

Chula Vista Elementary School District

CASILLAS ELEMENTARY SCHOOL

1130 East J Street, Chula Vista, CA 91910
PHONE: 619-421-7555 | FAX: 619-421-3008

REPORT ABSENCES TO: 619-421-7555

Website: <https://bit.ly/37zEJXi>



CASILLAS FAMILY HANDBOOK

2023-24



Board of Education

Francisco Tamayo Lucy Ugarte

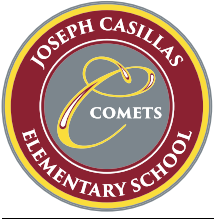
Delia Dominguez Cervantes Kate Bishop Cesar T. Fernandez

Superintendent

Eduardo Reyes, Ed.D.

EQUAL OPPORTUNITY EMPLOYER

The Chula Vista Elementary School District is committed to providing equal educational, contracting and employment opportunity to all in strict compliance with all applicable State and Federal laws and regulations. The District's programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics. (CVESD Board Policy 0410.) The District office that monitors compliance is the Human Resources Services and Support Office, 84 East J Street, Chula Vista, CA 91910, phone (619) 425-9600, Ext 1340. Any individual who believes s/he has been a victim of unlawful discrimination in employment, contracting, or in an educational program may file a formal complaint with the District's Human Resources Office.



Chula Vista Elementary School District
Joseph Casillas Elementary School
“Home of the Comets”
Nicole Adams-Walker, Ed.D., Principal



1130 East J St. Chula Vista, CA 91910 • (619) 421-7555 Phone • (619) 421-3008 Fax

Dear Casillas Families:

Welcome to the 2023-24 school year! We hope you had a restful and enjoyable time with family and friends over the summer break and we are excited to kick off another amazing school year at Casillas.

The purpose of this handbook is to provide you with general information about our school. Please keep it handy so you may refer to it during the school year. It is also available on our school website: <https://bit.ly/37zEJXi>.

As we get ready to start another year, it’s a good time to be reminded of our Core Values that serve as the foundation of our learning community:

- *Caring*
- *Honesty*
- *Perseverance*
- *Respect*
- *Responsibility*

Our Core Values will support us in this journey together and as Helen Keller once stated, “*Alone, we can do so little; together, we can do so much.*” In addition to our Core Values, this year we will be introducing monthly Character Strengths to further help encourage our scholars’ academic, behavioral, and social and emotional development. We kindly request the support and cooperation of all stakeholders in making our school a pleasant and safe place in which all children can learn.

We’ve got lots of fun activities and events planned for the year and look forward to working alongside families to teach, support, and encourage our scholars as they accomplish great things and grow together. Additionally, there will be many opportunities for parents/guardians to get involved and we encourage you to do so! Once again, we will see another awesome year through and thank you so much for being a part of the Casillas family!

Please discuss all handbook details together as a family. Afterwards, please **sign and return** the *Parent/Guardian Agreement & Library Agreement* (pages 27), which acknowledges your review of the information.

Shine bright, Comets!

If you have any questions, please contact the school office.

Warmly,

Nicole Adams Walker, Ed.D.,

Principal, Casillas Elementary
Excellence Above All!

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OFFICE HOURS

7:30 a.m. - 3:30 p.m.
 Monday through Friday

SCHOOL HOURS

	<u>Monday- Thursday</u>		<u>Friday (Minimum Day)</u>	
	Start	Dismissal	Start	Dismissal
TK- Gr. 6	7:45 AM	2:15 PM	7:45 AM	1:05 PM
Preschool (AM)	7:45 AM	10:45 AM	N/A	N/A
Preschool (PM)	11:45 AM	2:45 PM	N/A	N/A

BREAKFAST SCHEDULE

7:15 AM - 7:40 AM

LUNCH SCHEDULE

	<u>Monday- Thursday</u>		<u>Friday (Minimum Day)</u>	
	Start	End	Start	End
TK/Kindergarten	11:00 AM	11:45 AM	11:00 AM	11:45 AM
Grade 1	11:30 AM	12:15 PM	11:15 AM	12:00 PM
Grade 2	11:45 AM	12:30 PM	11:25 AM	12:10 PM
Grade 3	12:00 PM	12:45 PM	11:40 AM	12:25 PM
Grade 4	12:15 PM	1:00 PM	11:55 AM	12:40 PM
Grade 5	12:30 PM	1:15 PM	12:10 PM	12:55 PM
Grade 6	12:45 PM	1:30 PM	12:15 PM	1:00 PM

CASILLAS FOUNDATIONS

SCHOOL MISSION, VISION, & VALUES:

Casillas Elementary School will prepare all students to be literate and responsible citizens with an enthusiasm for life-long learning. Through the implementation of a rigorous, standards-based academic program, Casillas students will be prepared to confidently meet the challenges of middle and high school. Essential elements to our school's mission:

- High expectations for all learners
- Strong parent involvement is valued and encouraged.
- A rigorous curriculum is driven by Common Core State Standards.
- Instructional strategies reflect research-based best practices.
- Multiple sources of data are used to assess each student's progress.
- Technology is used as a tool to support teaching and learning.
- Professional development and systematic support are on-going for all staff members.
- Diversity and cultural sensitivity are celebrated and modeled.
- Critical decisions are child centered.
- A safe and orderly learning environment
- A commitment to the district's vision and values

Casillas Elementary believes that student-based decision-making processes encourage collaboration and meaningful involvement among all stakeholders (parents, staff, students, and community partners). Goodwill and pride in the Casillas School community are rooted in each child's academic, social, and emotional development.

Guided by student achievement data, we will ensure that our language arts and mathematics programs work to close achievement gaps between students identified as English only and those in our target groups, including English Learners and Socio-economically Disadvantaged students.

CORE VALUES & COMMON COURTESIES:

At Casillas Elementary School, the following **Core Values and Common Courtesies** are expected to be exhibited by all stakeholders (both inside and outside of the classroom).

