District's Essential Standards for each grade level. Information regarding Common Core State Standards can be obtained from your child's teacher, the CVUSD website, or found at: [COMMON CORE STANDARDS](#)

**ACADEMIC HONESTY:** Teachers, administration, and parents/guardians shall be responsible for creating and maintaining a positive school climate that encourages honesty. The Board of Education believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The expectation is that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules (EC; 35291-35291.5).

The following are example violations of Cal Aero Preserve Academy's Academic Honesty Policy:

- Plagiarism: Copying word for word, in part or in whole, another student's work/test, or citing information from a text without giving credit to the original source. This includes erasing/deleting someone else's name and presenting it as your own work.
- Using a "cheat sheet" or other external assistance without teacher consent.
- Stealing, borrowing, copying, without expressed teacher permission of a test, quiz, and/or other confidential documents, including, but not limited to, taking a picture of a test or quiz.
- Forging a parent signature.
- Unauthorized collaboration: working with another student on a project, assignment, homework, test, etc. without expressed permission from the teacher.
- Attempting to solicit another student in the process of violating Cal Aero Preserve Academy's Academic Honesty Policy.

## **Consequences for violating the Academic Honesty Policy may include:**

**First Offense:** Student receives a zero on the assignment. Junior High students will also be assigned detention. Per teacher's discretion, assessments may be redone for credit to receive a score that reflects the student's mastery of the subject/concept. Teacher contacts the parent/guardian. Student may receive a lowered grade in citizenship and/or work habits for the reporting period.

**Repeat Offenses:** Student receives a zero on the assignment. Teacher contacts the parent/guardian. Student shall receive a lowered grade in citizenship and/or work habits for the next reporting period.

**AERIES:** The Aeries Parent/Student Portal provides parents and students with a secure, convenient way to access student information such as attendance, grades, assignments, test scores, and assessment standards over the Internet. [AERIES LINK](#)

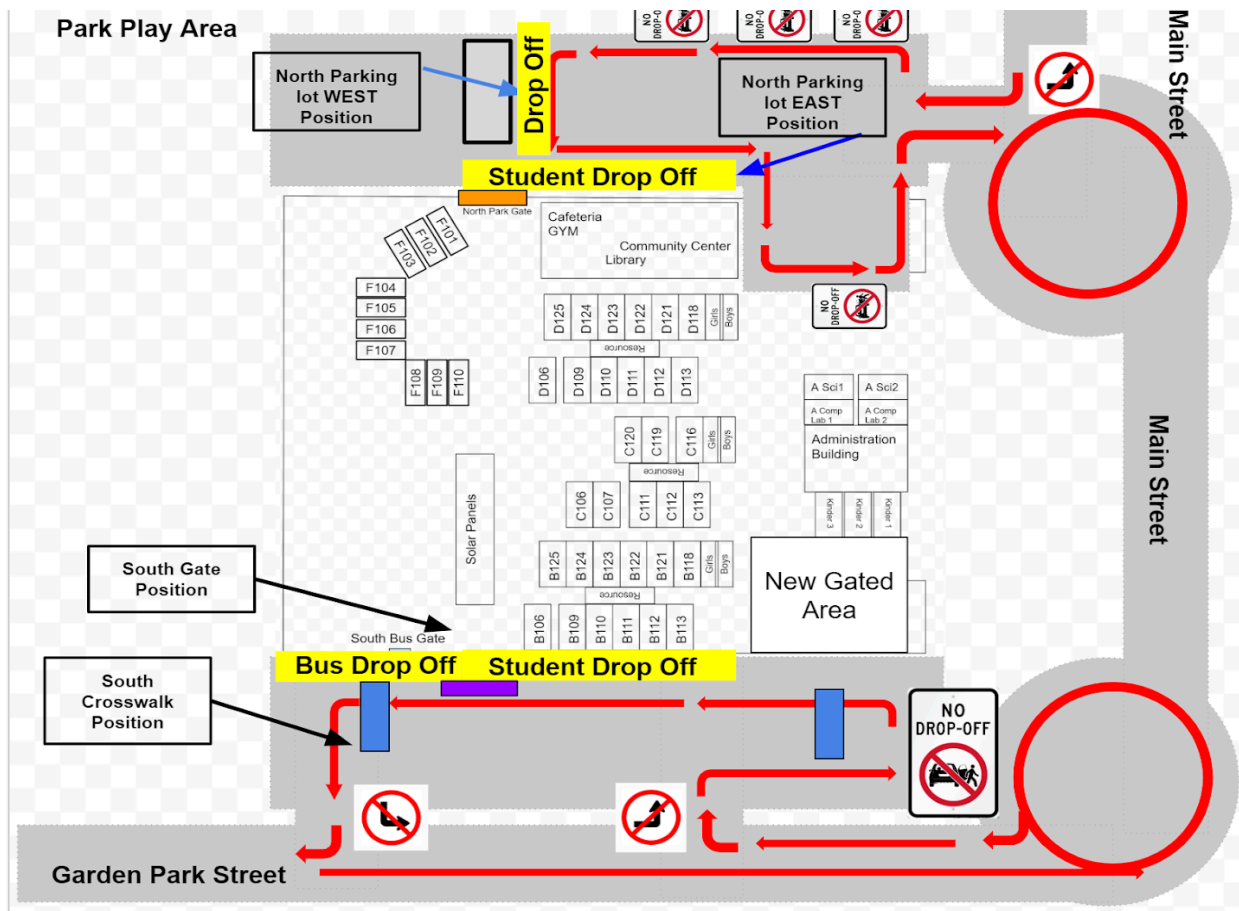
**ARRIVAL AND DISMISSAL:** Students should not arrive at school before 7:45 a.m., unless they are at school for Breakfast which begins at 7:30 a.m. Students should be picked up promptly at dismissal time. Students are to arrive through the North or South pedestrian gates on the West side of campus. Elementary students may exit through the North or South pedestrian gates. **Junior High students must exit through the North side of campus only.**

1. Follow the school's recommended traffic plans. Picking your own route and drop-off area not only disrupts the normal traffic flow, but it also makes it less safe for children and inconvenient for the parents who are following the rules.
2. Kindergarten students can be dropped off at the South Eastern gate. Parents wishing to walk their Kindergarten students into class must park in a parking space and walk the student in. Kindergarten students must be picked up from their classroom.
3. Pull as far forward as possible in the unloading zone which is the right lane, either all the way to the end of the unloading zone or until the car in front of you stops. This allows more parents to drop off at the same time and speeds up the "drop-off" process. Please, DO NOT stop in the left lane as this is drive through only.
4. Follow school staff directions, they are only trying to expedite the unloading process and make things safer for your children.
5. Make sure your child is ready to get out of the car when you reach the unloading zone. Have all books, lunches, and backpacks close at hand.
6. Unload as quickly as possible, but make sure your children are out and the car doors are closed before moving.
7. All students should exit on the right side of the vehicle.
8. No student is allowed to cross without an adult; do not motion to your student to cross into the parking lot; students can only use the sidewalks to safely walk to your car in the absence of an adult.
9. If you are in the passing lane/no stopping lane, please be mindful of students crossing with their parents before slowly proceeding throughout the parking lot.
10. Do not park in the loading zone. Drivers are never permitted to exit their cars in the loading zone.
11. Leaving home a few minutes early could mean missing the school traffic altogether and being on time to school. Walking your kids to school is a healthy alternative and allows you time to talk to your children.
12. Please DO NOT park in spaces marked "STAFF" as these are reserved for Cal Aero staff members.

The traffic moves very quickly and smoothly through our drop-off lane when these rules are followed. Please allow enough time for proper drop off/pick up, be patient, wait in line for your turn, and drop off or pick up your children in a manner and place that will help to ensure their safety as well as the safety of others. Thank you very much for consistently adhering to these procedures that help create a safer environment for everyone.

After school, **Junior High students** that are waiting for siblings in Elementary school are to wait outside the gate until their siblings are dismissed. If students are picking up students from the south gate they must walk along the outside of campus to reach the south gate. All students are expected to exit campus after school unless they are enrolled in the High Five After School Program. We can appreciate that students want to play with friends, but the campus is not supervised after school, we cannot therefore allow students to play on campus after school.

## Arrival and Dismissal Map



**ASSESSMENT INFORMATION:** Each teacher will inform parents how they assess student progress as part of the Back-to-School Night information. At the fall parent/teacher conference, teachers will review grade level standards, show student samples and district assessments. Teachers in grades 3-8 will also discuss the Smarter Balanced Statewide Assessments for English Language Arts and Math and the California Science Test (5<sup>th</sup> and 8<sup>th</sup> grade).

**ATTENDANCE:** Our goal is to have 98% actual attendance to ensure the best education possible for all our students. It is state law that all children attend school for the time that school is in session. All absences and tardies must be cleared within 5 days of the absence to keep the student from being considered truant. After 5 days, the "truant" status becomes permanent. Should your child be absent or tardy for any reason, please notify the school office at (909) 606-8531 as soon as possible so that we can record the reason for the absence. **Any absence not called in during the regular school day between 7 a.m. and 4 p.m. will be marked as being unverified and unexcused.** If your child is tardy, they must come to the office, be added to the tardy log, and take a tardy slip before going to class.

