

Capistrano Unified School District  
**CASTILLE ELEMENTARY SCHOOL**  
**Home of the Coyotes!**

2025-2026

## **PARENT/STUDENT HANDBOOK**

*The Parent Handbook includes complete details of Castille Elementary School's policies and procedures and summarizes many Capistrano Unified School District policies and procedures.*

**After reading and reviewing the complete handbook with your child, please fill out and return this page to your child's teacher.**

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I have been provided a copy of the School Handbook and have read the policies and procedures of Castille Elementary School including those that govern:

School Hours, Attendance, Cell Phones, Classroom Deliveries, Parent Volunteers, Birthdays, School Disruptions, Homework, School-wide Behavioral Expectations, Library Privileges, Progressive Discipline, Rules for all school areas, Bullying and the Dress Code.

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_



# Castille Parent/Student Handbook

## 2025-2026

### Office and School Hours

The school's office is open from **7:30 a.m. to 3:00 p.m.**, Monday through Friday. **Students may arrive beginning at 7:30 am.** Staff supervision does not begin until 7:30 am. Students must go directly to their lines upon arrival. Students are expected to be in line and on time by the second bell at 7:45 a.m. If students are not in line at 7:45 am, they will be marked tardy.

### Attendance/Tardy

#### Attendance

As parents, you have the responsibility to make school a #1 priority for your child. **An average absence rate of more than one day per month is considered excessive.** By making sure your child is in school every day, you ensure his or her opportunity to learn. Research indicates that when parents actively participate in their child's education, the quality of learning improves. Such participation also improves student test scores and creates an atmosphere that enhances student success.

Regular attendance at school is critical to the success of *all* students. Please call (949) 234-5985 to report your child's absence and provide the information as stated in the voicemail.

#### Excused Absences

These may include: illness, medical or dental appointments, death or serious illness in immediate family, religious holidays, quarantine, or immunization exclusion.

#### Tardies

Students are considered tardy if they are not in their class' line when the second bell rings at 7:45 am. Attendance is taken at 7:45 am each day.

#### Truants/Unexcused Absences

**If a student is more than 30 minutes late, the student is truant.** Also, those students who stay home without permission from a parent/guardian, or have an absence that remains unexcused after 72 hours, will be recorded as truant.

#### Unexcused absences include all absences or truancies

Traffic, vacations, Disneyland, staying home to visit with friends or family, transportation breakdown, negligence, too tired, etc. do not count as an excused absence.

#### When to Keep Your Sick Child At Home

**Please keep your children home if they have these symptoms:**

- Fever of 100.4 degrees or higher; children must be fever free **without medication** for 24 hours before returning to school.
- Vomiting, diarrhea, or severe abdominal pain.
- A cold, sore throat or persistent cough.

- Nasal congestion or runny nose not associated with allergies.
- Any open sores or open wounds.
- Any undiagnosed rash.
- Red or swollen eyes. (i.e. pink eye, conjunctivitis)

Please refer to the following link for all other Health-related concerns and questions:

<https://www.capousd.org/subsites/Education--Support-Services/documents/Support-Services/Student-Health-Requirements/4779187100528859911.pdf>

Please encourage your children to wash their hands as much as possible.

## **SARB**

Students with continued tardiness and/or absences will be referred to the School Attendance Review Board (SARB) for disciplinary action. If a student continues to have attendance problems, parents will be required to attend a SARB hearing with the D.A. Excused Absences may include: illness, medical or dental appointments, death or serious illness in immediate family, religious holidays, quarantine, or immunization exclusion. Board Policy 5112(e)

## **Independent Study Contracts**

Students who will be away from school for 1 or more days, other than illness, may be able to receive class work and remain up-to-date by requesting an Independent Study Contract (ISC). To request an ISC, please notify the office with as much notice as possible so that the request can be reviewed, and if approved, class assignments may be organized. This process helps students to keep up with schoolwork, but there is no substitute for teacher instruction and class interaction. Please schedule vacations appropriately. Ex: Disneyland, vacations, family reunions, traveling sports, etc. Board Policy 6158(a)

## **Cell Phones/Electronic Communication**

**Personal Electronic Devices = cell phones, smart watches, tablets/iPads, etc.**

As a general rule, **personal electronic devices are not to be used on campus**. Parents need to contact the office to leave important messages, which will be delivered to the student. Please refrain from contacting (calling/texting, etc.) directly as it disrupts student's academic, social and behavioral interactions.

Students must have their personal electronic devices off and in their backpacks during the school day. They are not allowed to make or take calls/text messages/emails on their personal electronic devices during class or at breaks. The use of camera functions is prohibited at all times while on campus. Students may wear smartwatches to check the time, but they may not use them for messaging and other features during the school day.

