



Chula Vista Elementary School District  
**Joseph Casillas Elementary School**  
"Home of the Comets"  
Mr. Chris E. Vickers, Principal



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

Dear Students, Parents, and Guardians:

Welcome to the 2019-20 school year! 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 academic school year. It is also available on our school website:

<http://schools.cvesd.org/schools/casillas/Pages/SchoolInfo.aspx#.XSzC1HdFyUk>

Please discuss all handbook details together as a family. Afterwards, please **return the required signature page, which acknowledges your review of the information.**

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

Regards,

Chris E. Vickers, Principal

## Joseph Casillas Elementary School

1130 East J Street  
Chula Vista, CA 91910  
(619) 421-7555 *Phone*  
(619) 421-3008 *Fax*

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### OFFICE HOURS

7:15 a.m. - 3:45 p.m.  
Monday through Friday

### SCHOOL HOURS

	<u>Monday- Thursday</u>		<u>Friday (Minimum Day)</u>	
	<b>Start</b>	<b>Dismissal</b>	<b>Start</b>	<b>Dismissal</b>
K- Gr. 6	7:45 a.m.	2:15 p.m.	7:45 a.m.	1:05 p.m.
Preschool (a.m.)	7:45 a.m.	10:45 a.m.	N/A	
Preschool (p.m.)	11:45 a.m.	2:45 p.m.	N/A	

### BREAKFAST SCHEDULE

7:00 a.m. - 7:40 a.m.

### LUNCH SCHEDULE

	<u>Monday- Thursday</u>		<u>Friday (Minimum Day)</u>	
	<b>Start</b>	<b>End</b>	<b>Start</b>	<b>End</b>
Kindergarten (K)	11:00	11:45	11:00	11:45
Grade 1	11:30	12:15	11:15	12:00
Grade 2	11:45	12:30	11:15	12:00
Grade 3	12:00	12:45	11:30	12:15
Grade 4	12:15	1:00	11:45	12:30
Grade 5	12:30	1:15	12:00	12:45
Grade 6	12:45	1:30	12:15	1:00

# 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 School 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.

# General Information

## **ARRIVAL:**

Students should **not** come to school before 7:30 a.m., *unless they are in YMCA childcare or participating in the breakfast program*. Supervision is not provided for them before this time and safety becomes an issue.

When students arrive to school, they will line up on the playground at their classroom's designated spot.

If your child eats breakfast on campus, s/he may arrive at 7:00 a.m. When students are dismissed from breakfast, they will line up on the playground at their classroom's designated spot.

## **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)

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

## **BREAKFAST & LUNCH:**

Breakfast is available each morning from 7:00-7:40 a.m. The cost for breakfast is \$1.00.

Lunch is also available each day. The cost for lunch is \$2.50.

All children must eat lunch every day. If your child does not purchase 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) 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 GAMES, & TOYS:**

Students may bring cell phones to school; however, they may not use them during school hours. 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 his/her teacher's protocol (bulleted above) will have his/her phone confiscated. The phone will be returned only to a parent or guardian. A second violation will result in a conference with the principal and further disciplinary action.

Electronic games/devices and toys are not allowed on the school campus. A confiscated electronic game/device or toy will be placed in the school office until a parent/ guardian picks it up.

### **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, in order to assist teachers and school administration with classroom placement.

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:**

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

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.

The Safety Rules 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.

Students who are not picked up by 2:30 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 DASH or the YMCA program. We do not provide after school supervision for students who are waiting for parents or siblings.

### **DRESS CODE:**

In order 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.

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

## **EARLY DISMISSAL:**

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

Please 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.

## **EMERGENCY INFORMATION SHEET (Green):**

The school office **MUST** have emergency information for each of our students on file. **Please update and return to the school as soon as possible.** If your personal contact information changes (addresses, phone numbers, or guardians), please notify the school immediately.

## **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 on the Emergency Information Sheet (green). Siblings, neighbors, and other adults not designated on this sheet may *not* pick-up students.

## **FIELD STUDY TRIPS:**

Classes occasionally attend instructional field trips throughout the school year. A parent or guardian must provide a signed, written permission to participate. Without authorized written permission, the student is **not** permitted to participate. *Permission to attend by phone is not acceptable.*

## **GATES:**

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

- Front office gate
- Back gate (rear field)

Mornings:

- Gates open at 7:00 a.m. and close at 7:45 a.m. (M-F).

