

Chula Vista Elementary School District  
**CAMARENA ELEMENTARY SCHOOL**

1650 Exploration Falls Drive, Chula Vista, CA 91915  
Phone: (619) 591-5500 FAX: (619) 421-5003  
**REPORT ABSENCES TO: (619) 591-5500 x630110**

Web Site: [schools.cvesd.org/schools/camarena](http://schools.cvesd.org/schools/camarena)  
Blog: <https://camarenarobogriffins.blog>



# PARENT and STUDENT HANDBOOK 2019-2020



## Board of Education

Leslie Ray Bunker • Armando Farías  
Laurie K. Humphrey • Eduardo Reyes, Ed.D. • Francisco Tamayo

## Superintendent

Francisco Escobedo, Ed.D.

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### 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 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.

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## **CAMARENA ELEMENTARY SCHOOL**

Welcome to Camarena Elementary School, home of the Robo Griffins! Camarena Elementary opened in July 2013 and is proud to be Chula Vista Elementary School District's 45th school. We are committed to making learning fun and meaningful for all students. Our school offers a two-way, 90/10, Dual Language Immersion program in Spanish, offering a Chula Vista Elementary School District Seal of Biliteracy to students meeting program objectives. It is the goal of Camarena Elementary to provide all students with the opportunity to reach their academic, social, emotional and physical potential, discover their gifts and talents, and grow up to be productive citizens in our community. Please take the time to read the information contained in this Handbook as it will provide you with the school policies and procedures. It also contains information regarding the services and programs at Camarena. We look forward to serving you and providing your child/children with the best education possible.

---Debra McLaren, Ed.D. – Principal

### **MISSION**

The mission of Camarena Elementary School is to provide an educational experience for all children that promotes academic excellence, social responsibility, emotional strength, physical vitality and above all else a love for learning.

### **VISION – WE BELIEVE:**

- All children have potential therefore no mind should be left behind.
- All children experience academic, social, emotional and physical success.
- All children have equal access to a rigorous academic instructional program.
- All children have something to contribute.
- All members of the learning community have a role to play in the development of each child.
- All members of the learning community should be treated with respect.

## ROUTINES

REPORT ABSENCES TO: (619) 591-5500 x630110

### ATTENDANCE

#### ARRIVAL

The supervision of the children who attend Camarena Elementary School begins at 7:30 am. Students should not arrive before this time as there is no supervision. The drop off area is located at the front of the school and students not having breakfast are to report to the blacktop area and line up behind their designated classroom number painted on the ground until the school bell rings at 8:15 am. The bus loop may not be used to pickup or drop off students at any time. Once the morning start bell rings at 8:15 am, all gates, including the gates in the bus loop area, will be locked. Students may have breakfast in the lunch arbor, or indoors during inclement weather, beginning at 7:30 am. When the morning announcements have concluded, teachers will escort their students to their classrooms. Parents should not block thoroughfares or follow their child to the classroom. Children need to develop responsibility skills so parents should not help with backpacks or jackets, etc. Also, this is not the appropriate time to conference with the classroom teacher.

#### LATE ARRIVALS/TARDIES/ABSENCES

Students who are late will need to report to the Health Office to get a tardy slip. To support and minimize disruption to student learning, 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/Attendance Office that day to report the absence. If you failed to call the Health/Attendance 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.

*Students miss important instructional time when late or absent. Students are encouraged to arrive to school on time and ready to learn.*

Once a child has been tardy for 15 minutes or more 3 times, it is counted as an absence. Once a child has been tardy 10 times or more, or missed more than 10 days of school, excused or unexcused, that child will be placed on the chronic attendance list and a School Attendance and Review Team (SART) meeting will be scheduled to discuss possible solutions. Children on Zone Transfers may lose the right to return to Camarena Elementary School the next school year if attendance issues persist.