Core Values:

- Caring
- Honesty
- Perseverance
- Respect
- Responsibility

Common Courtesies:

- "Please."
- "Thank you."
- "I apologize."
- "Good morning/Good afternoon."
- "Excuse me."

GENERAL INFORMATION

ARRIVAL:

BEFORE SCHOOL:

- Students **should not arrive to school before 7:30 a.m.**, unless they are participating in the breakfast program. Supervision is not provided prior to this time and safety becomes an issue.
- If your child eats breakfast on campus, they may arrive at 7:15 a.m. When students are dismissed from breakfast, they will line up on the playground at their classroom's designated spot. Second chance breakfast will not be available this year.
- Drop off area is located at the front of the school.
- When students arrive to school, they will line up on the playground at their classroom's designated spot.
- On rainy days, primary students (grades TK-3) report to the auditorium to be picked up by their teacher and upper grade students (grades 4 – 6) report to their classrooms and wait outside for their teacher.
- Once school begins all gates will be locked, promptly at 7:45 a.m.
- The Bus Loop is not a drop off zone.

LATE ARRIVALS/TARDIES

- The first bell rings at 7:40 a.m. each morning. This warning bell informs students that school begins in five minutes. When the second bell rings at 7:45 a.m., all students should be in their classroom line on the playground ready for teacher pick-up. Students arriving after 7:45 a.m. are considered tardy. **Students with three or more tardies are considered truant.**

BICYCLES:

Due to the exceptionally high traffic patterns in the Casillas community, students are highly discouraged from riding bicycles to school.

BIRTHDAYS:

Chula Vista Elementary School Board Policy 5030 prohibits food items in celebration of a student's birthday on the school site during the school day. There will be no exceptions to this policy.

In lieu of birthday celebrations, which interfere with instructional time, Casillas has established a Birthday Book Club. Families may purchase a library book to honor a student's birthday, and the student will be the first person to check out the book from the library. Please contact your child's teacher or the school librarian for more information.

Other alternatives for birthday celebrations include:

- Send non-edible party favors (e.g., stickers, jump ropes, pencils, crayons, books, classroom P.E. equipment) to be distributed outside of instructional time.

Balloons are **not** allowed on campus, as they pose a safety hazard and a disruption to class.

BREAKFAST & LUNCH:

Free breakfast and lunch are available to all students:

- Breakfast is available each morning from 7:15-7:40 a.m.
- Lunch is also available each day.
- All children must eat lunch every day. If your child does not get a meal from our cafeteria, please send a healthy lunch to school with him/ her. ***Do not send sodas, chips, candy, or gum.***

CAMPUS VISITATION:

California State Law requires all visitors (including parents/guardians) to report to the office and sign in.

While this requirement may be an inconvenience, it's designed to maintain the security and safety of all children while school is in session. *To minimize disruption of classroom instruction, our team respectfully requests parents to communicate to your child's teacher before a planned visit.*

CELL PHONES, ELECTRONIC DEVICES/GAMES, & TOYS:

Students may bring cell phones to school; **however, they may not use them on campus (defined as inside school gates) during school hours, on the bus, or at school events.** Each teacher will utilize one of the following protocols:

- All phones must be turned off and placed in the student's backpack during the school day, or
- Teachers may collect cell phones at the beginning of each school day and return them at the end of the school day.

Students not adhering to the campus protocol and/or to his/her teacher's protocol (bulleted above) will have his/her phone confiscated. **Students are not allowed to use cell phones, Apple Watches/Smart Watches, or other communication devices on campus.** These devices will be returned only to a parent or guardian. A second violation will result in a conference with the principal and further disciplinary action.

Students may use the office telephones only in the case of an emergency or when instructed to do so by the office staff. If an adult is on campus volunteering or visiting campus, kindly put your cell phone away when children are present. Please do not hold conversations on your cell phone while in the classroom.

Electronic games/devices and toys (including fidget-like devices) are not permitted. A confiscated electronic game/device or toy will be placed in the school office until a parent/guardian picks it up. Except with prior consent for health reasons, display, or use of electronic devices (Education Code 48901.5) is not permitted during school hours. Electronic communication devices (including cell phones, tablets, smart watches) must be turned off as soon as the student enters the school gate and kept in the backpack or in the class bin. If a student displays an electronic device or if the phone rings during the school day, the device will immediately be taken away and must be picked up from the office by a parent. It will not be released to the student. The school is not responsible for lost, stolen, or damaged electronic devices. Cell phones may be turned on upon exiting the campus at the end of the school day.

CLASS ASSIGNMENTS:

Parent requests for specific teachers are *not* permitted. However, parents may provide educational information (in written form) about their child by May 15, to assist teachers and school administration with classroom placement for the following school year.

Once classroom rosters are created, students are not moved to another classroom unless student enrollment numbers dictate the necessity to do so.

CONTACTING THE CLASSROOM:

Phone calls to the classroom may *not* occur during instructional hours. In the event of an emergency, please contact the school office and a message will be delivered to your child or your child’s teacher.

DASH (Dynamic After School Hours):

The mission of DASH is to provide elementary school children with a variety of challenging, structured, and recreational activities in a safe after-school setting. Activities are designed to foster teamwork, athletic skills, positive attitudes, and self-esteem. The South Bay YMCA operates this program.

DISMISSAL/EARLY DISMISSAL:

Upon dismissal from class, students should immediately leave the school grounds from the designated exits. Students who remain on campus must be involved in an after-school program or activity.

Students who are not picked up by 2:30 p.m. should report to the school office and parents will be called. Parent conferences with the principal will take place when students are chronically picked up late from school. The office staff cannot be responsible for students left in the school office after school hours.

Students are not allowed to remain on campus after school and play unsupervised. Students who remain on campus after school **MUST** be signed in with the DASH program. We do not provide after school supervision for students who are waiting for parents or siblings.

The Safety Rules when leaving campus are:

1. Stop, look, and listen.
2. Cross **ONLY** at the crosswalk.
3. Obey the directions of the Casillas Safety Patrol.
4. Walk, don’t run, across the street.
5. Do not cross the street between cars.
6. Do not follow toys into the street.
7. Never skateboard or play in the street.

