



Parent/Student Handbook 2019-2020

Parent handbook can change based on changes to Education Code and CVESD Board Policy

1. ACHIEVEMENT AND CURRICULUM

California Content Standards

All students, K-6, are expected to meet their grade level requirements outlined in the California Content Standards (previously known as Common Core State Standards) by the end of the school year. These standards represent an interdisciplinary approach to integrate the content subjects (social studies, science, health, art, etc) into literacy and writing instruction. Problem-solving, reasoning, technology, communication, reading of complex text, writing, and collaboration are promoted in the standards. Mastery in these areas will prepare students with 21st Century learning skills of communication, creativity, collaboration, and critical thinking. Students also participate in a minimum of 200 minutes of physical education (outside of recess) per every 10 days.

ENRICHMENT

Enrichment in music, visual and the theatre arts will be integrated in classrooms with additional opportunities for enrichment during and after school.

TECHNOLOGY

Students use laptops, computers, and tablets in class and in the technology lab. In addition to research, creating projects, and demonstrating their understanding of subjects, students use computers for Accelerated Reader, Achieve 3000, Waterford Learning, Imagine Learning English, and other programs to reinforce academic skills. **Student devices such as cell phones or tablets showed by turned off upon entering the campus and put in a backpack. Teachers will collect cell phones at the beginning of the school day. Students are responsible for collecting them from their teacher at dismissal. Use of social media, text messaging, making phone calls to parents, taking video and photos by students on campus are strictly prohibited.** In order to focus on the needs of students, all adults are encouraged to limit cell phone use when on campus unless directly connected to classroom apps such as Class Dojo.

REPORT CARDS

Allen School utilizes the Chula Vista Elementary School District California Standards Report Card for the 2018-2019 school year. The report card measures progress and reports students' levels of mastery of specific California Content Standards utilizing a 4-point proficiency level system. Student progress is reported four times a year (November, January, March, and June). Parents and teachers meet for a formal parent conference a minimum of two times per year in September and March.

HOMEWORK

Homework should:

- Develop independent study habits
- Reinforce classroom instruction with practice and experience.
- Allow students to complete a blend of online and paper homework.
- Never be new learning or take longer than 10 minutes per grade level (ex. 10 minutes for first grade, 20 minutes for 2nd grade, etc.)

Parents are encouraged to:

- Provide a study place with a minimum of distractions and interruptions.
- Monitor the student and assist as needed.
- Communicate with the teacher if student is struggling with homework, not challenged by homework, or if there are questions.
- Check to see that work is completed and that school materials are returned.

TEXTBOOKS/LIBRARY BOOKS

It is the responsibility of the child to ensure that the classroom textbooks and library books that are checked out to them remain in good condition. Parents will be charged for the replacement of damaged or lost textbooks and library books.

TESTING

DISTRICT LOCAL MEASURES – The District Local Measures assess student achievement in grades K-6 in accordance with district benchmark. K-2 students will take assessments in reading, writing, and math. 3-6th grade students will take reading assessments. These assessments are given at the end of each school year.

PROGRESS MONITORING- Students take short assessments in English Language Arts, Math, and other content areas in class to ensure students are learning new concepts. The classroom teacher will give students who show a need for remediation support during the school day.

CAASSP STATE TESTING-Students in Grades 3-6 will take the computer-based statewide test (Smarter Balanced Assessment) aligned with Common Core State Standards in English Language Arts and Math.

ELPAC Testing (English Language Proficiency Assessment of California)- Students in Grade K-6 take the test of English Language Development in the Spring. The results of the test are used by school administration and teachers to determine support for English Language Learners.

GATE

Gifted and Talented Education - The district Psychologist administers this test to students in grades 3 – 6. The GATE testing determines if a student is identified as GATE. Classroom teachers will differentiate instruction to provide support to the students. Additionally, there are other opportunities throughout the school week to enrich and expand the GATE students' educational experience.