#### DISMISSAL

Students grades 1-6 are dismissed at 2:45 pm Monday – Thursday. On Fridays and Minimum Days students are dismissed at 1:15 pm. Kinders are dismissed at 2:30 pm Monday – Thursday and 1:00 pm on Fridays. All children should leave their classroom once the bell rings and report to the pick up/drop off area. Bus riders should report to the bus pick up/drop off zone. The bus loop may not be used to pick up/drop off students at any time. No child should be running around, climbing on railings, swinging backpacks or playing around once dismissed for the day. Students should be picked up within 15 minutes of dismissal. All persons picking up students are asked to wait in the courtyard in front of the school office until the bell rings. Students in kindergarten will be accompanied to the front of the school or the bus loop area and met by an adult (their parent or guardian, or a designated adult who is listed on the student's emergency card). If they are not met by an adult at the bus drop-off, the bus will return them to the school. Though we understand emergencies come up every now and again, chronic late pickups may receive a phone call from the school principal. Students who are

not picked by the close of office hours and no one can be reached on the emergency contact card, may be taken to the Chula Vista Police Department in accordance with District Policy.

### **EARLY DISMISSAL/LEAVING SCHOOL GROUNDS**

Students are not allowed to leave the school building and/or 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 a 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. Students will only be called to the school office upon arrival of the person picking the child up.

### **INDEPENDENT STUDY CONTRACT POLICY FOR EXTENDED ABSENCES**

If your child will be absent 5 or more consecutive days, please notify the health attendance clerk and classroom teacher at least one week prior to the absence, if possible. 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.

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

- *DRIVE SLOWLY AND CAUTIOUSLY*
- *OBSERVE SIGNS AND CONES*
- *NO TEXTING OR TALKING ON CELL PHONES WHILE DRIVING*
- *USE THE CROSSWALKS AT ALL TIMES*
- *DO NOT DOUBLE PARK*
- *THE PARKING LOT IS NOT A PICK UP AND DROP OFF AREA*
- *DO NOT MOTION FOR YOUR CHILD TO WALK BETWEEN CARS OR DISREGARD THE SAFETY PATROL OFFICERS*
- *NO ANIMALS ON CAMPUS DURING DROP OFF AND PICK UP. SEE PAGE 14 FOR INFORMATION REGARDING PETS*
- *BE RESPECTFUL AND POLITE*
- *BIKES, SCOOTERS, SKATEBOARDS, HOVERBOARDS, ETC. MUST REMAIN LOCKED ON THE BIKE RACK OR KEPT IN A SAFE PLACE IN THE CLASSROOM TO BE DETERMINED BY THE TEACHER. STUDENTS MUST WALK THESE ITEMS ON CAMPUS DURING ARRIVAL AND DISMISSAL*

### **BEFORE/AFTER SCHOOL CARE**

Childcare services available on the school campus before or after school include:

- YMCA Childcare: Fee based childcare services provided before and after school for Kinder through 6<sup>th</sup> grade children.
- DASH (Dynamic After School Hours): A free after school program that provides structured activities for 1<sup>st</sup> through 6<sup>th</sup> grade children.

## GENERAL INFORMATION

### **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. Information about the insurance program is included in your first day of school packet.

### **BEHAVIORAL STANDARDS**

The students and staff at Camarena Elementary School believe that a safe and positive school environment is important to a child's learning in the classroom and to his or her growth as a citizen. To provide such an environment, Camarena Elementary School has established the following set of rights and behavioral standards:

#### ***Each person has the right to an orderly environment.***

Students are expected to follow all rules in the classroom and throughout the campus at all times. Everyone will walk quietly in the hallways. Running will not be permitted anywhere on campus with the exception of organized activities during P.E. or recess. Littering is not allowed and students will clean up after themselves. Yelling and loud behavior is not allowed in hallways or lunch area. Students will not play in the restrooms and will not invade others' privacy.

#### ***Each person has the right to be different.***

Students and staff will respect the uniqueness of each individual. Disparaging remarks are not to be made regarding a person's physical appearance, ethnicity, religious affiliation, gender, language, dress, socio-economic status, academic performance, or any other personal characteristics. Teasing is not allowed.

#### ***Each person has the right to be treated with courtesy.***

Respect, courtesy and good manners need to be shown toward other people at all times. Name-calling, put-downs, cutting in line, obscene language, abusive gestures, harassment, and bullying are not permitted. Exclusion of any student is not allowed.