Early dismissal is *not encouraged* and results in your child missing important instructional time.

Please make every effort to schedule all doctor and dentist appointments after school. Students dismissed early are not eligible for perfect attendance unless they return to complete the school day.

DRESS CODE:

To provide a safe and orderly environment on our campus, students must be appropriately dressed at all times. Casillas Elementary expects everyone to have high standards of conduct and appearance. Clothing and jewelry should be suitable and comfortable for normal school activities and should reflect respect, pride, and good standards of the student’s home and community.

The dress code policy, adopted by the Chula Vista Board of Education in March 1995, states:

1. Shoes must be worn at all times. Sandals must have closed toes and heel straps. Thongs (flip flops) and other backless shoes or sandals are not acceptable.
2. Make-up is inappropriate in the elementary school. Dangling earrings, chains, and keys worn visibly around the neck are unsafe and are not acceptable.
3. Clothing and jewelry shall be free of writing, pictures or other insignia which are rude, vulgar, profane and/or sexually suggestive or which advertise or advocate racial, ethnic or religious prejudice or the use of drugs, tobacco or alcohol.
4. Hats, caps and other head coverings shall *not* be worn indoors. Ball caps worn outside during the school day must be worn with the bill forward.
5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder, low-cut tops, tops with thin straps, bare midriffs and skirts or shorts shorter than mid-thigh are not acceptable. Pants that are baggy and sit low on the hips are unacceptable.
6. Gang-related apparel is prohibited.

To further ensure safety of all students, pointed earrings, ear gauges/plugs, eyebrow rings, and lip rings are not allowed at Casillas.

DROP OFF/PICK UP ZONES EXPECTATIONS:

Safety is our greatest concern. Please take extreme care when dropping off and picking up your child.

When dropping off or picking up your children please remember the following safety guidelines:

- Follow all signs and traffic patrol instructions.
- Pull your vehicle all the way forward to the flagpole area where you may drop off/ pick up your student.
- Do not leave your vehicle unattended in the Drop off/Pick up Zone.
 - Unattended vehicles are only allowed in the parking lot.
- Always use the crosswalks.
- Do not double park.
- The parking lot and Bus Loop are not drop-off and pickup areas.
- Do not motion for your child to walk between cars or disregard the safety patrol officers.
- Left turns out of the school parking lot **are not permitted between 7:30 and 8:15.**
- No animals on campus during drop off and pick up.
- Be respectful and polite.
- Bikes, scooters, skateboards, hoverboards, etc. are not allowed on campus.

Busy streets and intersections border Casillas School. Please practice good pedestrian safety habits and review the information below with your child.

Accessing campus from the north side of *Paseo Rancho* and *J Street* is **not recommended**.

Instead, children are encouraged to travel west on *J Street* to the *Paseo Del Cerro* all-way stop. This is a much safer place to cross.

Plan ahead! The busiest time for traffic is between 7:35 a.m. and 7:45 a.m.; therefore, arrive at school by 7:30 a.m. daily. This will help us with traffic congestion and ensure that your child is not late to school.

EMERGENCY CONTACT INFORMATION:

The school office MUST have emergency contact information for each of our students on file. This is done through the registration process/continuing student enrollment process. This also includes the *Authorization for Treatment of Minors* form, which provides permission to treat a student at a hospital/medical facility during an emergency. If your personal information changes such as addresses, phone numbers, guardians, or any other personal information, please notify the Attendance Office immediately. **Unless specific written permission is received from you, your child will not be released to any undesignated adult.** Your child will only be released to the persons you list on these forms, so please give this serious consideration when completing them. **Accurate and complete information is very important.**

EMERGENCY PREPAREDNESS PLAN:

An extensive School Safety Plan for emergency preparedness is in place at Casillas. Fire drills, lockdown drills, and earthquake drills occur on a regular basis for staff and students.

- In the event evacuation of the school buildings is necessary, students will be taken to the playground.
- If an emergency warrants a campus lockdown, parents/guardians may pick-up their child(ren) at the *Family Reunion Area* located at the bus circle on the east side of campus.
 - Please note: Students may only be released to individuals designated as an emergency contact. Siblings, neighbors, and other adults not designated in the student information system may *not* pick-up students.

GATES:

Students and community members enter and exit our campus through two gates before and after school:

- Front office gate
- Back gate (rear field)

Mornings:

- Gates open at 7:15 a.m. and close promptly at 7:45 a.m. (M-F).

Afternoon:

- Gates open at 2:15 p.m. (M-Th)
- Gates open at 1:05 p.m. (F)

INDEPENDENT STUDY CONTRACTS (ISC) POLICY FOR EXTENDED ABSENCES:

If your child will be absent 3 or more consecutive school days, **please notify the health attendance secretary and classroom teacher at least one week prior to the absence**, if possible. Students who are absent while on an ISC will receive a mark of "excused" for all absences covered under the contract, ***provided all assignments given under the contract are completed and returned when the student returns to school.*** In addition, please follow these guidelines:

- Contracts must have specific dates and be signed by all parties in advance.
- Beginning and ending dates are firm (no extensions).
- The assigned work cannot be done before or after the contract days.
- Contracts must be returned to the teacher the first day the student returns to school with the completed assignments.
- Study contracts may or may not be approved by administration.

INSTRUCTIONAL SUPPLIES:

Students are issued books and materials. They are responsible for all books and materials entrusted to them. The cost of lost or damaged textbooks will be billed to the student's family, in accordance with School District procedures.

LOST & FOUND:

Please mark all belongings with your child's full name and room number. All unclaimed articles will remain in the Lost and Found until the end of each quarter. Any unclaimed items that remain will be donated to charitable organizations.

PARENT/TEACHER CONFERENCES:

Parent/teacher conferences are scheduled during fall and spring. If you feel an additional conference is needed, please respectfully contact your child's teacher. **Conferences and phone calls during instructional time are not appropriate.**

RECESS PROCEDURES:

Morning and lunch recess procedures will begin on the 1st day of the school year. Please review these procedures with your child.