Afternoon:

- Gates open at 2:10 p.m. (M-Th)
- Gates open at 1:00 p.m. (F)

## **INDEPENDENT STUDY CONTRACTS (ISC):**

Please schedule all appointments and vacations around the school calendar. Should unforeseen circumstances and situations arise which require a child to miss school for an extended period of time, an Independent Study Contracts (ISC) may be an option for your child.

Independent Study Contracts (ISC) may be arranged in advance for absences when a parent knows a child will be out for a *minimum of five school days*. 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.

Please call the school to make arrangements **one week prior to the start of the contract** in order for the teacher to have time to prepare the work.

Procedures for Independent Study Contracts (ISC):

- Contact the school office to receive an ISC
- Parent will complete and sign the contract
- Teacher provides classroom work that will be missed
- Student will turn in completed work upon their return

## **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 & Found until the end of each quarter. Afterwards, unclaimed items are donated to charitable organizations.

## **PEDESTRIAN SAFETY:**

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.

## **Drop-off/ Pick-up Zone Expectations:**

1. Follow all signs and traffic patrol instructions.
2. Pull your vehicle all the way forward to the flag pole area where you may drop-off/ pick-up your student.
3. Do not leave your vehicle unattended in the Drop-off/ Pick-up Zone.
  - a. Unattended vehicles are only allowed in the parking lot.
4. **Left turns** out of the school parking lot are **not permitted** between 7:30 and 8:15.



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

### **RECESS PROCEDURES:**

Morning recess & lunch recess procedures will begin on Day 1 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 line up on the blacktop by his/ her classroom number.

### **RESIDENCE VERIFICATION:**

State law requires ALL STUDENTS to have an annual updated proof of residency on file. Families who prove residency using an affidavit must reside at the address on the affidavit.

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

### **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 to obtain a release slip**. For your child's protection, students are only released to *parents, guardians, or other authorized persons whose names are listed on the student's registration card*. 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. 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.

### **SIXTH GRADE CAMP:**

Our Grade 6 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. Grade 6 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 Grade 6 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.

### **STUDENT DISASTER INFORMATION CARD (White):**

Student Disaster Information Cards are housed in classrooms with teachers in case of an emergency situation at school. If your personal contact information changes (addresses, phone numbers, or guardians), please notify your child's teacher immediately.

Please note that the reverse side of this card provides an *Authorization for Treatment of Minors*. Parents signing the authorization give permission to treat a student at a hospital/medical facility during an emergency.

### **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.**

### **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 are considered tardy. Students with three or more tardies are considered truant.

### **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.**

### **YMCA CHILDCARE:**

Onsite supervised childcare is offered both before and 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

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:

1. Always bring **special health issues and physical concerns** to our attention.
2. **Absence:** Please call us early on the first day your child will be 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.
3. **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.
4. **Immunizations** are required before school attendance. Verification of immunizations should be presented at the time a child is registered.
5. **Vision and hearing screenings** are conducted during the Kindergarten or Grade 1 year. They are repeated in Grade 3 and Grade 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 of time. **If your child is going to miss school for five 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 State Ed Code states: Any child may be reported as a truant if s/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 late child 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.

## **Emergency and Disaster Information Cards**

**Please complete both sides of the green Emergency Form and the white Disaster Information Card and return them to school as soon as possible.** These cards provide us with important information as to whom we should contact in case of an emergency. **This information needs to be updated throughout the year as changes occur in your address, phone numbers, and other personal information. 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 cards, so please give this serious consideration when completing them. Accurate and complete information on both cards is **absolutely** essential.

## **Guidelines for Sending Your Child to School**

### **Symptoms**

- Vague: "I don't feel good" symptoms
- A single episode of diarrhea
- Vomiting (1 time) without any other symptoms
- Ear infection – no pain
- Vague complaints of aches, pains, or fatigue
- Sniffles, clear runny nose, or mild cough without fever
- Infestation of scabies or lice (after treatment/ no live lice)
- Cold sores (sores covered)
- Strep throat (after 24 hours on medication)
- Fever above 100.5° (measured orally)
- Vomiting or diarrhea (more than once)
- Chicken Pox (until scabbed over)
- Undiagnosed skin rash, impetigo, or ringworm
- Flu: Body aches, fever, headache

### **Course of Action**

School  
School  
School  
School  
School  
School  
School  
School  
School  
Home  
Home  
Home  
Doctor  
Doctor

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

## **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."

# Discipline Plan

## Standards of Excellence

At Casillas, we are committed to providing a quality education for our students. All children have the right to attend a comfortable and safe school. Casillas kindly requests the support and cooperation of all stakeholders in making our school a pleasant and a safe place in which all children learn.