Please see **Tardy Policy** regarding consequences for frequent tardies.

Actual attendance is the basis for our funding from the state. We receive funding only if the student is actually in school. All absences cost us valuable educational services for our students and cost the student important learning experiences. It is very important that all students be in school every day for the full instructional day.

According to state law, the parent(s) or legal guardian(s) of students are responsible for seeing to it that their students attend school until the student attains the age of 18 or graduates from high school. Students shall be punctual and regular in their class attendance (Education Code Sections 48200).

Any student absent from school without valid excuse 3 days or tardy in excess of 30 minutes on each of 3 days in one school year shall be reported truant (Education Code 48260ff). Legally, students must be in school unless one of the four valid excuses (illness, doctor's appointment, attending a funeral of an immediate family member, quarantine by a health officer) applies. **Please be advised that after 10 absences (excessive) a note from the doctor is required.**

**ALL students who have excessive absences may be taken before the School Attendance Review Board.**

In some cases when students must be absent from school, short-term independent study is available to avoid the truancy declaration and to help retain funding. There are specific restrictions and forms that must be completed. (See Independent Study for details.)

If you would like to request make-up work, please e-mail your child's teacher **by 9:00 a.m.** Every attempt will be made to have make-up work available in the office between 3:00-4:00 p.m. that day.

Attendance will be closely monitored, and parent contact will be made for frequent tardiness or absences. Attendance awards (will resume in 2023-2024) will be given to students who attend every day, are not tardy, and do not leave early (*except for verified medical/dental appointments or students sent home via the Health Office*). Remember, there is NO SUBSTITUTE for regular school attendance!

**AWARDS PROGRAMS/STUDENT RECOGNITION:** It is our core belief "success breeds success." Students need to be recognized for a variety of accomplishments. In order to promote future achievement, a school wide recognition system will be used.

**Trimester Awards K-6th**

- **Top Flight Award-** Is given for High Achieving Academics in ELA/MATH (2 Awards per Tri)
- **Captain's Award-** Is given for Behavior OR Academics-can be for exemplary Behavior/Academics OR for improved Behavior/Academics (2 Awards per Tri)
- **Lieutenant's Award-** Is given for Behavior as it relates to PBIS (3 Awards per Tri)

**6th Grade End of Year**

- **Aviator Expectation Award** is presented to students who have exemplified our 3 school-wide expectations of being Respectful, Responsible, and Safe.
- **Exceptional Growth Award** is presented to students who have demonstrated outstanding academic and or behavioral growth throughout the school year.
- **Principal's Award** is given to two 6<sup>th</sup> grade students at the end of the year.
- **Presidential Academic Excellence Award** - 6th grade end of the year.
  - Standard Exceeded score on CAASPP in ELA or Math for 4<sup>th</sup> and 5<sup>th</sup> grade.
  - An average of 3.5 in all academic areas on their report card for 4<sup>th</sup> and 5<sup>th</sup> grades, and the first two trimesters of 6<sup>th</sup> grade.
  - Students cannot have any Unsatisfactory marks anywhere on the student's report card.

**7th and 8th Awards**

- 7<sup>th</sup> and 8<sup>th</sup> grade students are recognized for a variety of accomplishments and outstanding character at the Aviator Rallies throughout the year.

**7th and 8th End of Year**

- **Department Awards** for achievement, effort, and/or progress presented to 7<sup>th</sup> and 8<sup>th</sup> grade students.
- **Aviator of the Year Award** is presented to two 8<sup>th</sup> grade students at Promotion. The selection is based on character, academic achievement, integrity and making a lasting contribution to the school.
- **Leadership Awards** are given to student council members in the 4-6<sup>th</sup> grades and students in grades 7th and 8th for demonstrating leadership by positively impacting the Cal Aero school community.
- **8th Grade Presidential Academic Excellence Award**
  - Standard Exceeded score on CAASPP in ELA or Math in 7<sup>th</sup> grade
  - Must have a 3.5 GPA or above in grades 7 and 8.
  - Students cannot have any D's, F's, N's, or Unsatisfactory marks on the student's report card
- **Principal's Award** is given to two 8<sup>th</sup> grade students at Promotion. There are two aspects of the award: achieving academic excellence and maintaining a positive educational attitude towards fellow students and staff members on campus.
- **Perfect Flight** is given to 8<sup>th</sup> grade students at Promotion who maintained a 4.0 GPA during their 2 years in Junior High.
- **Victory Awards** are given to 7<sup>th</sup> and 8<sup>th</sup> grade students who have demonstrated personal triumphs in their lives.

# B

**BEHAVIOR:** *See Positive Behavior Intervention and Supports (PBIS) System.*

**BELLS:** **Elementary** students are expected to be in line at 7:55 a.m. so when the instructional bell rings at 8:00 a.m. students are in their seats ready to learn. **Jr. High** students, a warning bell will ring 4 minutes prior to the start of the school day at 7:56 a.m., students should walk to their first period classroom to be seated in class when the 8:00 a.m. bell rings.

**BICYCLE RIDERS:** Please read and review the rules below with your bike rider

1. Parents assume FULL responsibility and liability for the rider's conduct and Bicycles, Scooters, or Skateboards.
2. **ALL riders must wear safety helmets.**
3. **Bicycles, Scooters, Skateboards are allowed in grades 4-8. Students below grade 4 must have adult supervision.**
4. All Bicycles, Scooters, Skateboards MUST be in the bike lock area and LOCKED. Students MAY NOT share a bicycle lock; only one bicycle per lock!
5. All Bicycles, Scooters, and Skateboards MUST be walked while on school grounds.
6. Only one child per bicycle. No riding on handlebars.
7. Bicycles must be in safe working condition.
8. No student is to loiter in or around the bike lock up area at any time.

Infraction of rules may result in loss of permission to have the equipment on school grounds. The school, legally, can assume NO RESPONSIBILITY OR LIABILITY in connection with the child's bicycle if it becomes lost, stolen, or damaged.

CVUSD is not responsible for damaged or stolen bikes. Bikes must be retrieved from the bicycle area by 3:00 p.m. promptly and may be taken into the classroom with teacher approval if a student is remaining after school.

**BIRTHDAYS:** *See Classroom Parties/Birthdays*

**BREAKFAST:** Breakfast will be served every school day from 7:30 –7:50 a.m.

**BULLYING:** Cal Aero Preserve Academy is committed to providing a safe and supportive school environment in which all students are treated with respect. This policy involves incident(s) and/or conduct that occur on school property, on a school bus, bus stop, or at a school sponsored activity where direct harm to the welfare of the school and students can be demonstrated.

Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below may be subject to intervention and/or discipline under the school's discipline policy.

*Bullying means intentional and repeated acts of a threatening or demeaning nature that occur through direct verbal (e.g., threatening, name calling), direct physical (e.g., hitting kicking), and indirect (e.g., spreading rumors, influencing relationships, cyberbullying) means that typically occur in situations in which there is a power or status differences.*

## Cyber Bullying

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

### State of California Department of Justice

<https://oag.ca.gov/cybersafety/children/cyberbullying>

# C

**CAASPP:** California Assessment of Student Performance and Progress, California's assessment system, assesses ALL students in grades 3-8 and 11 in the areas of English Language Arts and Mathematics and Science for students in grade 5 and 8. These assessment scores are a vital piece of information used to track student progress and growth from each grade level. The results of these assessments help to guide student placement in elementary school, junior high, and high school as well as to determine any interventions which students may need. In California, we utilize the Smarter Balanced Assessment Consortium (SBAC) assessments. Students typically take these secure, online assessments during the months of April and May. Scores for parents are available online through our AERIES parent portal site.

**CAMPUS CLEANLINESS:** Our custodians do a great job keeping our campus looking great. However, it is up to all of us, students, staff, parents, and visitors to help keep it that way. If you drop anything please pick it up. If you see someone littering, remind him or her not to do so. We need to establish a norm of taking pride in our school and campus.

**CAMPUS CLUBS AND ACTIVITIES:** Cal Aero JHS offers students a variety of activities, clubs and enrichment opportunities that change from year to year.

**CAMPUS VISITORS:** No one should be on campus without office clearance. Per Board Policy (BP & AR1250) **all parent volunteers or other visitors must sign in at the office upon entering the campus, be scanned into our RAPTOR system, and wear an ID sticker at all times. Parents are not allowed on the playground area during school hours at any time.** Teacher conferences must be pre arranged with the teacher (*see Classroom Interruptions*).