#### ***Each person has the right to use and own property.***

Toys, candy, and personal belongings unrelated to classroom learning will remain at home. Taking or causing damage to other people's property is not permitted. Vandalism and destruction of school property is not allowed. Students will be neat in the restrooms.

#### ***Each person has the right to be safe.***

Rough play, hitting, kicking, biting, tripping, pinching, choking, poking, pushing, throwing objects, and any other form of physical abuse are never permitted. Bullying is not allowed. Sexual harassment is not allowed. Drugs are not allowed. Weapons are not allowed. All playground safety rules are to be followed during recesses including appropriate use of playground equipment. Tag and other chasing games are not allowed. Games involving throwing balls at other students are not allowed. All students will adhere to the school dress code.

If/when students are disciplined at school, a Behavior Referral Slip (see Appendix A) will be sent home providing details of incident and disciplinary actions, as appropriate. Parents may also receive a phone call from teacher and/or administration.

### **BICYCLES, SKATEBOARDS, SCOOTERS & ROLLER-BLADES**

To ensure student safety, riding bicycles, skateboards, scooters, and roller-blades on campus during school hours is strictly prohibited. This includes shoes with "heelies." Students may ride their bicycle to and from school and lock up in the cycle rack in front of the YMCA room. Students must wear helmets when riding their bikes, skateboards, scooters and roller-blades to and from school.

## **BIRTHDAYS**

Camarena Elementary School has a “**NO FOOD**” **BIRTHDAY POLICY**. If you want to make your child’s birthday lasting and memorable consider joining the Birthday Book Club. For just \$10, your child can choose a book on the birthday book club list, have their name and picture posted on the inside cover and share their book with others for many years to come. For more information, contact the school office. *Food brought to school to share with other children will be sent to the school office and the parent will be contacted.* Please note that balloons are not allowed on campus. They cause a distraction to students in the classroom and can also trigger the alarm system.

## **BREAKFAST/LUNCH PROGRAM**

Camarena Elementary School offers breakfast from 7:30 am to 8:00 am. If your child qualifies for a free or reduced lunch, he/she is also entitled to a free or reduced-fee breakfast. It is particularly important that students participating in the breakfast program arrive on time, preferably by 7:30 am, so they have sufficient time to eat breakfast before going to class. Students must report to their classroom line on the blacktop by 8:10 am. Please note, breakfast service will end promptly at 8:00 am.

Camarena Elementary School has a computerized meal card system. The meal card is debited each time your child eats breakfast or lunch. Prepayments are encouraged for at least 5 meals or more and are good for both breakfast and lunch.

Meal applications for free or reduced meals are available in the first day of school packets, in the school office or online at <https://bit.ly/2EQS0wz>. This application needs to be filled out and returned to school. If your child qualifies for free or reduced meals, you will be notified by the Chula Vista Elementary School District. Until you receive notification, it is your responsibility to pay the full price for any meals your child eats at school. The Chula Vista Elementary School District is proud to introduce **SchoolCafe.com**, a **safe and secure way for parents to make online payments and view student meal account activity**. All District parents may now conveniently make payments using a credit card by accessing the Parent Pay website and creating an account. You will need your student's district identifier. Note: You can find your child's student number by looking on their report card. This is a 6-digit number. This will also provide up-to-date meal account balances. The website is: <http://www.schoolcafe.com> or click the tab on our blog <https://camarenarobogriffins.blog>. Other features include: View your student's cafeteria account balances and purchase activity; make payments on-line anytime, anywhere; manage your student's cafeteria expenses; set up hassle-free automatic monthly payments to replenish your student's cafeteria account; view and print payment history; highly secure on-line transactions.

Students with single meal payments in cash for breakfast and lunch are to pick up their cards from the card rack and proceed through the cafeteria line. This year’s meal prices are as follows:

	<b>Full Price</b>	<b>Free &amp; Reduced</b>
Breakfast	\$1.00	No Cost
Lunch	\$2.50	No Cost





## **CLOSED CAMPUS**

In an effort to ensure a safe campus Camarena Elementary School is a closed campus. All students must report to the front office before leaving early or when returning to campus. All visitors and/or volunteers must report to the office to sign in and receive a visitor/volunteer badge. All gates will be locked during school hours. If a child is leaving early, the person picking up the child must come to the office to sign the child out and the office personnel will locate the child and have him/her come to the office. Students will not be allowed to come to the office ahead of time and wait for the person picking him/her up.