- Upon the sound of a bell or siren, students will freeze.
- Students will then walk to line up on the blacktop by his/her classroom letter.

RELEASE OF STUDENTS:

Students are expected to remain on the school grounds during school hours. For your child to be released from school during school hours, **you must come to the office.** For your child's protection, students are only released to *parents, guardians, or other authorized persons whose names are listed in our student information system.* Students will not be released by telephone requests.

Most students will be released through the office. Our school office team will contact the classroom teacher, inform the teacher of a child's release, and the child to meet his/her parent(s) at the office.

RESIDENCY VERIFICATION:

The Chula Vista Elementary School District will verify the residence of all students attending any school within the district as per California State Law. If residency changes throughout the school year, updated residency information must be provided to the school immediately. Families who prove residency using an affidavit must reside at the address on the affidavit.

An audit is performed annually. Unfortunately, if it is established that you do not reside within school or district boundaries, or do not have a currently approved zone transfer, your child will be returned to his or her designated home school. **Classroom assignments will be withheld until residency is verified.** If you have any questions regarding residency verification, please come by the school office or contact us by phone at (619) 421-7555.

Families with *Zone Transfers* must also prove residency each year.

SCHOOL NEWS/COMMUNICATION:

Communication between the school and home is important to ensure that parents are well informed regarding their student's educational progress, all campus policies, calendar activities and parent involvement opportunities. For complete information regarding our school policies and procedures, visit our school website: <https://bit.ly/37zEJXi>.

Highlights of each week's events are also programmed to go out on our school messenger automated phone message and email each Sunday between 6:00 pm and 8:00 pm so make sure your phone numbers and email addresses are kept up to date with our school office staff.

SIXTH GRADE CAMP:

Our sixth-grade students have the opportunity to participate in a four or five-day outdoor education program that takes place at Camp Marston (near Julian, CA). For most students, attendance at camp is one of the key highlights of their elementary school years.

The camp fee is approximately \$250.00 - \$300.00, which includes the week at camp and transportation. Sixth-grade families will be notified with information of the exact camp dates and fees.

Note: The school district does not pay camp fees. Some parents choose to pay the entire fee for their child. Other parents insist that their child earn some of the funds for camp by saving allowance money or by doing chores around the house. If you have any questions about camp, please speak with your child's sixth-grade teacher.

SNACKS:

To encourage healthy eating habits, students may only bring nutritious snacks to school. Chips, sugary snacks/cereals, candy, and sodas are *not* permitted at snack time. Please see the District Wellness Policy or speak with your child's teacher if you are unsure of permitted snacks to send with your son/daughter.

STUDY TRIPS:

Instructional study trips may take place throughout the school year. A parent or guardian must provide a signed, written permission for a student to participate. Without written permission, a student will not be permitted to participate. **Permission by phone is not acceptable.**

TESTING:

State assessments, California Assessments of Student Performance and Progress (CAASPP) are administered at the end of the school year. The CAASPP assesses student progress and proficiency towards California State Content Standards in mathematics and English language arts. The District Local Measures are the district wide assessments that measure students' progress and achievement towards state standards and district benchmarks. All students in kindergarten and first grade will take the District Smarty Ants assessment to measure progress in reading development. All students in grades 2-6 take the Achieve3000 LevelSet test for reading. All students' grades K-6 take the iReady Mathematics assessment. All District assessments are administered three times a year (beginning, middle and end-of-year). Students whose primary language is not English will take the English Language Proficiency Assessment for California (ELPAC).

YMCA CHILDCARE:

Onsite supervised childcare is offered *after school hours* through the YMCA. The South Bay YMCA may be contacted directly for information about their program, fees, and eligibility requirements.

ZONE TRANSFERS:

Families attending Casillas on a *Zone Transfer* must complete an application on an annual basis. *Zone Transfers* are reviewed at the end of each school year and may be denied for the upcoming school year due to projected student enrollment, poor attendance record, or poor behavior record.

ATTENDANCE & HEALTH OFFICE

Our Health Office Staff works hard to ensure the health of our students and coordinates their efforts with a nurse who is on site two days a week.

We request the following:

- Always bring **special health issues and physical concerns** to our attention.
- **Absences:** Please call us early on the first day your child is absent from school. Also, update the attendance/health office on Day 3 of any continuing absence. *Parents have 72 hours in which to justify an absence.*
- **Medications:** Most medications are easily given before or after school. If it becomes necessary to dispense medication during school hours, it must be prescribed by a doctor (licensed in **California**) and be in the container dispensed to you from a pharmacy. District Policy also requires that we obtain a parent and doctor's authorization on a District medication form. The "*Authorization for Medication Administration*" form can be obtained in the health office.
- **Immunizations:** Immunizations are required before school attendance. Verification of immunizations should be presented at the time a child is registered.
- **Vision and Hearing Screenings:** Vision and hearing screenings are conducted during the kindergarten or 1st grade year. They are repeated in Grades 3 and 5.

ATTENDANCE:

School attendance plays a critical role in student achievement. We encourage parents to have their child come to school each day unless they are sick. Please schedule doctor and dentist appointments for late in the day. **If you must schedule an appointment for the morning, please send your child to school and pick them up prior to the appointment.**

We understand that there are unforeseen circumstances and situations that arise which require a child to miss school for an extended period. **If your child is going to miss school for three or more days, please come by the office and inquire about the possibility of an *Independent Study Contract*.**

It is our responsibility to communicate with parents if their child is tardy or absent more than normal. **California Education Code states: Any child may be reported as a truant if she/he has been absent from school without a valid excuse for more than three days, or tardy for more than three days.** We do, however, understand that some children may be affected with extended illnesses, such as the flu, chicken pox, etc.

Tardies have a negative effect on the child who arrives late and the entire class. When children come to school late, teachers must stop the entire class to review information or tests that the late child has missed. It is extremely important to instill the lifelong habit of being on time in children at this early stage in their lives.