## **CELL PHONES - SMARTWATCHES - ELECTRONIC DEVICES:**

Cell phones and smartwatches, while oftentimes necessary in this 21st century culture, can present a disruption to school culture as instances of negative texting, social media, and cyberbullying are increasing. We are working to provide more parent information nights and lessons for students on responsible digital citizenship. Cellular phones and smartwatches are permitted at school but must be turned off and placed in the student's backpack until they exit the school campus. If this policy is violated, students may receive a cell phone/smartwatch contract that needs to be returned with a parent or guardian signature. Progressive consequences will apply. If the student's teacher gives permission for student cell phones to be used for an assignment, the phone must be turned off and stored in the student's backpack immediately after the class assignment. Electronic devices that include cameras, IPODS, MP3 players, video game players (except during video game club meetings), etc. are not permitted for use on campus, unless approved by the administration and students are wearing proper identification.

The school WILL NOT be responsible for lost or stolen items. While we are sympathetic to items that are missing, please remember that it is our goal to focus as much time on refining our programs and instruction to maximize student achievement.

Yearbook and Leadership students may be directed to take pictures with cameras or cellphones around campus, and must display their Yearbook or Leadership staff lanyards/ID.

### **Consequences for not following electronics or technology guidelines**

- Cell phone contract (signed by parent/guardian) and/or incident log



- Progressive discipline, detentions.

Confiscated items may be released to the parent or guardian. To ensure the return of these items, parents/guardians must retrieve the item within 24 hours. Items not retrieved by the end of the school year may be disposed of or donated to charity.

**CLASSROOM INTERRUPTIONS:** We make every effort to minimize classroom interruptions. If students are expecting parents to drop off items at the office, they may check at recess and/or lunch. Unless it is an emergency, office staff will not call classrooms to have students pick up forgotten items.

**CLASSROOM PARTIES/BIRTHDAYS K-6:** A high priority is placed on protecting instructional time. The school wide scheduled parties will take place during the last hour of the day. Our school participates in three scheduled parties for elementary students during the year: Winter Break, Friendship Day, and End of the Year. **In lieu of individual birthday parties at school, students may bring in a goody bag to be given out at the end of the school day for birthday celebrations. Due to food allergies, no food (i.e. pizza/cupcakes) should be brought in or handed out. Only parent volunteers may attend class parties - no younger siblings are allowed.**

Guidelines established by the School Wellness Policy (CVUSD BP 5030d) makes it mandatory that schools adhere to nutritional guidelines. Cupcakes, cake, candy, and soda for classroom parties should be limited as they do not adhere to these standards. All food items must be store bought and a healthy alternative **must** be provided. If you would like to bring snacks for classroom parties, we ask that you adhere to nutrition guidelines that have been established by the state. **ALL** food items for class celebrations or special events must be pre-approved by the classroom teacher, including the contents of any goodie bag. See **CVUSD Board Policy 5030d** “School staff shall encourage parents/guardians or other volunteers to support the District's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.”

**COMBINATION CLASSES:** Combination classes may occur during your child’s time at Cal Aero. They offer a unique opportunity for differentiated learning and peer interactions across grade levels, and our teachers are well-prepared to support students in such environments.

**COMMUNICATION:** *Please refer to the letter from Administration at the front of the Handbook.*

We believe that communication between home and school is necessary to guarantee the best possible education for our children. We make every effort to inform parents of matters relating to district and school wide policies, procedures and events through this Parent Handbook, Aeries Communication Systems, Back-to-School Night, Open House and special notices.

Information about your child is communicated through progress reports, report cards, parent conferences, behavior or homework notices, incident logs, awards, letters or phone calls, and student agendas. Many teachers send regular notices home outlining classroom events. Classroom policies on homework, discipline and classroom management are sent home the first week of school by individual teachers and/or given out at Back-to-School Night.

*For Elementary students the most effective way to keep up with your child’s progress follow the teachers method of communication i.e., homework folder, agenda, google classroom.*

*For Junior High, the most effective way to keep up with your child’s progress is by accessing the Aeries Parent Portal and the student’s Google Classroom on a regular basis.*

Emphasize to your child the importance of bringing home all communication from school, and of remembering to show it to you. Be certain to read all notices from school and to follow up appropriately. Monitor progress on projects or reports, look over homework, student agendas, and test papers, discuss school events and activities, and attend conferences and events that involve your child.

We also strongly encourage parents to communicate with teachers and other school personnel. Inform teachers of



specific interests, strengths or needs of your child. Tell teachers when your child has difficulty with an assignment or finds one especially interesting or meaningful. When you have concerns about classroom incidents, assignments, workload (too little, too much, or no homework), please talk with your child's teacher. Of course, if something is going well, please be sure to communicate that to the school also. The communication line always flows from parent to teacher and, if necessary, to administration.

**If you need to meet with your child's teacher, please arrange a meeting that does not conflict with instructional time. You may call the office to leave a voicemail, send a note with your child, or contact your child's teacher via email.** Morning arrival is not an appropriate time to conference with your child's teacher.

#### **Important Contact Information:**

- Office Phone Number: (909) 606-8531
- CVUSD Website: [chino.k12.ca.us](http://chino.k12.ca.us)
- Cal Aero Website: [chino.k12.ca.us/CalAero](http://chino.k12.ca.us/CalAero)
- Staff email (use for any staff member): [firstname\\_lastname@chino.k12.ca.us](mailto:firstname_lastname@chino.k12.ca.us)

**COMPLAINT PROCEDURE:** Chino Valley Unified School District follows a uniform complaint procedure. Brochures and forms are available on each campus in the administration office and can be found online on the District's Website [Uniform Complaint Procedure](#) as well.

**COMPUTERS:** Computers are for student use to enhance their learning and to take a variety of assessments. Students who fail to use technology appropriately, will have the use privilege taken away from them. Parents will be responsible for paying for any damage to school computers or other technology. A district Device Protection Plan Agreement can be purchased at the beginning of each school year at <http://www.myschoolbucks.com/>

Unless specifically stated by their teacher, students are NOT allowed to bring personal devices (other than cell phones) to school.

**CUSTODY:** If you have a court order that limits the rights of a parent/guardian in matters such as custody, visitation, access, etc., please provide a copy for the school. **Unless your court order is on file in the Office, we must provide equal rights and access to both natural parents.** If both parents wish copies of student reports, discipline information, etc.; please notify your child's teacher at the beginning of the school year.

## **D**

**DANCES (7th/8th Grade):** The leadership class organizes dances throughout the school year. In order to attend, students must have a minimum 2.0 GPA. Students who have been suspended prior to the dance during the trimester the event is held, are ineligible to participate. In order to promote a fun yet safe environment, the following guidelines have been established:

1. Students at the dance must stay in the gym.
2. Students from other schools are not allowed to attend.
3. If a student is absent from school on the day of the dance, that student will not be allowed to attend the dance.
4. Dancing will be the expected activity for the function.
5. Disc Jockeys will not dance with the students.
6. Students are expected to remain at the dance until the end of the dance. Students will not be allowed to leave the building and then return, except with the permission of an administrator or teacher in charge.
7. Students will not be allowed to have cell phones in their possession during the dance. There will be no cameras or recording during the dance with the exception of permission obtained from administration, Leadership, and/or Yearbook advisors.
8. Physical display of affection is not permitted.

9. All school rules are in effect at dance. For example, the dress code still applies and will be enforced.

\*\*\*To ensure the safety of students' personal belongings, they are locked up during the dance.

Failure to adhere to dance rules may include:

- Time out
- Informing parents
- Detention(s)
- In House Suspension the next day
- Being sent home
- Exclusion from further dances



**DATA CONFIRMATION:** Parent Data Confirmation is a feature of Aeries that allows Parents to update Student demographics, Contacts, Medical conditions, View and agree to School Policies, upload Documents, and update Authorization information and should be completed prior to the first day of school. [DATA CONFIRMATION LINK](#)

**DELIVERIES:** Students are responsible to remember to bring items (i.e. homework, lunch, instruments, clothes, etc.) they need throughout the school day. If there is an occasion when you must drop off an item for your student, please bring the items to the office. **Deliveries of balloons, flowers, or gifts for a student or to be shared with others will not be accepted or permitted.**

**DISCIPLINE:** *See Positive Behavior Intervention and Supports (PBIS) System.*

**DISMISSAL:** *See Arrival and Dismissal*

**DRESS CODE:** Our expectation for student dress reflects our commitment to promote a positive and comfortable learning environment for all. The guidelines set forth below are minimum standards and parents are encouraged to set standards for their own students which may be more restrictive than those indicated in this code. ANY ITEM MAY BE DEEMED INAPPROPRIATE AT THE DISCRETION OF THE ADMINISTRATOR. **The dress code applies at all school events including spirit days, field trips, and after school functions.**

For inappropriate clothing, students will be directed to wear loaner clothing provided by the school, change into their PE clothes, or parents may be contacted to bring a change of clothes. Students will receive disciplinary action in accordance with Board Policy and Administrative Regulation 5132 for the violation of dress code.

**1<sup>st</sup> offense:** Dress code violation logged, student will be asked to correct the dress code violation by changing clothes. Parents will be notified.