## **COMMITTEES**

Parent participation and involvement is one of the best ways you can ensure your child's success. Key committees where parents can be involved include:

- ELAC – English Language Acquisition Committee provides support for second language learners and their families.
- Garden Committee provides support for our school garden and actively seeks grants and community donations.
- PTA – Parent, Teacher Association (PTA) supports school events and programs volunteering and fundraising.
- Safety Committee oversees the Safe Schools Plan, including student health and wellness.
- Safety Patrol – Parent oversight provides for student supervision when getting ready to head out to their posts, as well as aiding with proper flow of traffic at intersections.
- SSC – School Site Council provides oversight and input for the Local Control Accountability Plan (LCAP) and the Local Control Funding Formula (LCFF) or school budget. This committee advises and monitors the LCAP and LCFF throughout the school year.
- Yearbook Committee – Parents, teachers and support staff work to create and design the school yearbook.
- Military Support Committee - meets to share resources and develop programs to support military-connected students. Resources are also available through the WelConnect app, which is available for iOS and Android devices. WelConnect helps new families integrate smoothly into their new school district and community by connecting them to available resources and support programs.

## **DISASTER/EARTHQUAKE/FIRE DRILLS**

Fire, earthquake, 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 and return in 15 minutes. In the event of a real disaster or emergency situation, please report to the courtyard in front of the school and wait for a designee to give you further instructions. Students will be reunited with families once law enforcement and school officials deem appropriate.

## **DRESS CODE**

The following policy, adopted by the Chula Vista Elementary School District Board of Education on March 7, 1995, describes the dress code expected of Camarena students:

1. Shoes must be worn at all times. Sandals must have closed toes and heel straps. Flip-flops or 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. Camarena is not responsible for broken, stolen, or lost jewelry. Good rule of thumb: if it is a special item, keep it at home.
3. Clothing and jewelry shall be free of writing, pictures or other insignia which are crude, 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.
5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are not acceptable.
6. Articles of clothing and accessories, including hats, belts, books, binders, lunch bags, etc. adorned with graffiti or alleging gang affiliations are not acceptable.

### **DUAL LANGUAGE IMMERSION**

Camarena offers a two-way, 90/10, Dual Language Immersion (DLI) program with the Spanish language as a focus. The purpose of this program is to build bilingual, biliterate, and bicultural ability in participating students. Students participating in this program are eligible to receive the Chula Vista Elementary School District Seal of Biliteracy, in Spanish. An enrollment requirement of the program is that at least 1/3 of the classroom makeup is comprised of native Spanish speakers. The DLI program at Camarena tends to be in high demand, as such, wait lists are created, as needed, each school year. English speakers on the wait list may enter the DLI program through the 2<sup>nd</sup> quarter in 1<sup>st</sup> grade, provided space is available and student is identified as a good candidate for the program. Spanish speakers may enter in later years provided they speak, read, and write in Spanish as demonstrated through entry assessments administered at Camarena.

### **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 be 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.***

### **ENTERTAINMENT PERMITS**

Please note that administration will not sign off on Child Entertainment Permit Forms if there are attendance concerns or the child is not performing at grade level in all academic subjects. If a child has more than 3 excused absences administration will not sign off on these forms. Also, the child may not have any tardies.

## HEALTH

Our schools have students who are very susceptible to infection and viruses and have a reduced ability to fight off disease.

### 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.**

### Antibiotics

Children who are placed on antibiotics for the above ailments should be on them for a **FULL 24 hours** (longer for Pertussis/Whooping Cough) before returning to school to prevent the spread of infection.

If at any time you are unsure if your child's illness is contagious, you may want to call your child's primary care provider. If you have further questions, please contact your school site to speak to the school nurse.

## Asthma

If your child has asthma work with the school nurse and your doctor to develop a written asthma action plan for your child that includes your child's asthma triggers and how to avoid them.