Upon dismissal, students may use their personal electronic devices to check messages or make arrangements to get home. However, they may not be on their personal electronic devices for recreational purposes even after being dismissed. Board Policy 5142.2

## **Technology**

For a complete list of rules, policies, and procedures around technology, please refer to the [CUSD Student Acceptable Use of Technology Agreement](#), found on the district website.

- Students will only have tabs open that are related to classroom instruction.
- When a student is done with all of their assigned school work, he/she will only access approved

- online sites or apps, with teacher permission.
- Students will only search for images or text that are related to academic learning.
- Students are not allowed to communicate with each other using applications on their devices (ex: Canvas Inbox, shared Google Docs/Slides/Chat, or other chat features) except for group projects assigned by the teacher.
- Students will only access YouTube if the teacher provides a link to assist with an academic assignment.
- Students must use a district provided Chromebook. Chromebooks are district property. Student Google accounts are also district property and can be viewed by teachers or administrators at any time.
- Teachers or administrators may check a student's Chromebook history to verify appropriate technology use.
- Our district employs software to monitor student Chromebook usage. This software is designed to detect and flag potentially concerning language and/or usage on Chromebooks, promptly notifying administration of any identified risks. Administration will then disseminate the LineWize notifications to parents and relevant stakeholders as appropriate.

General rule of thumb, if the application the student wants to use is not on Clever, it is not approved by CUSD.

### **Deliveries to Students**

All items to be delivered to students (instruments, lunches, homework, etc.) must be left in the school office. Deliveries to the classroom will not be permitted. Deliveries of packages, flowers, balloons, cards, etc. may **not** be made to students during school hours.

### **Siblings' Performances**

Siblings who attend Castille are not permitted to attend siblings' performances during school hours.

### **Homework**

Each grade level at Castille has carefully developed a homework plan that considers the students' level of independence and the need to practice previously taught skills at home to strengthen student learning and achievement and to develop regular study habits. Board Policy 6154(a)

### **Parent Volunteers**

All volunteers must be approved through an application process prior to volunteering on campus. You can find the application process on [capousd.org](http://capousd.org).

A cleared Tier 1 volunteer can work with students without the direct supervision of a teacher (ex: pull small groups, fieldtrips, etc.). Tier 1 clearance requires fingerprint clearance.

A Tier II volunteer can work directly with students under the direct supervision of a teacher (ex: work in the classroom).

All volunteers must show their ID, sign in and out at the front desk and wear a volunteer badge while on campus. Adults on campus without a pass/badge will be questioned and sent to the school office.

Due to liability, we are unable to accommodate younger siblings anywhere on campus or on field trips while

parents are volunteering.

Parents may not visit students in the lunch area or on the playground without being accompanied by a staff member unless participating in a volunteer program on the playground. Parents must make an appointment with the principal if they need/want an observation of their child anywhere on campus. All volunteers are expected to follow and enforce all school rules.

### **Birthdays**

In accordance with the CUSD Board Policy, **providing food** (birthday cake, cookies, fast food, pizza, etc.) **for the individual and/or class or groups of students is not allowed** including **during lunch or recess**. Board Policy 5141.27(a)

If the parent chooses to bring in a special meal (ex: Chick-fil-a, McDonald's, etc.), the student will be allowed to eat their meal with their parent(s) in the office or in front of the school. If the parent is not present, the student will eat the special meal in the office.

### **Dress Code**

CUSD's dress code requires appropriate clothing and footwear to promote a positive and safe learning environment.

Shirts must have a strap width of 1 inch or more and midriffs must be covered. Closed toed shoes are required at all times. Crocs can only be worn with the back strap on. Crocs are not recommended for any physical activity, such as PE, recess and lunch.

Hats/beanies may be worn on the playground to protect from the weather but may not be worn in the building/classrooms except when special permission is granted by the administration or teacher for dress up days and/or other specified school events.

Clothing that displays inappropriate messages (alcohol/tobacco products, obscene symbols, signs, slogans or words degrading any person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation) or demonstrates a gang affiliation may not be worn. Students may not wear any clothing/apparel or accessories displaying profanity, considered unsafe, dangerous or a health hazard, bare midriffs, strapless tops and halter tops, backless shirts, swimsuits, any item that obscures the face (except as a religious observance or medical/safety necessity), or any clothing which allows undergarments to be exposed.

