



## **Wood Canyon Parent/Student Handbook**

23431 Knollwood Ave.  
Aliso Viejo, CA  
Phone: (949) 448-0012  
FAX: (949) 448-0017

School Line: (949) 448-0012

Absence Line: (949) 448-9867

**OFFICE HOURS**  
7:30 a.m. to 3:00 p.m.

**PRINCIPAL:** Jean Grabowski  
**ASSISTANT PRINCIPAL:** Elaine A. Dolnack  
**OFFICE MANAGER:** Wendi Kato  
**ELEMENTARY SCHOOL CLERK:** Christine Eiler  
**BILINGUAL COMMUNITY LIAISON:** Nuria Robinson  
<https://woodcanyon.capousd.org>

### **STUDENT EXPECTATIONS, SCHOOL POLICIES & PROCEDURES**

#### **REGULAR SCHOOL HOURS**

Transitional Kindergarten:

Early Birds: 8:00 am - 11:53am (M, T, W, F)  
Late Owls: 9:30 am - 1:23pm (M, T, W, F)  
All TK Students: 8:00am - 11:53am (Thursday)

Kindergarten:

7:45am – 1:55pm (M, T, W, F)  
7:45am – 12:40pm (Thursday)

1<sup>st</sup> – 5<sup>th</sup> Grades:

7:45am - 2:05pm (M, T, W, F)  
7:45am - 12:50pm (Thursday)

#### **START DATE/END DATE**

First Day of School for Students: Tuesday, August 19, 2025

Last Day of School for Students: Thursday, June 4, 2026

**Attendance and Tardies:** Regular school attendance is critical to academic success for children. Arriving at school on time and ready to learn teaches a strong work ethic as well as builds responsibility. An average absence rate of more than one day per month is considered excessive. However, children should be kept home when they are ill. Ample time will be provided for them to make up any work that is missed.

A Call-in Sick/Absence phone line is provided at Wood Canyon Elementary School thanks to our amazing PTA. **Please leave a recorded message at (949) 448-9867** or email Ms. Christine at [ceeiler@capousd.org](mailto:ceeiler@capousd.org) when children are absent from school.

Pupils are excused if absent because of an illness. If a child is tardy (is not in the class line by the 7:45 am bell), he/she must check in through the front office before being admitted to class. Frequent tardiness without a valid excuse is considered truancy under the law. All absences must be cleared within 72 hours, or they will be marked as an unexcused truancy.

If a student is more than 30 minutes late, or leaves school anytime for more than 30 minutes, the student is considered “truant”. Unexcused absences include truanancies. Students who arrive late or are picked up early must have an adult (listed in the Parent Portal) sign the student in or out at the office.

Pulling students from their classroom to attend a sibling's performance and or activity is highly discouraged due to the disruption and learning loss of the student. Students who are pulled from their classroom to watch a sibling's performance will be marked as an unexcused absence for the time they are not in their classroom.

### **Independent Study Contract (ISC):**

Students who will be away from school for 1 or more days (15 days maximum annually), other than illness, may be able to receive lessons and activities to complete to help ensure that the students do not fall behind in their studies. Additionally, if the ISC is completed and returned to school, the student receives attendance credit for the work completed. Without a completed ISC, these absences are documented as unexcused.

To request an ISC, please notify the student's teacher and the attendance clerk AT LEAST 5 SCHOOL DAYS before THE FIRST DAY OF THE ABSENCE so that the request can be reviewed, and if approved, class assignments may be organized. The request form is linked below. The ISC program helps students keep up with schoolwork, but there is no substitute for teacher instruction and class interaction. Please schedule vacations appropriately. Board Policy 6158(a).

[ISC request form](#)

### **NOTES:**

ISC is granted on a case-by-case basis and may be denied for several reasons, as these are voluntary contracts. Reasons for denial include, but are not limited to: low grades and/or poor attendance.

For students who have an IEP or a Section 504 plan, an ISC may result in a change of FAPE offer, please discuss any change of FAPE offers within the confines of an IEP team meeting or a Section 504 team meeting.

**Medications:** Medical treatment is the responsibility of the parent(s) and family physician. Medication, both prescription and over-the-counter, should be dispensed at home, rather than at school, whenever possible. The only exception is when deemed necessary by the physician that the medication is given during school hours. For any medication (even Tylenol, cough drops, etc.) to be dispensed at school, an *Administration of Medicine* form signed by both the physician and parent, must be on file in the school office. **A new Administration of Medicine form is required each school year.** The Administration of Medicine form can be picked up from the front office.