SPECIAL EDUCATION

The Resource Specialist, Speech Therapist, and School Psychologist have tested students who qualify for special education and eligibility is determined based on assessment data and eligibility criteria. Students with IEPs are evaluated every three years based on their initial IEP. Parents are given progress reports on goals quarterly. For students who may be struggling who are not receiving services, the Response to Intervention Team (RTI), following the district process, can recommend a student for testing after a monitoring period or a parent may request testing. Parent requests for testing must be in writing and addressed to the principal. A meeting will be scheduled to address the concern of the parent and the team will determine together to proceed with an evaluation.

2. ATTENDANCE AND HEALTH

Daily attendance is an expectation at Allen School. *Students reach their fullest potential when they are here at school every day and on time.* Students must be present to learn essential grade level concepts. Students who are late to school must report to the Health Office to get a tardy slip. Please plan medical appointments during school vacations or after school when possible. **If your child is absent, it is important that you call the school Health Office that day.** The Attendance Health Secretary must verify every absence and will call parent/guardian if a call is not received the day of the absences. If you are unable to call the Health Office, please send a note with your child on the day he/she returns to school. This note should include the date of absence and reason. Please note that medical and dental appointments are excused with a doctor's note. All other reasons that are not medical or dental are considered unexcused. If the Attendance office does not receive verification of an absence either through a phone call or a note in a timely manner, you will be contacted to determine the nature of the absence. Truancy letters

are activated and sent to parents when students receive 3 or more unexcused absences or 3 or more tardies over 30 minutes. Truancy letters are placed in the student's cumulative file. Teachers will report excessive tardies under 30 minutes to the Attendance Health Secretary and the principal to follow up with parent. If tardies and absences become excessive, the parent will be required to meet with the Student Attendance Review Team to plan for remediation of attendance. Excessive absences and tardies may result in revocation of Interdistrict transfers and zone transfers.

HEALTH

It is often difficult for parents to know whether their children are too sick to attend classes. Here are some general guidelines:

- * Fever, measured orally, 100 degrees or higher (Stay Home)
(Please allow a full 24 hours of being "fever-free" before sending your child back to school)
 - * Vomits more than once (Stay Home)
 - * Infrequent diarrhea (Go to School)
 - * Ear infection; no pain (Go to School)
 - * Minor cold: runny nose, sneezing, sore throat (Go to School)
 - * Infestation of scabies, lice (AFTER treatment go to School)
 - * Cold sores (sore covered) (Go to School)
 - * Strep Throat (after 24 hours on medication) (Go to School)
 - * Undiagnosed skin rash (See a Doctor)
 - * Eye infection (See a Doctor)
 - * Flu: body aches, fever, headache (Stay Home)
 - * Vague "I don't feel good" symptoms (Go to School)
 - ** Please bring in doctor's notices regarding any limitations the school may be required to observe.
- Please call the school health office if you have any questions.

MEDICATIONS

Medications are not permitted at school except when kept in the school Health Office. Parents of any student, who is required to take medication prescribed by a physician or an over-the-counter medication during the regular school day, must complete an "Authorization For Medication Administration" form and keep on file in the school Health Office. This form authorizes office personnel to administer the medication to your child. You will need to submit a new form at the beginning of each school year.

INDEPENDENT STUDY CONTRACT POLICY

If possible, limit the amount of times miss school by planning family vacations and special events around our school calendar. If your child will be absent 5 or more consecutive days, please notify the teacher at least a week prior to the absence, if possible. Please follow these guidelines:

- Contracts must have specific dates and be signed by all parties in advance of the absences.
- Beginning and ending dates are firm (no extensions).
- Assigned work cannot be done before or after the contract days.
- Contract must be returned to the teacher the first day the student returns to school with the completed assignments.

ACCIDENT INSURANCE

Accidents do happen at school. The school does not carry medical insurance for students. However, a voluntary student accident insurance program is offered by the Board of Education. All necessary forms for the insurance program are included in your first day of school packet. Additional forms may be obtained through the school office.