In the event of excess absences or tardies, a Student Attendance Review Team (SART) meeting is held with parents, student, the School Resource Officer, and staff to develop an agreement to improve attendance. Should there be no improvement, a Student Attendance Review Board (SARB) meeting is held at the District Office.

Perfect Attendance

Casillas acknowledges those students who keep **perfect attendance** with awards. Guidelines for perfect attendance are below.

The **Perfect Attendance** designation is a student who is:

- **Never absent**, regardless of the reason.
- **Never tardy**, regardless of the reason.
- **Never leaves school early**, regardless of the reason.

HEALTH

Our schools have students who are very susceptible to infection and viruses and have a reduced ability to fight off disease. Casillas is responsible for following all current district, county, and/or state health guidelines and procedures.

Do not send a child with the following symptoms to school:

- **Fever of 100.5°F or more, taken orally (or 101°F taken by ear, rectally or temporal scan).** For infants under age 1 year, the upper limit for temperature is 100 degrees (rectally, by ear or by temporal artery), not 101 degrees. Note that ear temperatures are inaccurate, and temperature should be taken using another route, if the temperature is high. *When fever is accompanied with a rash, earache, sore throat, sluggishness, or nausea, the fever may be a signal of a contagious infection. Keep the child home until fever free. Do not give aspirin to children and teenagers for relief of discomfort or fever without first consulting a physician for each specific use. Aspirin and aspirin-containing medications may increase the chance of developing Reye's Syndrome.*
- **Cough and difficulty breathing** - keep home if child has labored breathing (heaving of chest muscles with each breath), rapid breathing at rest, blue color to skin, wheezing (if never previously evaluated and treated), a diagnosis of pertussis/whooping cough (unless 5 days of antibiotics have been received), or a diagnosis of tuberculosis (until treated).
- **Rash that is undiagnosed**, especially when there is a fever and behavioral change.
- **Chicken pox** - keep home until all blisters are scabbed over and no signs of illness.
- **Diarrhea** - keep home if there is blood or mucous in the stool (unless from medication or hard stool), if the stools are all black or very pale, or if the stools are very watery and are increasing in frequency. Also, see a doctor immediately and do not bring child to school if diarrhea is accompanied by no urine output for 8 hours, jaundiced skin, or child looks/acts very ill.
- **Vomiting** more than once a day or accompanied by fever, rash, or general weakness.
- **Impetigo** - Keep the child home for 24 hours after starting an antibiotic treatment.
- **Ringworm** (contagious skin fungus infection). Keep child home until treatment is started, if in an exposed area. Ringworm on the body can be treated with a cream applied directly to the affected area and covered with a bandage. Ringworm on the scalp requires an oral medication, but child may return to school if treated with appropriate cream or covered.
- **Cold sores** - Cold sores can be passed from one person to another, but only through direct contact. Children who drool or place toys in their mouths when they have cold sores should stay home. Other children can come to school.

Students with above symptoms need to be absent for at least 24 hours prior to returning to school.

Questions? Please call our Attendance Health/Secretary or Nurse.

HOMWORK POLICY

Your child's teacher strives to:

- explain and clarify assignments with students at the time the homework assignment is made.
- provide a variety of activities, in addition to pencil and paper assignments.
- evaluate and monitor all homework assignments.
- provide students access to school materials that are basic to completing the assignment.
- inform a student's parents when the student has repeatedly failed to complete assignments.
- assign work in time allotments appropriate to individual needs and differences.

A parent/guardian is encouraged to:

- provide a study place with a minimum of distractions and interruptions.
- ask your child about homework and to monitor the student as needed.
- communicate with the teacher if there is a question about homework assignments.
- make sure school materials are returned.
- review assignments before the assignment is returned to the school.

A scholar is expected to:

- tell his/her parent when an assignment is given and when it is due.
- make a note of homework assignments.
- bring appropriate materials home and return the materials to school on time.
- complete the assignment neatly, accurately and on time.

Students are usually assigned homework on Monday through Thursday. However, there may be times when a student will need to use Friday evening, Saturday, or Sunday to complete the assignment. Monitoring of this policy will be left to the individual teachers.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

At Casillas, we are committed to providing a quality education for our students. To help achieve this goal, we implement our district's Multi-Tiered Systems of Support (MTSS) framework, which provides a systematic approach in supporting all learners in the areas of academics, behavior, and social emotional learning. In addition, we also implement Positive Behavior Interventions and Supports (PBIS), which is an evidenced-based preventative, and positive decision-making framework that focuses on teaching, recognizing, and reinforcing expected and desired student behaviors as well as responding to undesired student behaviors.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

MTSS is a comprehensive framework that supports the whole child by aligning academic, behavioral, and social emotional learning in a fully integrated system for the benefit of all students. MTSS is a proactive and data-driven approach to ensure that all students receive supports when they need them.

MTSS uses a three-tiered framework for academics, behavior, and social emotional learning:

- **Tier I - Universal Support:** Evidenced-based instruction and practices that support academics, behavior, and social emotional learning for *all* students.
- **Tier II - Targeted Support:** Additional services provided for *some* students who require more academic, behavioral, or social emotional support. Students are identified through universal screeners.
- **Tier III - Intensified Support:** More targeted academic, behavioral, and social emotional support directed towards the *few* students with greater needs.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

PBIS is a part of the MTSS framework and focuses more specifically on supporting the behavioral needs of students. The main features of PBIS include developing and teaching behavioral expectations, reinforcing students for following expectations, providing clear and consistent interventions when students do not follow the expectations, and using data-based decision making.

To provide an atmosphere that is conducive to the best environment, students must adhere to all school rules and regulations.

EXPECTED BEHAVIORS

- Showcase the **Casillas Core Values** and **Character Strengths**.
- Utilize the **Casillas Common Courtesies**.
- Treat others, and their property, with kindness and respect.
- Follow all directions the first time they are given.
- Behave in a manner that is safe for yourself and others.
- Show responsibility by doing your personal best every day.
- Demonstrate Comet Pride.