**Illness at School:** If your child becomes ill at school, he/she is to request permission from his or her teacher to report to the office. If the child is too ill to continue his/her day at school, the health office will call the parent or guardian to pick up the child. **UNDER NO CIRCUMSTANCES** is a child to call/text his/her parents/guardians to pick him/her up and leave the premises without the school personnel being notified. A student must be fever-free without medication, no rash, no vomiting/diarrhea for 24 hours in order to return to school.

**Before and After School Policy:** (Students are **not allowed** on campus before 7:30 a.m.) Students will go straight to their classroom line on the back playground and sit in their designated class line. Staff members will be on duty at the playground from 7:30 a.m. - 7:45 a.m. If you need to drop off earlier, please consider signing up for the YMCA before school program as there is no supervision prior to 7:30 a.m.

When students are released at the end of the day, students are expected to go straight home. Kindergarten students will need to be picked up at the kindergarten gate. First and Second grade will be picked up in front of the school. Students are expected to be sitting and listening for their names to be called. Third through Fifth-grade students will be picked up in the back of the school. Students who are walking home must wait until a school employee opens the gate for dismissal. Students who are being picked up from the car line must be seated at their assigned classroom number on the blacktop, listening for their name. If students are not picked up from school by 2:20 p.m., they will be escorted to the office, and parents will be contacted. Parents who are late picking up their children must sign the student out in the office.

**Releasing Children to Adults:** Parents must sign their child out in the office when removing students from school early. Children will only be released to those individuals listed on the emergency list (in the Parent Portal). If special pick-up arrangements are made with persons not listed on the list, please send an email to the school office. Any pertinent custody information should be brought to the attention of the teacher and principal immediately.

Also, if you are coming to pick up your child early, please come to the office to sign them out and then we will call the classroom to have them meet you in the office.

**Bicycles and other Modes of Transportation:** Bikes may be ridden to and from school by 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students only, unless permission from the principal has been obtained. Students may not ride their bikes on school grounds. They must be walked to and from the bike racks. Helmets and bike locks are required. If students are riding bicycles or e-bikes to school they must complete the **CUSD E-bicycle/bicycle Safety Course & Presentation + Permit Application 24-25** linked below:

<https://forms.gle/mVMX4cMP7qaeUYxV7>

**Wood Canyon Cafe:** All students are eligible for a free breakfast and lunch during the 2025-2026 school year. However, it is highly encouraged that families complete the Educational Benefit form. In order to purchase breakfast, lunches, or snacks, students must type in the 7 digit unique student ID.

If your child has any dietary restrictions, please complete the Special Diets form on the website below:

<https://capistrano.healtheliving.net/>

**Healthy Snacks:** Wood Canyon promotes healthy eating behaviors and a healthy nutritional environment. We encourage you to pack healthy snacks for your student(s) to promote their concentration and learning at school.

**Student Deliveries:** Teachers structure their day to maximize instructional time and minimize interruptions. Please use the school office to make any deliveries (lunches, water bottles, homework, instruments) to students. Please **do not** pass through the gates.

**Dress Code:** Students need to abide by CUSD's dress code policy. Students are not permitted to wear clothes that expose their stomachs and/or undergarments or have offensive language. All students are required to wear closed-toed shoes at all times. For more information, please refer to the CUSD dress code policy.

**Lost & Found:** Labeling jackets, sweaters, lunch pails, and other personal items will help us return misplaced items to their proper owner. A lost and found cabinet will be located outside the library. Unclaimed items are periodically donated to charitable organizations.

**Chromebooks:** Every child will be issued a CUSD Chromebook. Students in grades 2 through 5 will be responsible for bringing their Chromebook to school and home, like a textbook. It is highly recommended for families to purchase the district's Chromebook Insurance Policy, which covers ACCIDENTAL damage. Chromebooks for students in TK, K, and 1 will remain in the classroom carts. Personal devices will not be supported by our teachers or the tech department. Students must know their 7-digit unique student ID to log in to their Chromebook. Students are expected to use the device for school purposes only.

It is the responsibility of the student to maintain a charged Chromebook. Students will not willfully dismantle or damage the device, such as in the removal of keys. Students will also refrain from accessing any website that bypasses the district filtering.

Loss or damage to a district Chromebook or its accessories will be the financial responsibility of the student and parent/guardian. Chromebook insurance will only cover accidental damages. Chromebooks found to have been intentionally damaged will be charged for any repairs.

All students will follow all rules, regulations, and guidelines in the Student Acceptable Use of Technology Administrative Regulation 6.7, which can be found on the district webpage.