3. DRESS CODE

Students are encouraged to wear comfortable clothing and closed-toe shoes to school. Spaghetti strap tops and dresses are not allowed for skin protection reasons. Students are not allowed to wear heeled or other wheeled shoes to school. Students are not allowed to wear earrings more than an inch in length. Shorts and skirts should be an appropriate length, hitting mid-thigh or lower. Bare stomachs and backs are not allowed, nor are clothing with offensive language or symbols. We want to encourage students to "dress for success."

4. ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL

The supervision of the children who attend Allen Elementary School begins at 8:00 AM. Students cannot arrive before this time as there is no supervision. At 8:25AM students may have breakfast quietly in the lunch arbor or indoors during inclement weather or report to the blacktop area to walk or run laps before the school bell rings at 8:50AM.

DISMISSAL

Students are dismissed at 3:10 PM Monday – Thursday in grades 1-6. Kindergarteners are dismissed to parents/guardians at 2:55. On Fridays and Minimum Days students grades K-3 are dismissed at 1:40PM and students grades 4-6 are dismissed at 2:00PM. All children should leave their classroom once the bell rings, **walk** to the pick up/drop off area in front of the Ann Daly Academy, DASH, or the bus waiting area located in front of the 300 building. **CHILDREN ARE NOT ALLOWED TO BE PICKED UP IN FRONT OF THE SCHOOL**, as this is unsafe. Additionally, please do not use the office as an exit at dismissal. The front gate and Daly Academy gates will be opened at dismissal and the gate at the front of the school is open at 3:05. Parent/guardians must wait in the hallway in front of the auditorium until the dismissal bell. Students should sit quietly while waiting to be picked up. *No child should be running around, climbing on railings, swinging backpacks or playing around.* Students must be picked up within 15 minutes of dismissal. Parents who are more than 15 minutes late are required to come into the office and sign out his/her child. The office staff and principal will monitor late pick-ups and contact you to determine a plan if late pick-ups become excessive.

EARLY DISMISSAL/LEAVING SCHOOL GROUNDS

Students are not allowed to leave the school building and the grounds with anyone other than their parent or guardian, or a designated adult who is listed on the student's emergency card. Students must be signed out in the office by the parent or designee prior to leaving the school grounds. Unfamiliar individuals will be required to show picture identification to office personnel before the child can be released. Parents and designees will be asked to wait in the office while school personnel call the child to the office.

BICYCLES, SKATEBOARDS, SCOOTERS, & ROLLER-BLADES

To ensure student safety, riding bicycles, skateboards, scooters and roller-blades on campus is strictly prohibited at all times. This includes shoes with wheels.

STUDENT DROP-OFF AND PICK-UP

Student drop-off and pick-up is located in front of the Ann Daly Academy along the yellow curbside. Students who arrive late to school must come to the Health Office to receive a green admit slip. Students not picked up within 15 minutes of dismissal will need to be picked up in the office. Children will not be allowed to wait in front of the school office within the 15 minutes of dismissal time. Do not use the office as an exit at dismissal. Please remember to:

- Please have student's backpacks ready and morning hugs and kisses completed by the time vehicles arrive to the yellow curb. this allows for students to exit the vehicle immediately and keep traffic moving.
- Drivers should never exit the vehicle at the yellow curb.
- Be courteous and patient
- Drive slowly and cautiously
- Do not double park
- If the yellow drop-off pick-up curbside is full, continue to circle until there is space
- Do not motion for your child to walk between cars or disregard the safety patrol officers
- Use crosswalks at all times
- Be a positive role model for children when on campus
- Do not park in any red zones

BUS TRANSPORTATION

Transportation must be furnished by parents/guardians for students approved to attend a school outside their home school area. The District provides transportation for students whose residence is beyond the designated walking

distance to their neighborhood school. The school office has a schedule of bus stops and times for Allen School neighborhood routes. Students who attend Allen School on a Zone Transfer and are approved for transportation will receive bus information directly from the Chula Vista Elementary School District Transportation Department. Only authorized bus riders are permitted to ride the buses. Students are required to get on and off at their designated stops. An authorized bus rider who desires to get off the bus at a stop other than their normal stop is required to have a note signed by his or her parent and endorsed by the school Principal at least a day in advanced. Good safety habits and appropriate behavior are very important when riding the school bus. *Students who fail to follow transportation rules will be denied school bus transportation.* Please refer to the Chula Vista Elementary School District Riding the School Bus brochure for specific rules and regulations. This brochure is available in the office and the school website.