RULES OF CONDUCT

- Follow all classroom, school, and playground rules.
 - Students who do not follow rules may be disciplined.
- Arrive to school during ten (10) minute arrival window before class begins.
- Bus riders must follow all safety rules.
 - Failure to follow bus safety rules will result in a bus report and bus privileges may be lost.

- Students may **not** play on the playground before or after school.
- Students may leave the school grounds only with permission from the office.
- Students will follow all bell schedules for lunches, recesses, and dismissals.
- Students go directly home after school.
 - Students who remain on campus must be involved in an after-school program or activity.
- Always use appropriate language.
- Create a safe and pleasant learning environment.
- Students are not allowed to remain in classrooms without a teacher present.
- Remain in supervised areas during recesses.
- No toys, personal sports equipment, electronic games/devices, or listening devices.
 - Cell phones may be brought to school yet must be turned off and kept in backpacks or given to teacher for the school day.
- No bicycles, skateboards, or skates
- No playing in the hallways, restrooms, or classrooms
- Students are not to share or trade food with others.
- Gum is not allowed at school.
- Students are to remain seated during lunchtime for the first 15 minutes (or until excused).
- After eating, students must clear their own area.

RULES OF CONDUCT ONLINE

Casillas Elementary School has established the following online guidelines to provide a safe and positive online environment:

- Students should not share their login information, meeting links, or passwords with others.
- To the extent possible, students should participate in virtual instruction from a quiet and neutral area that is free of distractions.
- School and classroom rules apply to the virtual instruction environment.
- It is recommended that students review the District Technology Acceptable/Responsible Use Policy regarding expectations for behavior while conducting themselves online and on CVESD devices.
- Students should dress appropriately for virtual instruction sessions.
- Students who use inappropriate language, share inappropriate images, or in any way behave inappropriately on a video conference may be subject to appropriate discipline.
- Students should not conduct audio or video recordings or take screen shots of virtual class meetings or activities unless they have received prior permission to do so from a teacher or authorized CVESD official.
- To the extent possible, parents should allow the student to work with the instructor or provider in a quiet, private space.
- Once the virtual instruction session or meeting is over, students should be sure to close out of the meeting platform entirely.
- Students should also ensure that cameras are covered and that microphones are turned off to avoid inadvertent transmission following the meeting.

Please see page 24 for the complete Internet Use Agreement.

PLAYGROUND RULES:

- No food is allowed on the playground. Snacks must be eaten at the tables.
- Leaving the playground may only occur with permission from a teacher or noon duty assistant.
- Peaceful Playground game rules always apply.
- No running or playing in open-toed shoes on the playground.
- Use playground equipment in a safe manner.
- Show good sportsmanship.
- Do not exclude others from games.
- Be respectful of other students' games.
- No throwing sand or rocks.
- Big Toy (play structure)
 - No jumping off the Big Toy.
 - No playground equipment on the Big Toy.
 - No tag on or around the Big Toy.
 - While using the slide, one may only go down feet first; no climbing up the slide.
- No Play Zones
 - Near classrooms, bathrooms, and covered tables
 - Between buildings
- Games and activities not allowed at Casillas include (yet aren't limited to):
 - Dodge ball
 - Football
 - Gymnastics
 - Tag, or chase
- When the duty supervisor signals the end of recess, students should **FREEZE**. Afterwards, students will walk to their classroom lines.