**Cell Phones at School:** Wood Canyon Elementary school adheres to CUSD Board Policy Board Policy 5142.2 in regards to cell phone usage. As a general rule, *students may only use personal electronic communication devices BEFORE or AFTER school hours*. Parents should avoid calling/texting/emailing students directly during school hours, and instead **leave important messages with the school office staff**. Students must have their cell phones/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 electronic devices during class or at breaks. This policy applies to smartwatches as well. Students may wear smartwatches to check the time, but they may not use them for messaging and other features during the school day. If students are using their smartwatches during school hours, they will receive a warning from their teacher or a supervisor on campus. If they are playing with their smartwatch again, the device will be confiscated and brought to the office. Parents will be notified. Upon dismissal, students may use their electronic devices to check messages or make arrangements to get home *once they have left the school campus*.

**Personal Items:** Wood Canyon Elementary school supplies all necessary items for the classroom and the playground. Students must leave all personal items (ex: pop-its, soccer balls, toys, etc.) at home. Wood Canyon is not responsible for any lost or damaged personal items.

**Class Parties:** Under the CUSD Board Policy BP 5141.27(a), two classroom parties are allowed each year. Typically, these parties are held for winter holidays and at the end of the school year.

**Birthday Treats Policy:** Wood Canyon staff, in support of the Capistrano Unified School District's Wellness Policy BP 5030, has made a nutrition resolution. We feel it is important that we have a unified K-5 policy that all Wood Canyon personnel, as well as our parents and community members, support in promoting good health.

Since our goal is to provide the best educational experience and environment for learning to all children in the classroom, Wood Canyon is asking for your support to change the tradition of allowing sugary foods as a snack, reward, celebration, or treat. Parents can assist by no longer providing or offering sugary foods as a treat in recognition/celebration of their child's birthday in the classroom.

Please note that parents are not obligated to send anything for birthdays, but we are requesting that NO FOOD/SUGARY SNACKS are sent for birthday celebrations. Some creative ideas for parents to use in place of the typical donuts, cookies, cupcakes, or candy to recognize their child's special day are: erasers, pencils, stencils, rulers, board games, balls, jump ropes, etc.

If you wish to recognize your child's birthday, please consider the purchase of a Celebration Book Club book for your child which will become part of our school library collection with your child's name plate inside the cover. Celebration Book Club books can be purchased through the PTA. Flower/balloon/gift deliveries will not be permitted. Please do not put teachers and office staff in the uncomfortable position of turning you away and disappointing your child.

**Classroom Interruptions:** The Wood Canyon Elementary School Staff takes responsibility for providing a first-class education for each child seriously. We are committed to making full use of our precious instructional time. To keep disruption to classrooms at a minimum, parents should bring items (lunches, musical instruments, homework etc.) for students to the office. There is a table where items can be marked and left with the student's name. ***It is the responsibility of the student to check in the office to see if an item has been left for them. Items will not be delivered to classrooms and students will not be notified that an item is waiting for them.*** Please remember that flowers, balloons, and gift deliveries are not permitted and will not be delivered to the classroom so as not to be a distraction to the learning environment.

**Lunch/Food Deliveries:** Due to keeping disruptions to a minimum, any lunch or food deliveries will be kept in the office. It is the responsibility of the student to check in the office at their break to pick up any deliveries left for them. The office will NOT be responsible for contacting the classroom/student.

**Home/School Communication:** Effective communication between the school and home is essential for maximum student success. Teachers will report student progress at the end of each trimester on the report card. In addition, teachers will meet parents at Back to School Night in September, at goal-setting conferences in October/November, and at spring parent conferences. School-wide communication will be sent home each week on Thursdays in a special "Thursday Folders". Please review these materials immediately and return the folder to the teacher each Friday. Other important methods of communication include the School Messenger service. Keep your contact information up to date through the Parent Portal at <https://sites.google.com/a/capousd.org/parent-and-student-portal>. Questions, comments, or concerns about classroom or playground issues are best addressed by the child's classroom teacher. Messages may be left for the teachers by calling the school at (949) 448-0012 or by e-mail. Teachers will make every effort to reach parents within two days. If a communication is an emergency, please alert the office staff when you call.

## SCHOOL COMMUNICATIONS

CUSD sends its messages through an application called **SchoolMessenger**, which is linked to the District database. **Parents** of students registered to a specific school ***should not*** sign up for this service as doing so will result in double messaging. No further action is required to ensure the continuity of messages received. If parents are not receiving School Messenger messages, please work with your school's front office to ensure your contact information is currently up-to-date for email, text, and phone messages. It is important to keep this information up to date in the [ParentPortal](#).