**2<sup>nd</sup> offense:** Incident log, student will be asked to correct the dress code violation by changing clothes. Parents will be notified. Students will also be issued a 30 minute lunch detention.

**3<sup>rd</sup> offense:** Incident log, students will be asked to correct the dress code violation by changing clothes. Parents will be notified. Students will also be issued an after school detention for 1 hour for defiance of school rules.

**4<sup>th</sup> offense:** Incident log AND Parent/student/teacher conference with an administrator as well as consequences listed above.

#### **Minimum Dress Code Requirements for Grades K-8**

Cal Aero students are expected to wear clothing that is comfortable, clean, safe and APPROPRIATE. What a student wears to school must not disrupt the educational process at Cal Aero and adhere to the following:

- **Makeup is not permitted. (Kinder through 6th grade)**

- Shoes must be worn. Sandals must have a heel strap. Crocs cannot be worn without the strap around the heel.
- No sagging pants, visible undergarments are not permitted.
- **Bare midriffs are not permitted. No crop tops or low cut tops.**
- Halter, tube, spaghetti straps, strapless, and visible undergarments are not permitted.
- Tank tops are permitted as long as the torso is not shown.
- Skirts and shorts that show the buttocks are not permitted.
- Rips or tears in shorts/pants/ jeans must start below the bottom of the front pocket lining, or you need to wear bike shorts under them.
- Jewelry which creates a health or safety hazard is not permitted.
- Approved hats or head coverings may be worn during outside activities for protection only and must be worn forward facing. Hats may not be worn in the classroom. Sweatshirt hoodies and beanies may not be worn in class and only outside if it is raining
- Pajamas and loungewear (including flannel or fleece pajama pants) or slippers are not permitted.
- No headphones or AirPods outside of class & only in class w/teacher permission
- Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive/revealing, which display drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate gang, racial, ethnic or religious prejudice or causes a substantial disruption of the orderly operation of the school is not permitted.

As fashion trends change, there may be a need to modify dress standards. When this occurs, students and parents will be notified. Students will be notified through discussions with teachers and/or announcements. Please call the school at any time for clarification prior to the purchase of school clothing.

**In case of questionable dress (not covered by the rules listed above), the site administrator will make the final decision.**

# E

**EARLY ARRIVALS FOR BREAKFAST:** Gates will open at 7:30 a.m. **only** for those students who will be eating breakfast. For all other students, gates will open at 7:45 a.m. and students will head directly to their lines. Supervision starts at 7:45 a.m.

**EARLY CHECK-OUT:** If you pick up your child without making prior arrangements (especially during lunch time), they, more than likely, will not be able to return to the classroom to gather their personal belongings and/or backpack. ***Please schedule appointments before or after lunch, this will prevent staff from having to search for a student while on the playground and having to return to classrooms for personal belongings, which removes an adult from their assigned area of student supervision.*** Students who need to leave school early must be signed out of campus by a parent or guardian that is listed on the emergency card prior to their release. For your child's safety, photo identification is required; please bring this with you to the office. Students may not leave the campus without following this procedure.

The end of the day is an important time for our students as teachers spend time reviewing the homework assignments for the evening and weekly quizzes/tests for the week. Students in grades 3-8 are required to write daily assignments and notifications of quizzes/tests in their agendas during this time. **We are requesting that you do not ask for your child to be dismissed during the last 15 minutes of the day.**

## **ELECTIVES (7th/8th Grade):**

Each class is a trimester. Not all elective courses are offered each trimester or school year.

**Art:** This course introduces the student to the fundamental components of art. This course is developed and aligned with the California Framework for the Visual and Performing Arts and the State adopted Content Standards for Visual and Performing Arts

**Band:** This course introduces the student to the fundamental components of music. Students will perform a repertoire of musical styles on an instrument with expression, tone quality, and articulation, individually, and in group settings.

**Biomedical:** This course presents an introduction to the biomedical sciences with emphasis on careers, health and nutrition, and physiology of the human body. This course provides an introduction to the biomedical sciences through exciting “hands-on” projects and problems.

**Choir:** These courses introduce the student to the fundamental components of music and are aligned to the State Standard for Visual and Performing Arts.

**Computers:** This course will provide students with an introduction to the use of the computer as a tool. The basic components and operations of a computer will be taught. Students will experience a variety of computer software, including, but not limited to, menuing programs, word processing, spreadsheet, database, and graphics. The concepts of computer programming and telecommunications will be introduced. Computer ethics will also be stressed. Exploring database and spreadsheet activities within this course work. This course is aligned to standards developed by the Business Education Resource Consortium

**Exploring Technology:** This course provides students with an introduction to the use of the computer as a tool. Students will experience a variety of computer software, including but not limited to, menu programs, word processing, spreadsheet, database, and graphics. Computer ethics will also be stressed.

**Health and Fitness:** Health and fitness education is a continuum of learning experiences that enables students, as individuals and as members of society, to make informed decisions, modify behaviors, and change social conditions in ways that are health enhancing and increase health literacy. The focus in the health and fitness education standards is on teaching the skills that enable students to make healthy choices and avoid high-risk behaviors.

**Leadership (ASB) and Renaissance:** This course teaches students to conduct democratic elections, to work toward strengthening public relations, to aid in carrying out school functions, and to recognize the student’s main function is one of service to the school and its various organizations and activities.

**Library aide:** This course gives students the opportunity to work in/assist in the library. Students will demonstrate the ability to perform the skills needed to assist in the operation of the media center. Students must have a minimum GPA of 2.0 with librarian and administrator approval.

**Life Essentials/Skills:** Life Essentials is a blended course for students to broaden their understanding of taking care of basic life skills and personal life skills. Topics included: planning and preparing nutritious meals, developing personal & social awareness

**Study Skills:** This course provides students with instruction on how to study, how to become effective test takers, and acquire good study habits. They will learn techniques in taking notes, working independently, managing time, and studying. Students will develop skills in finding answers to problems, reading for meaning, and taking tests.

**Teacher/Office Aide:** This course allows students the opportunity to work as an aide in the classroom. Students must have a minimum GPA of 3.0 with teacher and administrator approval.

**Yearbook:** This course focuses on the development of journalism skills and the technical skills involved in publishing. Students are given the opportunity to participate in the actual publication of a school yearbook and therein a formal record of the school's activities.

**EMERGENCIES:** The staff at Cal Aero is trained to provide care for all students in the event of an emergency, e.g., a severe earthquake. Both the District and the school site have comprehensive emergency plans with each staff member assigned specific duties. Our primary responsibility is to account for the whereabouts and ensure the safety of all students.

In the event of a major emergency, students will be released through the north gate near Founders Park and only to adults with an ID that are listed on the emergency card and verified by office staff.

**EMERGENCY CARDS:** Digital emergency cards must be on file for each student. This card is used for day-to-day student release, and for emergency contact in the event of injury or illness. The card also lists allergies, pre-existing medical conditions, authorizes first aid, and in an extreme emergency, treatment by emergency medical personnel and/or transport to a medical facility. *See Data Confirmation*

**Contacts:** It is extremely important that this card contains the full (first and last) name of each person authorized to pick up the student and there needs to be no less than 3 emergency contacts. This includes the names of parents, any step-parents, older siblings, relatives, friends, baby-sitters, and neighbors who have your permission to pick up your child. Someone should be available to pick up your child within 15 minutes of a call from school. **We cannot accept telephone calls to release students to individuals not listed on the emergency card nor can we add contacts to the emergency card.**

It is imperative that we be notified immediately if any information changes. *Please do not jeopardize the health and safety of your child by forgetting to update his/her emergency card or by failing to provide complete information.*

**ENGLISH LANGUAGE LEARNERS:** Students identified as an English Language Learner will receive additional language support through designated and integrated English language development. Student progress is continuously evaluated to ensure the student is making sufficient progress in reaching English proficiency. English language learner students that have been in the United States for less than 12 months may receive a "NM" (no mark) or "NG" (no grade).

**The ELPAC (English Language Proficiency Assessment of California) is the current required state test for English language proficiency that must be given to students identified as Limited English Proficient (LEP).**

It consists of two separate assessments: one for the initial identification of students as English learners (ELs), and a second for the annual summative assessment to measure a student's progress in learning English and to identify the student's level of English proficiency in reading, writing, listening, and speaking.

More information about the ELPAC can be found at: <http://www.cde.ca.gov/ta/tg/ep/>

# F

**FIELD TRIPS:** Field trips are an extension of the classroom and should provide experiences related to the curriculum. Dress for field trips should be appropriate to the activity and must still adhere to the District and school dress code guidelines. *Students are required to ride the bus to and from all field trips per CVUSD board policy.*

**FOOD SERVICES:** During the 2024-2025 school year, school breakfast and lunch are free to students.

**FUNDRAISING:** In accordance with California law, all fundraising activities must be approved by the Board of Education. Field trips, assemblies, library books, computer software, and instructional materials are just a few of the wonderful educational contributions these fund-raisers bring to our school.