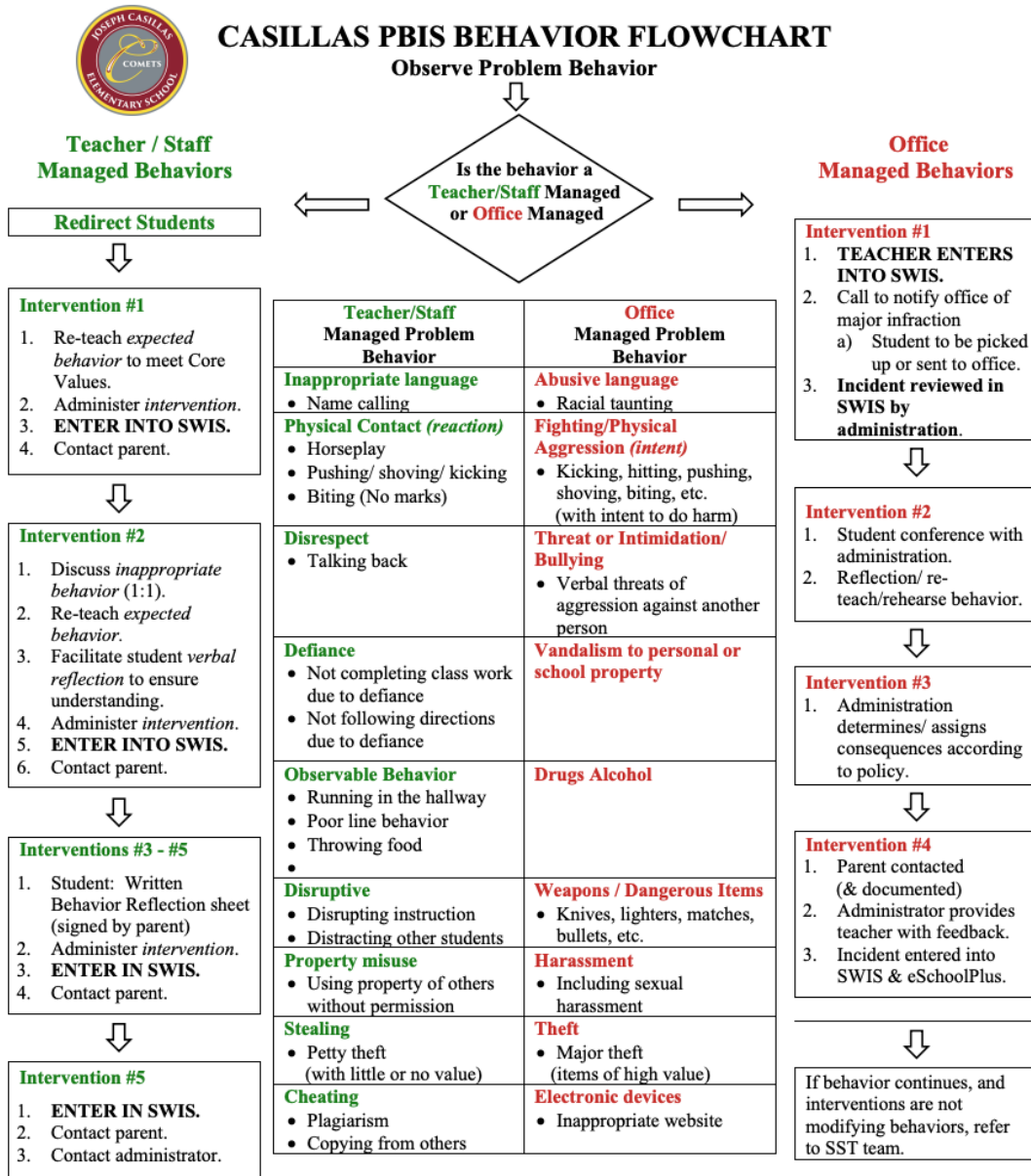
STUDENT RECOGNITION

Student recognition is an important part of our community of learners and the PBIS framework. At Casillas, students are recognized for demonstrating the expected and desired behaviors in many ways. Our schoolwide student recognition opportunities include the following:

- **Character Strength Assembly:** New this this year! Students will have the opportunity to be recognized for exhibiting one of the monthly Character Strengths.
- **Classroom Jobs:** Each week, teachers identify students for various classroom jobs such as light monitor, door monitor, classroom runner, etc.
- **Comet Coupons:** Any staff on campus can give a student a "Comet Coupon" for exhibiting one of our five Core Values (*Caring, Honesty, Perseverance, Respect, & Responsibility*). Students put their Comet Coupon in a box and are eligible for receiving a small prize for the weekly drawings. The students whose Comet Coupons are pulled will have their names announced during the morning announcements.
- **Lunch with Teacher/Principal:** Periodically, teachers and/or principal will identify students to have a lunch bunch with for those who consistently demonstrate the expected and desired behaviors.
- **Red Carpet Awards:** Each quarter, teachers identify students to receive a "Red Carpet Award" in one of four categories (All-Around Excellence, Excellence in Academic Area, Outstanding Academic Effort, The Core Value Award). The selected students are recognized at a schoolwide assembly.

CONSEQUENCES:

If a student does not follow the expected behavior delineated in the *Rules of Conduct* or *Playground Rules*, the steps outlined below in our schoolwide Positive Behavior Intervention and Supports (PBIS) Flowchart will be followed:



Each week, students start with a fresh slate.

Possible Interventions:

- * Redirect with verbal warning
- * Private conversation
- * Reflection form
- * Apology note/ journaling
- * Earned privilege/ buddy
- * Using break card/ walk
- * Time-out in classroom
- * Time-out in buddy classroom
- * Other natural interventions
- * Call to parent

The steps listed above will be enforced for recurring problems in a progressive manner. For severe problems, such as fighting, a suspension may be enforced.

ANTI-BULLYING POLICY:

Casillas values and respects all individuals. We believe everyone has the right to be safe, both psychologically and physically.

Bullying behavior (including physical and verbal aggression, social alienation, and intimidation) will not be tolerated. When bullying incidents arise, assistance will be made available to the one who is harmed. The student exhibiting bullying behavior will receive both assistance and a consequence.

STUDENT SERVICES

At Casillas, key elements are in place to ensure the healthy development of each child. Steps are taken to provide curriculum that promotes self-esteem, decision-making skills, and the ability to peacefully resolve conflict. We equip students with tools to help them deal with stressful situations, like teasing or bullying. Our staff is encouraged to be fair and caring listeners.

The following services are in place to assist students:

ASSESSMENT SERVICES

English Language Proficiency
GATE
Hearing and Vision Screening
Physical Fitness
Psychological

SKILLS COMPONENT

Cross-age tutoring

OTHER INTERVENTION SERVICES

Classroom Strategies
Counseling
School Attendance Review Team (SART)
Student Study Team (SST)

AFTER-SCHOOL CARE

DASH (provided by YMCA)

DISCIPLINARY OPTIONS

Campus Beautification
Loss of Recess or Lunch Recess
Parent Conference
Modified Schedules
Law Enforcement
In-School Suspension
Out-of-School Suspension

POSITIVE ACTIVITIES

Classroom Incentives
Lunch with Teacher/Principal
Classroom Attendance Awards
Perfect Attendance Awards
Sport Teams
Afterschool Enrichment Activities

LEADERSHIP OPPORTUNITIES

- **Safety Patrol:** Safety Patrol members help direct traffic and help families cross the student drop-off and pick-up lane before and after school.
- **Peace Patrol:** New this year! Select students in upper grades (Gr. 4-6) will have the opportunity to serve as student ambassadors to help resolve conflicts on the playground during primary recess.
- **Student Council:** Sixth grade students can run for a Student Council position (e.g., president, vice president, treasurer, secretary, etc.)
- **Classroom Student Council Representatives:** Students will be identified to serve as a representative for their classroom at the Student Council meetings.

H O M E A N D S C H O O L C O M P A C T

Casillas Elementary School

New Home & School Compact Coming Soon!

INTERNET USE AGREEMENT

Casillas Elementary School

CHULA VISTA ELEMENTARY SCHOOL DISTRICT INTERNET USE GUIDELINES/AGREEMENT

Internet is an information superhighway connected to Chula Vista Elementary School District's local and wide area computer network. Students and teachers are able to use this resource as a powerful tool to gather information and perform research in a worldwide electronic library. In the system, users are able to connect to businesses, libraries, museums, government offices, and other schools throughout the world.