## SCHOOL MESSENGER APP

As an additional service, the [SchoolMessenger app](#) on iTunes and Google Play is available to receive messages via notifications on smartphones and similar devices. **Parents** should use their ParentPortal login name and password to log in to the SchoolMessenger App. No additional account setup required.

## DISTRICT NEWS

**CapoTalk Publication/Mailing List:** [Sign up here](#) to receive general communications from the District.

**How does Opting-Out of phone messaging work?** At any time, while listening to a CUSD phone message broadcast through the SchoolMessenger Communication application, recipients may **press “5”** on their phone to initiate the opt-out process. **After pressing 5**, recipients will be given **3 choices**:

- To unsubscribe from messages like these, **please press 1**
- To unsubscribe from all Non-Emergency messages, **please press 2**
- If you do not have Students attending CUSD or you are a non-CUSD community member, **please press 3** to block all phone communications.

**General Student Conduct:** As consistent with the CUSD positive behavior intervention and supports (PBIS) model, during the first week of school, all students review the expected behaviors acceptable in a school environment. Additionally, all students attend a discipline assembly.

**Physical Altercations:** Students are expected to exhaust every resource to achieve a peaceful resolution to a conflict, including but not limited to walking away, conflict resolution, or seeking help from a staff member.

**Expected School Bus Behavior:** For the safety of all students and staff, students will obey the bus driver for all school-related transportation.

**Profanity/Vulgarity/Obscene Acts:** Students are expected to demonstrate appropriate behavior on campus. This includes refraining from committing obscene acts or engaging in profanity or vulgarity. This includes words, deeds, actions, possession or soliciting of photos, pictures, drawings, videos, recordings, and/or any other materials deemed by CUSD administration to be vulgar, profane or obscene.

During the school year, all students will be held accountable for maintaining appropriate behavior as outlined in the district’s board policy.

**PBIS:** Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting *students'* behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It also improves teacher health and well-being. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives. Wood Canyon uses the PBIS framework for promoting positive behavior and supports.

**Definition of Bullying:** Board Policy 5131.2 (a): *Bullying* as defined by California law and Board Policy, involves severe or pervasive abusive actions. In order to be considered bullying, the behavior must be aggressive and include an Imbalance of Power and Repetition.

Cyberbullying includes the electronic creation or transmission of harassing communications or direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage their reputation.

CUSD maintains an educational environment in which bullying and cyberbullying in any form are not tolerated. All forms of bullying and cyberbullying by CUSD students are hereby prohibited. Anyone who engages in bullying or cyberbullying in violation of this Board Policy will be subject to appropriate discipline. Students who have been bullied or cyberbullied will promptly report incidents to any staff member. Complaints of bullying and cyberbullying will be investigated promptly, and corrective action will be taken when a complaint is verified. Board Policy 5141 prohibits reprisals and retaliation following the submission of a complaint.

**Counseling:** Wood Canyon has one full-time counselor. Elementary school counselors are educators uniquely trained in child development, learning strategies, self-management and social skills, who understand and promote success for today's diverse students. The School Counselor offers short-term, school-based counseling that is available to all students to assist with any socio-emotional needs. The counselor will support students through prevention and intervention activities to help promote social-emotional success and well-being. If you would like more information, please contact Ms. Quach at [knquach@capousd.org](mailto:knquach@capousd.org).

**Theft/Vandalism:** The intentional taking of property that does not belong to the student is not permitted and will be subject to disciplinary consequences. Students are expected to participate in keeping the campus clean and free from any type of graffiti. Any student involved in the defacing, destroying or damaging of school or personal property, directly or indirectly, is considered to be vandalizing. Any damage incurred will be considered vandalism and subject to restitution.

**Progressive Discipline Interventions:** CUSD follows a system that includes positive interventions and progressive discipline, where the severity of the consequence depends on the severity of the behavior and/or the pattern of behaviors a student exhibits. All interventions are at the discretion of the school administration and take into account individual student needs and the circumstances of each incident. BP 5150(a)



**Playground:** Recess is a time for students to get some fresh air and recreation. In order for recess to be fun and safe for all, students are expected to know and follow the rules. Directions from supervisors are to be followed the first time they are given. Specific rules include:

- Establish the rules of a game before the game begins.
- Reserving or closing courts is not permitted.
- Fighting, bullying, and disrespect are strictly forbidden.
- Students are expected to clean up after themselves.
- When you hear the bell during recess, students are to FREEZE in place. Stop all play and hold all equipment. If students are on the Big Toy or the Swings, they should get off the equipment and freeze. At the sound of the whistle, students are expected to walk to their line-up locations.
- Students should use restrooms and drinking fountains during recess, not after the bell rings.