5. SCHOOL CLIMATE (*Students learning of social, emotional, and self-regulation of behavior*)

POSITIVE REINFORCEMENT

Students in our school come from diverse cultural norms and family dynamics. Many are learning to come together in one place and may not have learned school norms and codes of conduct. In order for students to be successful, grow, and learn, they must develop positive relationships with *all* adults and peers on campus. This is done through adult models of positive relationships, mutual respect, listening to student voices and thoughts, direct teaching of appropriate behaviors at school, and positive reinforcement focused on the types of behaviors that are expected at school. It is important to provide positive feedback to students who work hard to do their best in all areas. At Allen, we acknowledge positive behavior in the following ways:

- Verbal recognition by adults when students are exhibiting positive behaviors.
- Awards Assemblies where students are recognized for outstanding citizenship, academic excellence, improvement, technology and visual and performing arts
- Allen Eagle All Star tickets are for students who are caught demonstrating good social skills and exemplifying our ALLEN SCHOOL GOALS.
- Perfect Attendance Awards to individuals and classrooms with high attendance rates
- Individual classroom rewards established by the classroom teacher

All students participate in daily classroom meetings called “Meet Up” where teachers lead discussions about the school goals/rules of being kind, safe, respectful, and responsible. The school climate is assessed yearly through anonymous student, parent, and staff surveys. The results from these surveys determine the areas of focus for the following year.

When conflicts arise, staff respond to ensure student safety, facilitate student learning, remediate to repair harm done to the relationship, and ensure school rules are understood. *Consequences are always confidential and are assigned on a case-by-case basis.*

ALLEN SCHOOL GOALS (rules) ARE:

Together, We Soar...

S-stay safe

O-open hearts and open minds

A-always kind

R- respectful and responsible

6. STUDY TRIPS, FOOD POLICIES, AND SPECIAL ACTIVITIES

STUDY/FIELD TRIP POLICY

Off campus learning opportunities are offered throughout the year. Although the goal is to provide each child with the opportunity to participate in these learning experiences, a child’s parent may be asked to chaperone if a student cannot self-regulate behavior or emotions. Parents must complete and sign the Chula Vista Elementary School District permission slip in order for their child to attend an off campus study/field trip (no exceptions).

BIRTHDAYS

There is a “no food” birthday policy on the Allen School campus and all Chula Vista Elementary School District schools. Consider donating a book to the classroom, providing non-food treats such as stickers, pencils, erasers, etc. as a way to celebrate your child’s birthday at school. Cake, cupcakes, ice cream, etc. will be returned home if brought to school for a birthday. Please refrain from bringing balloons for birthdays.

CVESD HEALTH AND WELLNESS POLICY

The morning recess is considered a nutrition break. Students will be encouraged to eat nutritious snacks during this time. Candy and chips are not appropriate snack items for nutrition break. Foods such as crackers and cheese, pretzels, fruit, granola bars are examples of nutritious snacks. There is much research that directly connects poor nutrition with poor academics. Two non-curricular parties are allowed per school year. Allen School strictly enforces all components of the district’s Health and Wellness Policy. *Please see the attached Summary of CVESD Wellness Policy.*

LUNCH

Students are required to sit for 15-20 minutes to eat during lunchtime. Because of the potential for allergic reactions, students are not allowed to share food. Applications for free and reduced price lunch are available in the office throughout the school year.

7. COMMUNICATION

COMMUNICATION BETWEEN THE SCHOOL AND HOME

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. The principal makes a weekly call to all families informing them of upcoming events and other pertinent news. Email blasts also provide flyers and information to parents to read and store electronically. This information is also posted on the school website, school blog (www.allenelementary.org), and can be found in the school office. Additionally, highlights of upcoming events and information are posted each week on the marquee in front of the school.