In order 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*.
- 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 no earlier than fifteen (15) minutes 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.
- Use appropriate language at all times.
- 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, or listening devices
  - Cell phones may be brought to school, yet must remain in backpacks in “Off” mode.
- 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.

## 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 apply at all times.
- 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
  - No jumping off of 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, & covered tables
  - Between buildings
- Games & 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.

## Consequences

If a student disregards the *Rules of Conduct* or *Playground Rules*, the following steps will be followed:

1. Individual teachers will apply their classroom discipline policies.
2. Individual teachers will contact parents by phone, e-mail, or note.
3. Principal will speak to student.
4. Principal will contact parent/ guardians by phone.
5. Principal will conference with parents/ guardians.

The above steps will be enforced for recurring problems in a progressive manner. Consequences may include, but are not limited to:

- Loss of recess
- Loss of privileges
- Apology note
- Sent to another room
- After school detention
- In-school suspension
- Out of school suspension

For severe problems, such as fighting, a suspension will 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 victim. The bully will receive both assistance and a consequence.

# Homework 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 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 student 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.

# 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

## **OTHER INTERVENTION SERVICES**

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

## **DISCIPLINARY OPTIONS**

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

## **SKILLS COMPONENT**

Cross-age tutoring

## **AFTER-SCHOOL CARE**

DASH  
YMCA

## **POSITIVE ACTIVITIES**

Classroom Incentives  
Lunch with Teacher  
Perfect Attendance Awards  
Safety Patrol  
Sports Teams

# HOME/ SCHOOL COMPACT

## Casillas Elementary School

Learning takes place when there is a combination of effort, interest, and motivation. As we are committed to your child's progress in school, we're going to do our best to promote his/her achievement. This agreement is our promise to work together. We believe this agreement can be fulfilled with a unified effort between students, parents, teachers, and the principal. Together we can improve teaching and learning.

As a STUDENT, I pledge to:

- Showcase our school core values (Caring, Honesty, Perseverance, Respect, & Responsibility).
- Follow school and classroom rules.
- Arrive to school prepared to learn.
- Work as hard as I can on my school assignments.
- Ask my teacher questions when I don't understand something.
- Share and discuss my classroom work with my parents.
- Visit my school library or classroom library at least once a week.
- Limit my TV watching and read books instead.
- Befriend my peers and not bully others.

As a PARENT, I pledge to:

- Reinforce our school core values (Caring, Honesty, Perseverance, Respect, & Responsibility).
- Send my child to school regularly and on time.
- Reinforce school and classroom rules.
- Provide necessary materials to support my child's learning.
- Encourage good study habits and provide a time and a place for quiet study.
- Participate in school activities at least once a month.
- Talk with my child about his/her school activities every day.
- Communicate with my child's teacher.
- Encourage my child to read and be a role model by reading myself.

As a TEACHER, I pledge to:

- Reinforce our school core values (Caring, Honesty, Perseverance, Respect, & Responsibility).
- Provide a safe, positive, and healthy learning environment for the students.
- Provide motivating and interesting learning experiences in my classroom.
- Reinforce school and classroom rules.
- Explain my expectations, instructional goals, and grading system to students and parents.
- Communicate regularly to students and parents the expectation for homework, class work and behaviour.
- Communicate and cooperate with each parent to ensure the best education possible.
- Encourage students to do their best.

As a PRINCIPAL, I pledge to:

- Reinforce our school core values (Caring, Honesty, Perseverance, Respect, & Responsibility).
- Reinforce school and classroom rules.
- Create a welcoming environment for students and parents.
- Ensure a safe and orderly learning environment.
- Communicate to students and parents the school's mission and goals.
- Encourage a strong partnership between parent, student, and staff.
- Encourage parent involvement.
- Act as the instructional leader by supporting teachers in their classrooms.
- Provide appropriate in-services and training for teachers and parents.

# HOME/ SCHOOL COMPACT

## Casillas Elementary School

(page 2)

Most importantly, we promise to help each other carry out this agreement.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*For a complete copy of Casillas's *Parent Involvement Policy*, please view the Casillas website or inquire at the school office.

# **INTERNET 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 experience restraint in copying ideas of 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 user name 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.

## 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 AGREEMENT

I have read the information within the Parent Handbook with my child, including the **Discipline Plan**, the **Home/ School Compact**, the **Wellness Policy**, and the **Internet Use Guidelines/ Agreement**.

\_\_\_ I have read and will follow the Casillas **Discipline 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

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## 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 in order 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 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Teacher & Classroom Number