We encourage you to support our PTO fund-raisers, and in turn, our students. PTO's primary goal is to enhance the educational opportunity for all students.

Please do not allow your children to sell to strangers. We encourage them to limit recruitment to family, friends, teammates, and parents’ coworkers. While it is our desire to have highly successful fund-raisers, our primary concern is the safety and well-being of our students. Outside fundraisers, such as Girl Scout Cookies, etc. are not permitted on campus by students.

# G

**GATE PROGRAM (GATE):** Cal Aero Preserve Academy is committed to providing students who have been identified GATE in grades 2-8 a unique learning experience that focuses on academic rigor and the social emotional needs of gifted students. GATE students are clustered in a general education class. This allows for the students to work together with others who possess similar abilities and needs. It also provides an atmosphere that is academically rigorous and designed to enhance the output of such students. The grade level curriculum is differentiated throughout the day and in all subjects where applicable. By differentiating the curriculum, GATE students do not receive “extra” work to complete outside or inside the classroom, but are given work that varies in depth and complexity. These plans will detail ongoing and differentiated learning. Students in grades 7 and 8 will be placed in GATE/Honors classes in English language arts, Math, Science, and/or Social Science. Satisfactory performance will be required to continue in any GATE/Honors class.

**GRADES:**

**Kindergarten - 6th Grade - Standards based rubric grading.**

*Performance level marks describe students’ progress toward year-end standards*

- 4 Extending** – Students have an in-depth understanding of grade level performance standards expected at this point of the year.
- 3 Achieving** – Students are consistently meeting the grade level performance standards expected at this point of the year.
- 2 Progressing** – Students are partially meeting the grade level performance standards expected at this point of the year.
- 1 Beginning** – Students are not yet meeting grade level performance standards expected at this point of the year.

**Kindergarten - 6th grade - Marks for Citizenship and Effort**

The Performance Level Marks of 1-4 for Kindergarten through sixth grades will be used by teachers to document a student’s growth within the essential areas of 21<sup>st</sup> Century Learning on the section of the report card labeled “Habits for Success.”

**Grades 7th - 8th: Traditional Letter Grading**

Course Content		Work Habits/Effort/Behavior	
A	90-100%	O	Outstanding
B	80-89%	S	Satisfactory
C	70-79%	N	Needs Improvement
D	60-69%	U	Unsatisfactory
F	0-59%		

Plus (+) and minus (-) signs may be used at the discretion of the teacher, but do not affect grade point average. The use of plus or minus signs for a grade of “F” serves no purpose and shall not be used.

# H

**HEALTH SERVICES:** The Health Office is open to students who are injured at school or become too sick to continue class. Our nurse is here to supervise hearing and vision tests, maintain records, and can be called in for emergencies. Our Health Technician is available on a daily basis. **As a reminder, students must be fever/vomit free for a minimum of 24 hours before returning to school.**

**Medications** - *see Medications for more information*

**HOMEWORK:** Homework shall be assigned according to the District-adopted guidelines listed below.

**Kindergarten:** Homework assignments shall stimulate students to talk often with their parents/guardians. Teachers shall encourage parents/guardians to read and discuss stories with their children.

**Grades 1-8:** Homework assignments in grades 1-8, on average, should be completed within the following time frames:

- Grade 1: 10-20 minutes
- Grade 2: 20-30 minutes
- Grade 3: 30-45 minutes
- Grades 4-6: 60-90 minutes
- Grades 7-8: An Average of 60-90 minutes

Students are expected to read at least 30 minutes each day, in addition to regularly assigned homework. (AR 6154)

Homework will consist of activities that reinforce, review, and extend learning. It will not be new material but will be based on skills and concepts that were taught and explained in class.

In some cases, class work that was not completed during the school day will be added to the regular homework assignment. If your child consistently has more than the recommended amount of homework, or consistently says he/she does not have homework, please contact the teacher as soon as possible to ensure that a problem does not develop.

It is the student's responsibility to keep an accurate record of assignments, have the necessary materials, follow study techniques outlined by the teacher, apply and practice skills learned in class, strive for the best quality work of which he/she is capable, and complete the assignments on time. Assignment calendars and/or Agendas are recommended and used by most teachers. These can help the students with organization and can help parents monitor the work. Please encourage systematic study, show an interest in the assignments, commend satisfactory performance, and provide the proper conditions for home study. Consistency is essential. **Parents can help by checking assignments, including Reading Logs, Student Agendas, and digital platforms each evening.** It is also important to communicate any concerns or questions to the teacher, and to read, discuss, and respond to (as applicable) all notes from the teacher or school.

Students who fail to complete and return assigned homework will receive appropriate consequences and will have grades lowered. Please contact the teacher if your child is spending too little or too much time on homework each night.

**Homework policy when not on campus:**

- **Absence:** Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests missed during the absence that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code 48205) BP 6154(a)
- **Suspension:** The teacher of any class from which a pupil is suspended shall require the suspended pupil to complete any assignments and tests missed during the suspension. BP 6154(b)(Education Code #48913).
- **Truancy:** Students who miss school work because of truancy or unexcused absences shall be required to make up missed work for reduced credit as described in the course syllabus. Teachers will assign such make-up work as necessary to ensure academic progress, not as a punitive measure. BP 6154(b)

# I

**INDEPENDENT STUDY - SHORT TERM:** Short-Term Independent Study (STIS) must be requested at least 3 days in advance by contact with the school office directly. These unavoidable absences are arranged under contract and **all work must be completed during Independent Study and is due the day the student returns (no exceptions)**. The teacher will provide 4 hours of work for each school day of the absence. Based upon the amount of work completed, the Independent Study Coordinator will apportion attendance credit. Grade credit will be issued by the classroom teacher.

There is no way for Independent Study to provide the full educational opportunity your child has in school. Independent Study Contracts can help keep your child from getting behind and may prevent him/her from being declared truant. Please use this option judiciously and make every effort to plan vacations and out of town trips during school holidays.

**INSTRUCTIONAL TIME:** Time on task is the single most important controllable factor in learning. We are committed to preserving our instructional minutes for academic purposes. This means that we must keep classroom interruptions to a minimum. Please keep this in mind as we will wait for the first non disruptive opportunity to deliver items such as lunches, band instruments, or other items. Students are also instructed to check at the office prior to lunch or band. Homework or other small items may be placed in the teacher's mailbox as appropriate.

**INTERVENTION:** Cal Aero offers intervention to our students for both academic and social/emotional needs. Services are provided by site-based and district-based intervention teachers and counselors and through the city of Chino. Some data used to determine if intervention services are needed include:

- Below grade level expectations/standards on district and/or state assessments
- Universal Academic/Social Emotional Screening for all students in grades K-6 three times per year
- Poor classroom performance
- Teacher recommendation

# K

**KINDERGARTEN SCHEDULE CHANGES:** The regular schedule for kindergarten may be changed from time to time in order to enable teachers to collaborate and plan the best possible program for the students. Please pay close attention to all communications sent home by the teachers in this regard.

# L

**LIBRARY:** Students are responsible for materials checked out and are expected to demonstrate appropriate behavior in the library. All library fines will need to be paid by the end of the year to participate in end of year activities.

Students in grades 4-8 must have their Cal Aero Preserve County Library card with them to check out books from the library. Junior high school students must obtain a pass from the library in order to visit the library during lunch period. If a student loses or misplaces his/her card, there will be a replacement cost of \$2.00.

**LOST AND FOUND:** Please label all your child's belongings to help prevent loss. Clothing and other lost items are located in the lost and found in the office or on the playground. Unclaimed items are donated to charities several times each year. Lost books are placed in the library. Found valuables such as wallets and cell phones are kept in the front office. The school assumes no liability for items stored in the lost and found.

**LUNCH:** Hot lunches are available daily. Currently both breakfast and lunch are free to all students. (For the future- in order to keep the lunch line moving when lunches are being served, students should pay for lunches in the cafeteria during first recess or money can be left in the office in the envelopes provided. Online payment service is available at My School Bucks at: <https://www.myschoolbucks.com> Free and reduced priced student lunches are available for families who qualify. Applications are available online at [cvusd.org](http://cvusd.org).)



**Parents are NOT allowed to eat lunch with their children.**

**Due to a variety of student allergies, sharing food is not permitted. Students are not allowed to bring cupcakes, cookies, pizza, and other food items to distribute at lunch.**

Students are expected to eat lunch every day, including on minimum days. Children learn better and have more energy if they eat regular meals and maintain a constant level of nourishment. Be sure to send a nourishing lunch. Lunches brought from home and stored in the classroom must be in a carefully sealed package in order to prevent a recurring ant problem.

### **Lunch delivery**

Students and parents are **NOT** allowed to order outside food for delivery to Cal Aero. If a parent decides to bring in outside food, it must not be shared with other students. We have many students with multiple health conditions and outside food or fast food can have serious ramifications on other students' health. **Fast Food that is delivered by a parent or guardian must be eaten in the school office.** Fast food causes a disruption and an overwhelming pressure to share with friends, which can have a negative impact on the school environment.