All web-based communication is available on the official Chula Vista Elementary School District provided website. Allen’s school website is located on the “Schools” tab. Additionally, there is a school blog with information. Please visit the websites regularly for updates.

8. TOYS, GAMES & EQUIPMENT

Students may not bring toys to school. Toys, gadgets, jewelry, hair ornaments, etc. may be a distraction to your child’s learning and the learning of others. Toys that are confiscated are returned at the end of the day. If the student continues to bring toys to school, the parent will be required to pick them up at the end of the school year. Allen School is not responsible for lost, stolen or broken personal items or toys.

9. EMERGENCY PREPAREDNESS

DISASTER/EARTHQUAKE/FIRE DRILLS

Fire, earthquake, lock down, secured campus, and disaster drills are conducted throughout the school year in order to be prepared in the event of such an occurrence. If you arrive on campus and see a sign on the office door which reads, “FIRE, EARTHQUAKE OR DISASTER DRILL IN PROGRESS” please wait off campus or return in 15 minutes. In the event of a real disaster, please wait for communication via SchoolMessenger about student pick up instructions. Typically, pick up for all student would be at the Kindergarten Gate near Daly Academy. You will be instructed what to do from there. There is a one fire drill per month and earthquake and secure campuslockdown procedures are practiced four times per year.

EMERGENCY AND HEALTH INFORMATION

The student Emergency and Health Information sheet is an important source of information for the school office. It

provides the child's address, phone number, school identification number and emergency contact numbers. When necessary, teachers, administrators and other office and health personnel use this information to contact families.

It is imperative that a new sheet is completed each year for each child in attendance and that it is done in a timely fashion at the beginning of the school year.

Please inform the office of *any changes* in student information throughout the year, most importantly work, cell and emergency numbers.

Ensure that you and family members who want to be notified of emergency are registered to receive text messages on your cell phone through our emergency notification system. To opt in, please text "Y" or "Yes" to 67587.

10. INTERNET/TABLETS/PHONES

INTERNET POLICY

Allen School has a wireless infrastructure that allows students and visitors to use the internet on campus. No student is permitted to utilize the Internet prior to reading and signing the Chula Vista Elementary School District Internet Use Guidelines/Agreement and the school's Acceptable Use Policy. After reading these documents thoroughly and reviewing it with your child, please sign (student and parent) and return it to school if you wish to allow him/her to participate in the use of this technology. These agreements are in the first day of school packets.

TELEPHONES/CELL PHONES

Students may use the office telephones only in the case of an emergency or when instructed to do so by the office staff. If you send a cell phone with your child, that phone must be kept in the with your child's teacher and turned off during school hours. Your child is responsible for collecting their own phone from the teacher at dismissal. Students are strictly prohibited from using cell phones before school. Additionally, parents and family members should not call children on cell phones during instructional minutes. If you need to relay a message to your child, please call our school office and they will insure the student has the message. Allen School is not responsible for lost, stolen or broken cell phones.

11. PARENT INVOLVEMENT OPPORTUNITIES

VISITORS AND VOLUNTEERS

There are many opportunities to volunteer at school. All volunteers who work directly with students do so under the supervision of certificated staff and must have a current TB skin test result filed in the school office. Volunteers on campus more than twice per week must also be fingerprinted. Arrangements for visiting or volunteering in a classroom are to be made with the teacher in advance. For the safety and security of our students, any time anyone, other than staff and students, will be on campus, we ask that you stop by the school office, sign in and obtain either a volunteer or visitor's badge. Please wear the badge in a visible location while on campus at all times. If a staff member notices you are not wearing a badge, you will be asked to report to the school office. It is important that you sign in and sign out as this is a way for administration to monitor who is on site in the event of a disaster or emergency. Additionally, volunteers are asked not to go into the staff lounge during school hours. The workroom can be used to prepare materials for teachers and staff members. Please note that younger siblings are not allowed on campus while parents volunteer in classrooms or on the playground. Additionally, Volunteers/Visitors are not allowed to work in the Staff Lounge. They can work during instructional hours (not recess and lunch) in the Work Room. We want to maintain a space for teachers and staff to be able to share ideas and/or confidential information during their break hours and preparation time. We appreciate your cooperation.