Dress Code violations that present a **safety hazard** will be addressed immediately. Dress Code violations that present an **educational distraction** will be addressed through the removal or cover-up of the item that violates dress code. In addition, a reminder notice will be sent home with the student. Board Policy 5142(a)

### **Bicycles/Skateboards/Rollerblades/Razors/Heelys/Motorized Bicycles & Vehicles**

Third, fourth, and fifth grade students may ride their bikes to and from school. For an exception to the bicycle policy, contact the principal or assistant principal. Helmets and bike locks are required. Bike riding is not permitted on school grounds. Bicycles may be locked in the bike rack on the blacktop. Bicycle riders must comply with the District's Bicycle Safety Protocol program and receive a permit for their bicycle. CUSD is not responsible for stolen bicycles. For safety reasons, skateboards, Razors, scooters, rollerblades, roller shoes, and motorized bikes/scooters may not be ridden to/from school or on school property.

Skateboards, Razors, scooters, hoverboards, motorized bicycles and other motorized vehicles are strictly prohibited on any CUSD campus, even after hours. Board Policy 5176.2

## **Library**

Checking out a book from Castille's library is a privilege that comes with responsibilities. All books checked out by a student should be returned by the due date. Students who fail to return a library book will not be permitted to check out a new book. Students are not to write or draw in library books, tear pages or remove labels/barcodes. Students are responsible for any damage to or loss of a library book.

Parents/guardians are responsible for paying for repair/replacement costs of damaged or lost library books. If a student checks out a book that has been previously damaged in any way, the student is responsible for reporting the damage to his/her teacher immediately in order to avoid being held responsible. Board Policy 5151(a)

## **School Wide Expectations**

Castille has developed a set of school-wide expectations which focus on the following principles:

- Practice Kindness
- Active Learner
- Wise Choices
- Show Respect

The Castille School-Wide Matrix articulates specific behaviors expected in all areas of our school.

## **Positive Reinforcement**

Students can accumulate PAWS awards for demonstrating any positive behavior in any school setting. Various denominations of PAWS awards can be exchanged for privileges/ rewards that will be established, communicated, and posted for all students. Board Policy 5140(a)

## **Progressive Discipline**

Castille utilizes a progressive discipline model that creates a safe and positive learning environment through teaching problem solving and recognizing positive behavior. We believe that when positive behavior and excellent teaching come together, our students' potential will be maximized. Implemented strategies focus on providing students with needed supports. These supports include direct instruction and communication of expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of District discipline policies and practices. Board Policy 5150(a)

In order to recognize and reinforce positive behavior, Castille staff will respond to undesired/inappropriate behaviors in the following manner:

### **VIOLATION OF A SCHOOLWIDE STANDARD**

1st Step/Offense	Redirect and restate expectations/rules
2nd Step/Offense	Teacher intervention(s)*
3rd Step/Offense	Teacher intervention(s)* and parent notification
4th Step/Offense	Different intervention(s)
5th Step/Offense	Referral to administrator

\*Teacher Interventions

Teachers will intervene using strategies meant to change behavior. Interventions may include (but are not limited to) prompting, seat change, restorative practices, change task, break and/or teacher-student conference. Interventions may also include loss of school privileges/activities. School of Choice students may be sent back to their home school based upon behavior, citizenship and attendance.

**\*\*Severe Infractions**

The following infractions are of a serious nature and require the immediate attention of an administrator. These offenses may result in law enforcement notification, immediate suspension and/or recommendation for expulsion.

1. Dangerous Behaviors

- a. Bodily harm to another person/fighting
- b. Threats of harm to another student or staff member
- c. Sexual harassment
- d. Possession of a weapon

2. Damage to school and/or personal property

- 3. Selling or possession of a controlled substance
- 4. Stealing
- 5. Bullying
- 6. False alarm

**Bullying**

School staff will consider ***bullying*** to specifically be hurtful or aggressive behavior toward an individual or group that appears to be one-sided, unprovoked, intentional, repeated over time, and involves an imbalance of power.

Students at Castille are taught the definitions of Rude vs. Mean vs. Bullying and encouraged to only use the term “bullying” in the appropriate context.

**Rude** = *inadvertently* saying or doing something that hurts someone else.

**Mean** = *purposefully* saying or doing something to hurt someone *once or twice*.

**Conflict** = *purposefully* both parties are involved, happens sometimes and hurtful.

**Bullying** = *intentionally* hurtful/aggressive behavior that is one-sided, unprovoked, repeated over time, that involves an imbalance of power.

Board Policy 5140(a)

**Coyotes with Character**

At Castille Elementary School, we celebrate students displaying high character traits with our Coyote with Character program. Coordinating with Mission Viejo’s Community of Character Program, each month we identify and recognize a student from each grade level who exemplifies that month’s highlighted character trait as a Coyote with Character.