## **M**

**MEDICATIONS:** of any kind (including over the counter items prescribed by a physician) must be brought to the Health Office for dispensing. They must be in the original container and must be accompanied by a Parent/Physician Medication Permission Form. These forms are available from the Health Office. No medication can be administered at school without proper authorization. Students may not have any medication, including aspirin or cough drops, on their person.

**MINIMUM DAYS:** Our weekly minimum day is Thursday. Dismissal time is 11:30 p.m. for all grades. Please watch the newsletter and/or communications from teachers for any additional changes such as additional minimum days for parent conferences and staff development.

## **N**

**NOTICES:** Notices come home as needed to keep our school community informed. These may include assignment sheets, homework or project assignments, PTO and class newsletters, and other valuable information. Please emphasize with your child that it is vitally important that all notices from school be given to you. Information will also be provided on our Cal Aero Website, PTO Facebook Page, and through our AERIES/Parent Square communication system (phone call, text message, or email).

## **P**

### **PARENT INVOLVEMENT:**

A very important component of our education program is parent involvement. Parents are encouraged to maintain regular contact with their child's teacher. Be sure to establish your Aeries Parent Portal account and maintain the most current contact information on your account. For example, please be sure to update changes in cell phone numbers, email addresses, etc. Having current information will ensure you receive all teacher and school communication. In addition, parents may volunteer to assist in classrooms, the library, and the computer lab. Parents are vital to our committees, special events, and field trips. We also invite parents to join the School Site Council (SSC), English Learner Advisory Committee (ELAC), and Parent Teacher Organization (PTO).

School Site Council (SSC) is elected by parents and staff members to help set priorities and goals for school improvement.

English Language Advisory Committee (ELAC) is elected by parents to help support those students learning to read, write, and speak English.

Local Control Accountability Plan (LCAP) committee works together to set goals and specific actions to achieve those goals for all pupils and each subgroup of pupils including pupils with disabilities, for each of the state priorities and any locally identified priorities

**PARENT-TEACHER CONFERENCES/COMMUNICATION:** We encourage frequent communication between teachers and parents. The first, and usually best person to contact about any concern dealing with your child is the classroom teacher. Please speak to your student's teacher before scheduling an appointment to speak to an administrator. *However, if the incident is severe and can be classified as an immediate threat to your child's safety and well-being, then please contact administration right away.*

Parent conferences are scheduled at the end of the first six weeks of class. It is very important that parents attend this conference. Your child's teacher will arrange a time to meet with you. Second trimester conferences may be arranged by the teacher or requested by parents. Also, at any time when a teacher or parent feels there is a need, a conference may be scheduled. Please call the Office to leave a message or send a note to the teacher. Effective parent conferences require planning and preparation by the parent(s) and the teacher(s). Write down any concerns, questions, or observations you wish to discuss.

**PARENT, COMMUNITY VOLUNTEERS:** There are many jobs that volunteers can do in classrooms. They can listen to children read, help with writing tasks, tutor children, assist with clerical tasks, supervise follow-up activities, work with the computers, run learning centers, teach special lessons. Many parents also provide valuable assistance by volunteering to work on projects at home. Parents can provide further support at home by stressing the importance of education, by ensuring that homework is a priority, by supporting the school's program and activities, and by making sure the child's busy schedule does not leave him/her too tired to effectively carry out the requirements of school. Cal Aero offers a variety of ways for parents to become involved at the school site such as: English Learner Advisory Committee (ELAC), Local Control Accountability Plan (LCAP) Committee, PTO, Room Parent, and School Site Council (SSC).

**PTO:** Successful schools result from parents and school personnel consistently working together. We encourage parent participation through several programs. Our Cal Aero PTO is an excellent organization made up primarily of parents. They provide valuable program support by paying for field trips, grade level activities, assemblies, instructional materials, library books, computers/software, and other school gifts, and by giving thousands of volunteer hours for the benefit of all students. We encourage every parent to join PTO, and to participate in and support all of the activities of this organization.

**PARENT OBSERVATIONS IN CLASSROOMS:** To visit your child's classroom, please speak to the teacher beforehand so that a suitable time can be arranged. Be sure to come to the office to sign in. *Administration will not schedule a parent observation without at least a 24-hour notice.*

While visiting in a classroom under the aforementioned conditions, a visitor must not interrupt the class in any way, nor speak to or disturb the children. If the visitor desires to ask questions of or to confer with the teacher, he/she must make arrangements for a conference with the teacher upon leaving the classroom, or contact the teacher at a later time for an appointment. As a courtesy, please do not use your cell phone while visiting or volunteering in classrooms. No pictures or videos are allowed. **(Administrative Regulations 1250).**

**PARENTS PICKING UP CHILDREN DURING SCHOOL HOURS:** *See Early Checkout.*

**PETS:** Animals may not be brought to school unless they are a service animal. **No dogs other than service dogs are allowed on campus. (Penal Code Section 653g 626.8) No dogs except service animals are allowed in the office.**

#### **PHYSICAL EDUCATION:**

Grades 1-6, 200 minutes each 10 school days, exclusive of recesses and the lunch period.

Grades 7-8 attending P.E. classes daily, 400 minutes each 10 school days.

**PLAYGROUND EXPECTATIONS:** *Please refer to “Playground Expectations” on our Cal Aero Aviator Expectations matrix under “PBIS”.*

Food may not be eaten on the playground. At snack time food is to be eaten at your teacher’s designated area. Healthy snacks are strongly encouraged. Please do not send your child with a sugary drink or snack. All trash is to be thrown away before playing.

**PLAYGROUND EQUIPMENT:**

**Slide:**

1. Climb one step at a time. Only one person is allowed on a step at a time.
2. Do not start down the slide until the person ahead of you has gone down and moved out of the way.
3. Only one person may be on the slide at a time.
4. Slide in a feet-first seated position only.
5. Do not sit at the top of the slide for an extended length of time. This creates a long wait for other students.

**Horizontal Bars:**

1. Use for pull-ups and swinging.
2. Keep both hands on the bars at all times.
3. Do not use sweaters, sweatshirts, or coats to help you swing or twirl.
4. Do not push or pull anyone on the bars.
5. Hands must remain on the bars for the dismount. Do not attempt dangerous stunts.
6. Take turns.

**Use of Balls:**

1. Soccer balls are the only balls that can be kicked. Soccer should be played on the fields only.
2. Rubber inflatable balls should be used for handball, four square, and other organized games that are supervised by an adult. These balls should not be kicked.
3. Basketballs must be used to play basketball on the blacktop. Basketballs are not allowed on the field for any reason. **Students may not dunk basketballs or hang from the rim.**

**Handball:**

1. Four players play at a time.
2. The first serve takes place behind the front white line. The ball must be hit in sequential order, and the player may not hit it twice in a row. The ball on the first serve must fall at least behind the front white line.
3. The ball must hit above the white line. If it hits below the white line the player who hit the ball is out. A new player then joins that game as the last player to hit the ball.
4. If a player fails to hit the ball against the wall, he or she is out. A new player then joins that game as the last player to hit the ball.
5. In the event that it is not clear whether a player is out, the first person in line is the judge.
6. If a ball is hit and lands out of court, the player who hit the ball is out.

\*Anyone waiting to play must wait on the line. Players standing against the wall will be asked to go to the back of the line. Saving spots is not permitted.

**Tetherball:**

1. The game is played with 2 players.
2. The server and the judge are the first people in line.
3. Each player must stay on their half of the court.
4. No grabbing the rope or “ropies”.
5. The ball must be hit with your hand.
6. There is no stopping or catching the ball. The ball is hit continuously until it is wrapped around the pole.

\*The first person in line in all games is considered to be the judge. However, if there are still disagreements they will be settled with “rock-paper-scissors.” Respect will be shown to everyone, by everyone. Foul language will not be tolerated.

**POSITIVE BEHAVIOR INTERVENTION and SUPPORTS SYSTEM (PBIS):** A successful Positive Behavior Interventions and Supports System (PBIS) is designed to teach acceptable/appropriate behaviors, not just to punish unacceptable behavior. It must be firm, fair and consistent. It is important that every student feels accountable to all school staff for behavior. Anytime a staff member notices a student’s behavior, they will take the appropriate action (reward/discipline).

Fair, consistent student discipline enhances the learning process for all students and ensures a safe learning environment. It is expected that all students will abide by our 3 school wide expectations of Being Respectful, Responsible, and Safe across all school locations

**Be Respectful:**

- Appreciate the rights of others.
- Respect the school property and the property of others.
- Follow the directions of all staff members at all times.

**Be Responsible:**

- Exercise self-control and display appropriate social behavior.
- Hands and feet are to oneself at all times.
- Be punctual and be prepared.

**Be Safe:**

- No Horseplay is allowed.
- Keep your hands and feet to yourself.
- Use equipment correctly.
- Walk at all times.
- Stay in designated areas.