COMMITTEES

Parent participation and involvement is one of the best ways you can ensure your child's success. Additionally, the school administration and staff want to foster and develop your leadership skills. Key committees where parents can be involved include:

- ELAC (English Language Advisory Committee) provides input into the development of the Single Site Plan as it

pertains to meeting the educational needs of English Language Learners. This committee is also responsible for overseeing the school's annual needs assessment process, the annual language census, and providing information to parents regarding the importance of regular school attendance. Additionally, this committee will provide parent workshops on homework, California Content Standards, and social/emotional learning.

- Eagle Eyes- This parent committee ensures the safety of students and visitors through assistance with traffic flow before and after school. If a parent/guardian is not adhering to traffic safety guidelines, the Eagle Eye committee will provide a written reminder of traffic safety guidelines from the principal. Any concerns about traffic should be directed to the principal.

- PTC – Parent-Teacher Club is an organization that exists to promote student achievement, parent involvement and teacher and staff support. Every parent and guardian of an Allen student is a voting member of the PTC, and there are no fees or forms to complete in order to join. The PTC achieves its goal of enhancing the learning experience of our children by coordinating volunteer support, organizing special school events and student activities, and conducting fund raising events. There are a number of sub committees within PTC. Please see the principal or secretary about these subcommittees if you are interested.

- SSC – School Site Council develops, implements, monitors and evaluates the Single Site Plan in accordance with Federal and State laws, and District policy. The Single Site Plan is a coordinated plan that focuses school resources on prioritized student educational needs identified in the process of analyzing student achievement data with the important goal of ensuring that every child masters grade level academic standards.

Please see the principal if you are interested in serving in any of these committees.

12. EXTRA-CURRICULAR LEARNING OPPORTUNITIES FOR STUDENTS

BEFORE/AFTER SCHOOL ACTIVITIES

Student activities available on the school campus before or after school include:

- DASH (Dynamic After School Hours): A free two-hour after school program conducted by the City of Chula Vista Library and Recreation Department that provides structured activities for 1st through 6th grade children
- Morning Laps: Students are invited to participate in running, jogging, or walking the track on the blacktop. This begins at 8:00

Other afterschool activities opportunities will be posted on email blasts, electronic flyers, Principal's All Calls, and the website in a timely manner.

13. PETS & CAMPUS SECURITY

PETS

Due to the unpredictability of animals and potential allergic reactions, pets are not allowed on school grounds at any time. If your pet is a service animal, please see the front office for Board Policy and a Waiver.

CLOSED CAMPUS

In an effort to ensure a safe campus, Allen School is a closed campus. All students must report to the front office before leaving early or when returning to campus. All gates will be locked during school hours. Parents and family members must wait in the school office for early dismissals.

14. OTHER

LOST AND FOUND

Please label all clothing items, book bags, and supplies with your child's name. By doing so, most "lost" items can be returned to their owners promptly. If an item has been misplaced, please encourage your child to check the lost and found bin located outside the auditorium.

PARKING

Please remember to park in the parking lot at Ann Daly regardless of the time of day. **Parking spots in the front of the school are reserved for staff members.** This also prevents the stopping of traffic during busy times as people pull in and out of the spots at the front of the school. There are plenty of parking spaces in the parking lot located in front of the Ann Daly Academy. Please do not double-park at anytime as this is also a safety issue. Eagle Eye volunteers assist with traffic flow and help to enforce school rules to ensure safety.

SAFETY PATROL/EAGLE EYES

During the morning drop offs and afternoon pickups Student and Parent Safety Patrol members help direct traffic and assist with the safe crossing of students in designated areas. Please be respectful and courteous to our safety volunteers as they are responsible for ensuring everyone's safety to and from campus.