**Visitors:** To minimize classroom interruptions, parents should arrange ahead of time with the teacher for classroom visits. ALL PARENTS, INCLUDING CLASSROOM VOLUNTEERS, ARE REQUIRED TO CHECK IN WITH THE OFFICE UPON ARRIVAL AT SCHOOL. The district uses the RAPTOR system, which is an integrated school safety software designed to enhance security in educational environments. It provides features such as visitor management by screening visitors' identification (like driver's licenses). Visits by children who are friends or relatives of students are not permitted. Every effort will be made to ensure that instruction is not interrupted by school events or classroom visitors.

**Staff Parking:** Just a friendly reminder that the school parking lot is for staff only. Please do not park in spaces marked as STAFF or RESERVED.

**Volunteers:** The involvement of volunteers helps reduce the adult-to-student ratio in class while improving the learning environment.

By volunteering with Capistrano Unified School District, you have a responsibility to the District and to your fellow volunteers to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that the learning environment is not compromised. When a person is aware that he or she can fully depend upon others to follow the rules of conduct, then our organization is a better place to work for everyone. Volunteers should become familiar with the specific rules at the site(s) at which they volunteer.

Volunteering hours need to be arranged in advance with the teacher or administration. Please make sure when volunteering at your designated volunteer time to check in at the office, obtain your volunteer badge if you do not have one, and proceed to your destination. Once your designated volunteer time is over please check out with the front office, return your badge, and exit campus.

Unfortunately, due to liability, we are unable to accommodate younger siblings on campus, in classrooms, on the playground, in the library, in the pods, or in the lunch area.

It is imperative that all volunteers understand and adhere to the policies and procedures set forth by the District in the Volunteer Handbook. As a reminder, please note that being a volunteer is not an invitation, nor does it provide a parent with unlimited access to come into the school campus at any time. Parents may not visit students in the lunch area or on the playground without being accompanied by a classroom teacher or school administrator, unless participating in a volunteer program on the playground.

**Front Office Reminders/Procedures:** *Be a “Comet” Role Model!* Please remember to sign in and out of the office every time. Volunteer badges must be worn at all times while volunteering on campus. All personal items that you want to drop off to your child (lunches, folders, etc.), leave at the office. Please respect the classroom’s learning environment and do not add unnecessary interruptions. Class time is valuable! Please BE KIND! Please treat all teachers, students, staff and parents with respect!

Please take some time to read the entire Volunteer Handbook by clicking on the link [CUSD Volunteer Handbook](#)

Here are some important reminders from the Volunteer Handbook:

**Sign In/Out** - All volunteers must sign in each day and pick up a volunteer badge at the school office. We also request that volunteers sign-out when they have completed their volunteer time for the day.

**Confidentiality** - You are responsible for respecting the confidentiality of all students, staff, and privileged information which they may be exposed to as a volunteer. Our students and their families entrust the District with important information relating to their personal lives. The nature of this relationship requires maintenance of confidentiality. Your volunteering with the District assumes an obligation to maintain this confidentiality. It is essential that you not share any information about students, even with your own family, friends, or acquaintances. Because of its seriousness, disclosure of confidential information could lead to dismissal.

**Volunteer Relations with Students and Their Families** - The success of CUSD’s volunteer program depends upon the quality of the relationship between the District volunteers, teachers, students and parents, and the general public. Regardless if you are a volunteer or a paid staff member, you are an ambassador for Capistrano Unified School District.

**Siblings** - As a general rule, younger siblings should not accompany parent volunteers to school when they are volunteering. Students of volunteers are not allowed in the teacher workroom at any time for safety reasons.

**Dress Code** -Volunteers are expected to dress following accepted social and business standards and follow the same dress code standards adopted by CUSD for students. If you are unsure as to the appropriateness of particular attire, please consult with the site administrator.

**Parent Teacher Association (PTA):** The main role of PTA is to build strong working relationships among parents, teachers and schools, in support of students. Our PTA works very

hard at promoting school-community relationships through school-wide events that encourage all families and community members to participate. Please reach out to our PTA for more information on how you can be a member! [wccometspta@gmail.com](mailto:wccometspta@gmail.com)