**Be Accountable**

- Accept responsibility for one’s actions.

**STUDENTS DO NOT HAVE A RIGHT TO:**

1. Create a safety hazard for themselves or other students.
2. Create a serious or unnecessary distraction to the learning process.
3. Disregard the campus rules and thereby disrupt the campus order.

Public displays of affection including **holding hands, hugging, sitting in or on laps, and kissing** is not permitted and will be subject to disciplinary action.

Guidelines have been established for expected school behavior. All teachers discuss these rules with their class and review them throughout the school year. **All students receive classroom lessons on school-wide expectations. Parents are asked to go over these guidelines with their children at home as well as to reinforce the school’s behavior expectations and discipline policy.** Students can expect consistent enforcement of school policies and fair administration of consequences for failure to follow rules.

Each classroom teacher has clear expectations for student behavior. As part of a classroom discipline plan, the teacher may assign recess/lunch and/or after school detention. In such cases, this will be clearly communicated to the parents and students and outlined on the teacher’s syllabus. Student expectations will be reviewed in detail at Back to School Night.

**Rewards :** We believe that students who choose to follow these rules should be recognized for exhibiting responsible, respectful, and safe behavior. Students “caught” being responsible, respectful, and/or safe may receive Aim High tickets. They may redeem their Aim Highs at the Aim High Store on specific Thursdays at lunch.

**Consequences:** We like to work as often as possible on the positive side of discipline. However, we believe that negative consequences are necessary for some students to ensure that rules are followed.

Our school has a policy of progressive discipline. The first infraction may consist of a warning. Continued infractions of the rule apply progressive consequences such as an incident log, phone call home, detention or loss of recesses.

*However, some severe acts of disobedience or serious misbehavior may earn an immediately minor or major incident log.*

**Serious offenses include:**

- Bullying
- Committing an obscene act
- Destruction of property
- Ethnic/Culturally inappropriate language
- Fighting or assault
- Plagiarism
- Possession of stolen property
- Profanity towards staff or faculty
- Sexual Harassment
- Threatening others
- Possession of any weapon, tobacco, controlled substance or explosive device.
- Cyber/Internet Misconduct

**Severe acts of disobedience may result in suspension or a recommendation for expulsion in accordance with the District Behavior Code that is included in the Aeries Data Confirmation.**

Consequences will be given according to the severity of the infraction. Students that are continually disruptive will receive progressive consequences. In some cases, it will be necessary to develop a behavior plan with the child’s teacher, parent, and an administrator.

**Incident logs:** Students that are not able to follow school wide expectations of being Responsible, Respectable, and Safe can be issued an incident log. In the event that an incident log is issued, there will be parent communication about the behavior, email, phone call, or copy sent for parent or guardian signature. Staff will remind and reinforce the correct behavior(s) by verbally directing/counseling students as to what is expected. Upon receipt of a fourth incident log, students will be issued a Minor offense referral, which results in a conference with administration. Major referrals are issued for suspendable offenses. Our goal here at Cal Aero is to partner with parents and teachers to solidify Responsible, Respectful, and Safe behaviors from students.

**Administrative Detentions:** Students that earn Administrative Detention for making poor choices may serve an after school detention. It is the student’s responsibility to complete their detention on time, or to request for excused reasons only from administration, prior to the detention.

**PROBLEM SOLVING TECHNIQUES:** Many of the minor disagreements that occur on the playground (“You stepped out”, “The ball was on the line”, etc.) can be settled by students who have been taught to use “Rock-Paper-Scissors” to solve disputes between the and through using the strategies students learn in the Second Step Curriculum. This keeps students from losing fun time at recess and helps them to be problem-solvers. The following techniques for solving interaction problems have been taught and reinforced with students:

1. TALK to the other person using an “I message”. Tell them, “I don’t like it when you \_\_\_\_\_, because it makes me feel \_\_\_\_\_.”
2. WALK away. If the other person persists, tell them again using an “I message.”

3. TELL an adult. If your child is followed, he/she is to walk directly to an adult supervisor for help.
4. If your child is being REPEATEDLY bothered by the SAME student, please notify your students' teachers.

In the event of a severe problem, e.g., hitting, kicking, etc., the child is to go directly to an adult for help. Children should never attempt to break up fights, but they should go directly to an adult for help.

**PROHIBITED ITEMS AT SCHOOL:** Certain items are not permitted at school because either the law prohibits it, or policy dictates it. This is part of the school ensuring a safe and secure learning environment for all our children.

Please assure that the following items are not in your child's possession:

- Weapons of any kind, play or otherwise.
- Graffiti paraphernalia (paint, permanent markers, liquid white out, etc.)
- Skate shoes or rollerblades
- Cameras
- Shocking pens or laser pointers
- Tobacco or controlled substances, including electronic devices for VAPes or any type of flavored oil, juice, or nicotine products.
- No toys (including stuffed animals) brought to school from home, including trading cards
- Personal PE equipment (i.e. balls; jump ropes; tennis balls)
- Electronic Devices (electronic games)
- Aerosol cans/sprays
- Personal playground equipment
- Any article with personal/sentimental value
- **Gum: Consequences for gum chewing are as follows:**
  - Incident log and lunch detention
  - Administrative detention
  - Recess/Noontime campus beautification with parent notification

**PROGRESS REPORTS/STANDARDS-BASED REPORT CARDS:** Mid-term progress reports provide an additional communication link with parents concerning the progress of their child. See calendar for dates. Also see: Ed. Code 49067, CVUSD Board Policy 908.01.

**PROMOTION:** A promotion ceremony is held only for 8<sup>th</sup> grade students at Cal Aero Preserve Academy. Students must meet the requirements established by the Chino Valley Unified School District Board of Education's Promotion and Retention Recommendation Policy (BP 5127): Students must have a 2.0 GPA in their final trimester and no more than two (2) "Unsatisfactory" (U) citizenship grades in order to participate in promotion activities. Students may be excluded from promotion activities for disciplinary action such as suspension and for excessive unexcused absences and/or tardies. Students must pay for all lost or damaged books and any owed fundraising monies in order to be included in the ceremony. In lieu of promotion, 6<sup>th</sup> grade students will have their own end of year activities/celebration. All 6<sup>th</sup> grade students must meet grade/citizenship/work habit requirements in order to participate in activities.

**Dress Code for 8<sup>th</sup> Grade Promotion:** For the Promotion Ceremony, boys are to wear nice pants and shoes. For girls, pant suits, dresses or blouses/skirts are to cover their midriff and backs. No strapless dresses. All school dress code rules still apply. Students in violation of the dress code will be required to change clothes and/or shoes in order to participate in the promotion ceremony.

# R

**RAINY DAY/INCLEMENT WEATHER SCHEDULE:** On rainy days, or other inclement weather days

(excessive heat) the staff works especially hard to guard the health and safety of students. On these days recess is spent in the classroom. Students are given a restroom break and usually play quiet games in the classroom during recess time.

1. The Principal or designee will call an inclement weather schedule whenever the weather appears to be too inclement for the health and safety of children per CVUSD Board Policy.
2. The Inclement lunch schedule will be in effect on days when it is too wet and/or unsafe for students to be on the blacktop.
3. It is imperative that students understand they must talk softly and follow the directions of the supervisors in the Gym during these times.
4. The noon ground supervisors, administrators, and support staff will monitor students to maintain order and safety.

**RESTROOMS:** Students must not run, push, loiter or play in or near the restrooms. Students should use the restrooms at recess and only use the restroom during instructional time if it is an emergency. If there is a medical issue that requires your child to use the restroom frequently, please let the teacher know. *Please refer to "Restroom Expectations" on our Cal Aero Aviator Expectations matrix under "PBIS".*

**REPORTING:** *See or Hear Something, then Say Something.* When a student has knowledge of an issue and fails to report it, the student may become part of the investigative process. It is best to report any suspicious activity whether seen or heard immediately to an adult on campus.

**REPORT CARDS:** The school year is divided into three trimesters. Students will receive an official report card at the end of each trimester. In addition, elementary students will receive a 6-week progress report during the first trimester and as needed during the second and third trimesters. Junior high students will receive a 6-week progress report during each trimester, which is mailed home through the district office to the address on file.

All parents should expect a progress report the first trimester at the sixth week and a report card every twelve weeks. Parents should contact the school if they DO NOT receive one of these reports and are encouraged to call the teacher should there be questions/concerns regarding these reports. The district has updated all elementary report cards so they are aligned to the Common Core State Standard. *See Grades for more information.*

**RETENTION:** Assembly Bill 1626 became effective January 1, 1999 and provides for mandatory retention and/or intersession classes for students who do not meet proficiency standards for their grade level.

Parents will be informed as early in the year as possible if a student is in danger of retention based on classroom performance and/or district and state assessments. This does not mean that the student will be retained, but an intervention plan will be developed to try to ensure the student's success during the year. Near the end of the year, a Retention Team meeting will be held to determine if the student has made sufficient progress to advance to the next grade. Most students do make sufficient progress, especially with the combined efforts of the teacher, student, and parent. If the team recommends that retention be in the best interest of the student, parents will be notified. Parents have 10 days to appeal any retention recommendation.

