

## **BONITA CANYON SCHOOL GUIDELINES**

**Office Hours 7:45 a.m.-3:30 p.m.**

- ☐ **B.C. is Paperless!** The weekly school-to-home conduit (paper flyers) are no longer. Parents must stay tuned to the Principal's bi-weekly email newsletter and teacher emails to be informed and reminded of school events, etc!
- ☐ **School Communication** If you would like to speak with your child's teacher, please email or phone them directly @ 936-(4 digit extension). During class instruction, you will reach voicemail so as not to interrupt learning.
- ☐ **Campus Supervision** **Students are not to be on campus prior to 8:00 a.m. unless accompanied by a parent/guardian.** Supervision is available on the playground from 8:00-8:15 a.m. Primary students may not play on the apparatus or wait on campus for older siblings to be dismissed however may wait with parent supervision at the front of the campus or Chaparral Park. At dismissal, a staff member will assist with traffic supervision to assure students are safely on their way home. Early drop-off and late pick-ups are documented and parents notified.
- ☐ **Medication or Illness** **Students who show signs of illness (headache, fever, sore throat/cough, etc.), should remain at home until symptoms are clear.** Keep your child home if he/she complains of not feeling well. **Students must be fever-free 24 hours before returning to school.** Please do not medicate and then send your child to school and never send your child to school carrying medication of any kind. Parents must complete required forms through the school health office if dispensing medication during the day (including over the counter items such as cough drops, Tylenol, etc.). **Students with crutches, casts or other medical needs, must have doctor's orders on file in the health office prior to the student attending class.** If questions: 936-5461.
- ☐ **Absences** **If your child is absent for any reason, call 936-5451 before 9:00 a.m.,** and be sure to indicate the reason for the absence. Students whose absences are unverified will be marked "U" for unexcused. If your child will be absent or tardy due to a medical or dental appointment, please provide the school office with a note from the doctor upon returning.
- ☐ **Lunches/Water** Students may purchase snacks during recess using their account funds. Deposit funds online at family.titank12.com or by visiting the Parent Portal at my.iusd.org and clicking on the orange Titan School Solutions icon. A cart outside the front office is available for **"forgotten"** lunches that are delivered **"PRIOR"** to the student's lunch period. Class instruction will not be interrupted to deliver messages for forgotten lunch or water bottle delivery. It is the student's responsibility to check the cart at the onset of their recess/lunch period. If the water bottle/lunch is not on the cart, the student will receive a school lunch. Parents may not enter the center or lunch table area to hand deliver lunch. **Primary Lunch begins at 11:35 Upper Lunch begins at 12:16** ☐ **Forgotten Items** Please help your child be responsible by coming to school prepared with everything needed for the day (homework, lunch, musical instrument, etc.). **If an item is forgotten, the student will go without the item.** **Classroom instruction will not be interrupted for deliveries.** If an item is forgotten in the classroom after school, the student may retrieve the item only if the teacher is present. Please label jackets, lunchboxes, and other items. A Lost & Found bin is located near the Cafeteria. Parents may check the bin **"before"** school or after 2:40 p.m. Unclaimed clothing articles will be donated to a local charity at winter and spring break. ☐ **Tardies/Arriving-Leaving During the School Day** **Any student arriving to class after the morning bell is marked "Tardy".** Tardies are recorded. If you are picking up your child early for any reason, notify the teacher in advance, come to the office when you arrive to sign out your child and your child's teacher will be contacted to dismiss the student to the front office. Only persons listed on your Emergency Contacts may pick up.
- ☐ **Campus Activity** No unauthorized access is allowed on campus during the school day. Please do not enter or congregate in the quad, lunch area, fields or interior of the campus. Parents may wait at the front of campus to pick up students at dismissal. There is "No Parking" on Turtle Rock Drive at Chaparral Park. Monitor small children at all times and please KEEP OUT of the planters & foliage. **No animals/pets/skateboards/scooters on campus!**
- ☐ **Dress Code** Appropriate dress and personal appearance at school and school-related activities shall not include any clothing, attire, or accessory that by its manner of appearance, arrangement, trademark, fit, or any other attribute, is unsafe; disruptive; unhealthful; obscene; profane; ethnically, racially or sexually degrading; libelous or slanderous; exposing undergarments; provocative or revealing; advocating unlawful behavior or illegal substances; or suggesting or promoting and affiliation with any street gang or other group that commits unlawful acts.
- ☐ **Traffic/Pedestrians** **Left turns into the school driveway are NOT ALLOWED.** Proceed to the top of Sundance Dr. and U-turn @ Rimrock, not in driveways. Do not stop your vehicle in the roadway blocking the flow of traffic, or leave your vehicle unattended in the loading/unloading zone. For safety reasons, please do not cross Sundance Dr. except at the crosswalk at Sundance/Turtle Rock Dr. **Refer to the Traffic Guidelines form.**
- ☐ **Visitors/Volunteers** All visitors/volunteers must check in the office upon arrival and obtain an ID badge. **EACH YEAR** Volunteers must first go online and complete the application and show their D.L. in the school office.

**☐Telephone & Mobile Devices** Unless otherwise directed by a teacher, all cellular phones and electronic devices (i.e. smart phone, tablet, iPad, smart watch, etc.) must be completely turned off (not just placed on silent mode) and put away in backpacks during school hours (including recess and lunch). Texting, social media, taking videos, photographs or audio recordings at school is not allowed without prior permission from a teacher or administrator. Any phone that rings, vibrates or is used during the school day without teacher permission is subject to confiscation and parent pick-up. We realize that having to pick up a student's phone or device may be inconvenient and, therefore, we recommend you discuss this policy with your child in order to avoid this problem. Bonita Canyon does not take responsibility for lost or damaged cell phones (Board Policy 5131.6).

**The phone in the front office may be used by students during the school day for emergency purposes or urgent matters and used by students after school who are unable to locate or otherwise contact their parent/guardian. In order to minimize classroom interruptions, we also do not deliver non-emergency phone messages from the office to individual classrooms. We ask that any emergency messages to children be telephoned through the office since we strive to keep instructional interruptions to a minimum. Any after school arrangements should be made before coming to school. Your assistance is greatly appreciated.**