Internet is a public place where users will share electronic space with many other individuals. Potentially, thousands or even millions of users can monitor internet communication from individuals within the Chula Vista Elementary School District. Likewise, users from the District can monitor communication of other individuals on the network system. For this reason, internet communication must remain free of obscene language or behavior that may be considered harassment. Rules that commonly apply to school conduct will be linked to Internet communication protocol and use of any telecommunications technology.

Internet, like magazines, books, cable TV, 900 telephone numbers, and even regular television broadcasts, often contains inappropriate information. Therefore, student use will be monitored. The District will treat unacceptable Internet information like it would any other form of potentially offensive material or broadcast content. Chula Vista Elementary School District encourages use of this valuable educational tool, but will not condone inappropriate exchange of information on the internet.

Additionally, while conducting research, users must exercise restraint in copying ideas or writings of other persons without giving credit. Plagiarism, whether in print or non-print media, and violation of copyright laws will not be condoned.

Note: The Internet Use Guidelines/Agreement is a legally binding contract. Users must sign this document in order to receive an internet account. Please read it carefully.

I understand and will abide by the terms and conditions outlined in the Internet Guidelines/Agreement, and will assume responsibility for appropriate use of Internet. This includes responsibility for reporting any misuse of the Internet System to appropriate District staff.

Parent or Guardian Network Responsibility Contract

(If user is under the age of 18, a parent or guardian must also read and sign this Agreement)

As the parent or guardian of the student username above, I have read the Chula Vista Elementary School District (CVESD) Internet Use Guidelines/Agreement. I understand that access to the Internet is designed for educational purpose, and CVESD has taken available precautions to eliminate controversial materials, and I will not hold the District responsible for materials acquired on the network. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

WELLNESS POLICY

CHULA VISTA ELEMENTARY SCHOOL DISTRICT SUMMARY OF WELLNESS POLICY

The Chula Vista Elementary School District (CVESD) recognizes the link between student health and learning and is committed to providing a healthy school environment that promotes student and staff wellness, proper nutrition, nutrition education, and regular physical activity. The CVESD Wellness Policy (BP 5030) was revised May 8, 2012. It consolidates, updates, and reflects changes to all federal, state, local, and District guidelines.

Key policy guidelines to promote student wellness include:

- *Integrating* health education into K-6 core academic subjects during the school day and before-and after-school programs as well as providing professional development in health and physical education highlighting healthy behaviors.
- *Supplying* a standards-based K-6 physical education program emphasizing physical fitness, positive health practices, and skill development, that meets or exceeds the State mandated instructional minutes required at the elementary level.
- *Giving* all students opportunities to be physically active throughout the day with activities such as classroom mini-breaks, physical education, recess, school intramurals, special events, Safe-Routes to School, and before-and after-school programs.
- *Implementing* nutrition guidelines for all foods available on each campus during the day (*one hour before and after school*), with the objective of promoting student health and reducing childhood obesity.
- *Delivering* foods and beverages through federally mandated reimbursable school meal programs that meet or exceed federal regulations. *For example, the District has chosen not to serve flavored milk at meals or snacks.*
- *Prohibiting* the marketing and advertising of non-nutritious foods and beverages on school sites. School staff are *strongly encouraged* to use non-descriptive containers for food and beverages they consume while with children.
- *Prohibiting* food items in celebration of a student's birthday on the school site during the school day.
- *Permitting* no more than *two* parties/celebrations *with food* for each class, per school year, to be scheduled after lunch whenever possible. All food items should be store-bought, pre-packaged, and/or pre-wrapped for food safety and allergies.
- *Restricting* school staff and other entities from using non-compliant food as a reward for academic performance, accomplishments, or classroom behavior. The District emphasizes *non-food* incentives as alternatives to all school staff.
- *Encouraging* school organizations to use *non-food items* and/or healthy food items for fundraising purposes and special events. If food is used, there should be an effort to *balance healthier, appropriate portion-size food choices with non-nutritious items.*
- *Encouraging* parents/guardians to support student wellness by considering the *nutritional quality and portion-size* of items they send for snacks/lunch and complying with new District guidelines for *non-food birthday parties, healthier celebrations and special events.*
- *Encouraging* staff to serve as positive role models by promoting health and wellness resources that support positive lifestyle practices among employees.

- *Fostering* consistent health messages between the home and school environment by disseminating information through District menus, school newsletters, handouts, websites, parent meetings, and/or other communications.
- *Inspiring* schools to develop intergenerational programs involving active older adults as role models to support children’s healthy lifestyle behaviors.
- *Establishing* a plan for promoting, implementing, monitoring and evaluating wellness policy practices in each school, and throughout the District.

*The complete Wellness Policy can be found at <http://www.cvesd.org/DISTRICT/BoardPolicies/Wellness%20-%20BP%205030.pdf>

[PLEASE SIGN AND RETURN THIS SHEET TO YOUR CHILD’S TEACHER.]

PARENT/GUARDIAN AGREEMENT

I have read the information within the Parent/Guardian & Student Handbook with my child, including the Discipline Plan/Positive Behavior Intervention & Supports Plan, the Home/ School Compact, the Wellness Policy, and the Internet Use Guidelines/Agreement.

- ___ I have read and will follow the Casillas Discipline Plan/Positive Behavior Intervention & Supports Plan.
- ___ I have read and will follow the Casillas Home/School Compact.
- ___ I have read and will follow the District’s Wellness Policy.
- ___ I understand and will abide by the terms and conditions outlined in the Internet Use Guidelines/ Agreement and will assume responsibility for appropriate use of the Internet. This includes responsibility for reporting any misuse of the Internet System to appropriate District staff. As the parent or guardian of the student user named above, I have read the Chula Vista Elementary School District (CVESD) Internet Use Guidelines/ Agreement.

Parent Signature

Date

Student Signature

Date

LIBRARY AGREEMENT

All classes visit the library on a weekly or bi-weekly basis to check out books. Please help your child or children remember to return books on their library day to check out more books. **If a book is lost, or damaged beyond repair, you will need to pay for the replacement of that book.** Please fill out the form below if you agree to give your child permission to check out books.

Parent/Guardian Signature

Date

Student Signature

Teacher & Classroom Number