For more information see AR 5123 under Board Policies on the CVUSD website.

## S

**SAFETY:** **The safety of our students is our number one priority on campus.** When potential or actual incidents occur on campus we follow this strict protocol

- 1) Ensure and continually monitor all students are safe which may include bringing in district security.
- 2) Investigate reports by taking witness statements and interviewing students as needed. If an incident or threat warrants, per District Guidelines, Chino PD is contacted and they assume control of the investigation.
- 3) Notify parents, as appropriate, of the outcome of the investigation and actions taken on campus to

keep our students safe.

**Parent notification can not be our first action as it takes valuable time and manpower away from steps 1 and 2, which ensure student safety.** In addition, premature parent notification would be incomplete and could potentially lead to unwarranted elevated levels of concern, panic and confusion. Incidents which involve a single class or a limited number of students that did not pose a school wide threat will not be reported to the community at large. Instead only parents of affected students will be notified. ***Please do not call the school to find out what is going on as it ties up our limited phone lines and limits our resources to quickly resolve the issue.***

**SART/SARB:** SART (School Attendance Review Team) and SARB (School Attendance Review Board) are different levels of intervention for students who have excessive absences or tardies. Students and Parents who are placed on school-based SART contracts agree to improve attendance or risk being referred to the CVUSD SARB attendance hearing.

**SATURDAY SCHOOL:** The purpose of Saturday School is to recoup Average Daily Attendance (ADA) that is lost due student absences. Invitations to Saturday School are sent home with eligible students at least four times throughout the school year. Please check with the Office Staff for any questions.

**SCIENCE FAIR:** Students in grades 4-6 are eligible to compete in the Cal Aero and the CVUSD Science Fair. Teachers will require projects which may be on an individual or partner basis. Please ask your child's teacher for more information. Only projects from grades 4-6 are eligible for the District Science Fair, which is generally held in January/February.

**SKATEBOARDS/SCOOTERS:** *See Bicycle Riders.*

**SIBLINGS:** Younger siblings and children from other schools are not permitted to visit classrooms as it creates a liability concern. Siblings in other grades or classes may not attend class parties or field trips. Siblings may attend award ceremonies or performances if they remain seated with their parents for the entire duration of the ceremony or performance.

**SNACKS:** Healthy Snacks are permitted during recess and nutrition breaks. Sharing of snacks is prohibited due to health concerns.

**SOCIAL MEDIA:** Official School Instagram page: CAPA\_Aviators PTO IG page: calaeropto



**SPECIAL EDUCATION:** Students, who have completed a psycho-educational evaluation, may qualify for Special Education services. These students are served through an Individualized Education Plan (IEP), which is coordinated and overseen by a special education team. Parent approval is required for placement, and annual meetings are held to review student's progress and set new goals.

Cal Aero Preserve Academy elementary school will operate a Specialized Academic Instruction (SAI) program in which students with Individualized Education Programs (IEPs), grades kindergarten through sixth, can receive individualized services at their learning level, either individually or in a small group session. Education Specialists and Instructional Assistants work together to serve students both in the SAI classroom and in the general education classrooms, offering "push-in" support when appropriate.

**SPIRIT DAYS:** Every Friday is Spirit Day! All students and staff are encouraged to wear Cal Aero spirit wear with the school logo (shirts/sweatshirts). We will also have various ASB/Student Council spirit days throughout the school year. Students will be notified in our morning announcements, weekly parent newsletter, and website.

**STANDARDS-BASED GRADING POLICY:** Grading is one of the most difficult parts of teaching. Teachers grade students against objective standards. The district curriculum standards are written for average or grade level students. In measuring achievement of grade level standards, all students in grades K-6<sup>th</sup> will be graded on a growth-minded 1 - 4 performance level scale indicating their progress towards mastery of the California Common Core State Standards. The District Grading Policy is available online at: <http://www.chino.k12.ca.us/Page/15701>



**STUDENT TEACHER EXCELLENCE PLAN (STEP):** If a student is struggling either academically, socially, or emotionally, the classroom teacher will intervene. When further measures are required, the classroom teacher or parent may request a STEP meeting. The team includes parents, the teacher, an administrator or designee, and may also include the education specialist, nurse, psychologist, other teachers, and/or student. The team identifies the student's strengths, and weaknesses, shares concerns, and then develops a plan for success.

**STUDENT RECOGNITION:** *See Awards for more information*

# T

**TARDIES:** It is essential that students arrive on time to start the school day. **Remember, it is YOUR RESPONSIBILITY as the parent to ensure that your child is at school, ON TIME, every day.** Students arriving after 8:00 a.m. must report to the office to be signed in and get a tardy pass to give to the teacher. Parents should plan their arrival with the traffic in mind. Tardies will accumulate during each 12-week period (each trimester). Tardies will start over with each new trimester.

Please note that if your child is late:

- They must enter on the South Side through the school office to get a tardy pass.
- 30 minutes or more late to school, s/he MUST be accompanied by an adult or have a note signed by an adult stating the date and reason for the tardy.
- If your child is late to school due to a medical appointment, your child MUST bring a note from the medical office stating your child was at the appointment.

\*\*\*Three or more thirty minute tardies are reported as truancy to the county.

## **Morning (1st Period) Tardy Consequences (per trimester)**

Excessive tardies may result in disciplinary action at administrative discretion, which may include a tardy contract and/or referral to the **School Attendance Review Team (SART) if the number of “tardies” is deemed excessive.**

## **2nd - 6th Period Tardy Consequences for Grades 7 and 8 (per trimester)**

1<sup>st</sup> tardy: warning

2<sup>nd</sup> tardy: warning

3<sup>rd</sup> tardy: Lunch detention

4<sup>th</sup> tardy: Lunch detention

5<sup>th</sup> tardy: 1-hour office detention

6<sup>th</sup> tardy: Saturday School or 4-hour detention equivalent

Subsequent tardies will warrant a student/parent/administrator conference and Saturday school or 4-hour detention equivalent with each tardy.

Excessive tardies may result in disciplinary action at administrative discretion, which may include a tardy contract and/or referral to the **School Attendance Review Team (SART) if the number of “tardies” is deemed excessive.**

**TELEPHONES:** Students may only use the office phone when an emergency situation exists. SEE CELL PHONES.

**TEXTBOOKS/CHROMEBOOKS:** All textbooks and workbooks are barcoded and are checked out to each individual student through our Library system or classroom teacher. Each student is responsible for his or her assigned textbooks/Chromebooks. In accordance with District policy and Education Code provisions, parents will be billed for the cost of replacement or repair of lost or damaged school property. Textbooks should be covered with paper or fabric book covers and not adhesive book coverings. A student will be charged for books/Chromebooks that are lost, damaged, or show excessive wear. The replacement cost of textbooks will most likely exceed \$100.00 and Chromebooks exceed \$300.00. Charges must be cleared before sixth grade and junior high school students can participate in any end-of-the-year activities or before grades are released to the junior high and high school respectively.

**TRANSPORTING STUDENTS:** Parents/teachers may not transport children to or from field trips.

## V- W

**VANDALISM AND THEFT:** Any student caught vandalizing or stealing will not only be held financially responsible but will also be reported to the local police authority. If you spot anything that looks like vandalism, please report it to the office. Discourage theft by locking your car when visiting the campus.

**VISITORS:** Per District Policy, all visitors, including parents, will be required to show a valid government- issued ID, which will be scanned into the Raptor Visitor Management System and be issued a Visitor's Badge which must be worn while on campus. Likewise, all visitors are required to check out in the office before leaving campus. **Parents will not be permitted to go to the class to deliver lunches or other items to your child.** These items must be brought and left in the Office. Parents will not be allowed on the playground area during school hours at any time.

**VOLUNTEERS:** *See Parent/Community Volunteers*

**WALKING ROUTE TO SCHOOL:** Students are to walk directly to and from school and should not go to local shopping centers, parks, or other areas before or after school as this can create a significant safety risk. Students should follow street routes only and should, whenever possible, walk with a sibling, friend, or neighbor.

Students should always walk on sidewalks and not on private property when going to and from school. Parents may be held liable for any damage caused by their children. **Students are subject to school discipline while en-route to and from school (Education Code 44807).**

**WEBSITE:** To stay current with monthly events or activities, please reference the Cal Aero Preserve Academy calendar at: <http://www.chino.k12.ca.us/Domain/28>.

To keep informed of activities in your child's class we highly encourage you to view your child's teacher's webpage and/or Google Classroom. In Junior High, grading criteria, assignments, and notifications of future exams may be posted on the teacher's webpage and/or Google Classroom. Important information may be found on the Aeries Parent Portal. Please be sure to sign up for the Parent Portal at the link below. <https://www.chino.k12.ca.us/domain/3248>