A **Coyote with Character** is an ordinary student who engages in extraordinary acts of:

- **Perseverance** - Continuing to work toward goals, despite difficulty or obstacles
- **Unity** - Showing teamwork, agreement, harmony, sharing, and friendship
- **Integrity** - Being honest in your work and relationships with others
- **Service** - Performing selfless acts which benefit others
- **Moral Courage** - Doing the things that may be difficult in order to help others

- **Citizenship** - Demonstrating your responsibilities, rights, and privileges as a citizen of a country, community, neighborhood, or school
- **Fairness** - Playing by the rules, taking turns and sharing
- **Self Control** - Stop, Think, Act, Review and Success Through Accepting Responsibility (STAR)
- **Responsibility** - Being accountable for your actions, taking responsibility for learning and social wellbeing, and recognizing your duty to positively represent Castille
- **Respect** - Taking pride in our behaviors and our work. Respecting others means valuing different ideas and points of view.
- **Thankfulness** - Showing appreciation or gratitude
- **Caring** - Genuinely caring for other people, and thinking about the needs of others

### **Rules in the Lunch Area**

- Always respectfully follow the instructions of the student supervisors.
- Walk quietly to and from the lunch area.
- Students will eat first, play second.
- Be quiet and orderly while in the lunch line/area.
- Raise your hand to get permission to use the restroom.
- Do not share food.
- Sit properly with legs and feet under the table.
- Never throw food or other objects.
- Pick up all trash at your seat and around your assigned table.
- Put all trash in lunch area trash cans.
- When you finish eating, wait to be dismissed.
- Wait until you are given permission before entering the field or playground.

### **Rules in the Restrooms**

- Use the restrooms for intended purpose.
- Wash your hands after using the restroom.
- Respect the privacy of others.
- The following activities are not permitted:
  - playing in or near the restrooms
  - looking under stall doors or climbing on toilets/stalls
  - clogging the toilets/urinals with paper towels, sand, etc.
  - writing on the walls or stalls
  - throwing paper on the walls or ceilings
  - putting anything on the mirrors
  - eating in the restrooms
  - loitering or “hanging out”

### **General Rules for All Playground Activities**

- Students must **walk** from the classroom/lunch area to the playground.
- Play safely, with hands and feet to yourself.
- Only use equipment provided by the school or your teacher.
- All personal items/toys must be left at home. They are not permitted on campus.
- All equipment should be used for its intended purpose.
- Students must have a pass to leave the playground or go to the office for any reason.
- Play only in designated areas.

- Students may not use rocks, chalk, pencils, crayons or any other device to write/draw on the blacktop unless supervised by an adult.
- Playground equipment may not be used before or after school.
- Food is not allowed on the playground.
- Rocks, sticks, pinecones, etc. may not be picked up, kicked or thrown at any time.
- Students will freeze and sit/crouch down when the bell rings and wait for the playground supervisor to blow the whistle before **walking** to their line.
- Students are required to quietly sit in line, facing forward, keeping hands/feet/body to self until their teacher comes for them. All items must remain in the backpacks.
- Observe Castille's specific playground rules for each game and play area. Please see the Playground Rules, found on the Castille website.

### **Rules for All Activities on the Field**

- Running is permitted on the field.
- Students may play imaginative games that do not involve play/real fighting of any kind.
- Each field game has a designated play area.
- Students may not shake, lean on or climb any fences, soccer nets, or backstops.
- Students may not climb on, pick from, or harm in any way any trees/plants/bushes.
- Students may not climb the trees on the slope or play on the slope.
- Please visit the Castille Website for detailed rules for all games on the field.

### **Rules for All Activities on the Blacktop**

- Students must walk on the blacktop.
- Students may play in designated game areas.
- Students must follow all rules for game play on handball, 4-square, and basketball courts.
- Each blacktop game has a designated play area.
- Please visit the Castille Website for detailed rules for all games on the Blacktop.

### **Rules for PE**

- Students should use the restroom prior to going to PE.
- Students will follow directions of the PE teacher and paraeducators during PE.
- Students should bring their own water bottle if they would like to have one during PE.
- Students may be excused from PE, provided there is a note from a medical provider.

### **Rules for Classroom**

- Be on time.
- Always use kind words.
- Appreciate each others' differences.
- Follow directions quickly.
- Actively engage in learning.
- Have all needed materials and a charged computer.
- Focus on the speaker.
- Avoid distracting each other.
- If your behavior is distracting to you or others, please don't do it.

### **FINAL NOTE**

At Castille Elementary School, our mission is to ensure all students will meet or exceed grade level expectations academically, socially and behaviorally. The development and implementation of the procedures and protocols outlined in this handbook support all students in accomplishing the school's mission.