## **HOMEWORK POLICY**

Homework is an integral part of the educational experience. Students develop life skills such as self-discipline, problem solving, time management and responsibility when homework is valued and adhered to. To ensure the success of all students, Camarena Elementary School has established the following homework policy:

### **Homework should help a child:**

- Develop independent study habits and self-discipline.
- Reinforce classroom instruction by further application and experience.
- Enrich school experiences as a result of independent study, individual research and experimentation.

### **Your child's teacher is committed to:**

- Explaining and clarifying assignments with students at the time homework assignments are made.
- Periodically providing assignments other than pencil and paper activities.
- Evaluating, monitoring and providing feedback on all homework assignments.
- Informing parents when students consistently fail to complete assignments.

### **Parents are encouraged to:**

- Provide a study place with a minimum of distractions and interruptions.
- Monitor the student as needed.
- Communicate with the teacher if there are questions about homework assignments or if students have difficulty in completing assignments in a reasonable time.
- Make sure that school materials are returned.
- Check to see that work is completed.

### **A student is expected to:**

- Complete the assignments neatly, accurately and on time.
- Bring necessary materials home and return materials on time.

### **Time allotments:**

- The suggested time allotments are based on the weekly homework packet:
  - Grades K - 1: 5 days per week for approximately 30–45 minutes per night (at least 15-20 min. of reading per night)
  - Grades 2 - 3: 5 days per week for approximately 45 minutes–1 hour per night (at least 30–40 min. of reading per night)
  - Grades 4 - 6: 5 days per week for approximately 1–2 ½ hours (at least 45 minutes to an hour of reading per night)

**If a student consistently fails to complete homework assignments, the following procedures will be followed:**

- Effort grade is affected.
- Counseling by the pupil's teacher.
- The teacher will contact the parent and/or principal may be asked to participate.

**INTERNET POLICY**

Internet access is available to Camarena Elementary School students in the classroom, the computer lab, and the school library. Students and teachers are able to use this resource as a powerful tool to gather information and perform research in a worldwide electronic library.

**No student or adult is permitted to utilize the Internet prior to reading and signing the Chula Vista Elementary School District Internet Use Guidelines/Agreement.** After reading this document 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. This Agreement is in the first day of school packet.



**LIBRARY BOOKS**

Camarena Elementary School Library provides an excellent collection of books from which your child may borrow. Our wish is that you enjoy these books with your child. Read and reread them as many times as they ask. Let them tell you about the pictures. You can also set aside a family reading time at home. Such pleasant times with good books will help develop in your child a love for reading and provide many happy memories.

Please help your child remember the following things:

- Find a safe place they can keep their library book so it will not get lost or damaged.
- Use clean hands when reading library books.
- Do not eat or drink while reading library books.
- Use a bookmark to save your place in the book.
- Do not loan your library books to friends, siblings or classmates.
- Do not bend or fold pages.
- Do not write or color in books.
- Return all library books to the school library on time.

We encourage students to be responsible for books they borrow. Please help us by reinforcing this message at home. Be aware that you are expected to pay for all lost and damaged materials.

The standardized book replacement fee as established by the school district is below. (Note: these are approximate prices, the actual price may vary depending on the book.)

Paperback books - \$10.00

Hardback books -

- Primary \$20.00
- Fiction \$20.00
- Non-fiction \$25.00
- Reference \$50.00

Outstanding balances will follow your child to each school he/she attends within the Chula Vista district and he/she will not be allowed to check out books until the matter is resolved. If your child is in 6<sup>th</sup> grade, their promotion certificate will be on hold until library fees are paid.

### **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 inside the auditorium. Unclaimed and/or unmarked "Lost and Found" items are sent to a local charity at the close of every quarter throughout the school year.

### **MEDICATIONS**

Medications are not permitted at school except when kept in the school Health Office. Parents of students who require medication prescribed for him/her by a physician 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. A new form will need to be submitted at the beginning of each school year. This includes inhalers which must be kept in the health office.

### **PETS**

For the safety of everyone, animals are not allowed on campus unless approved by administration. This includes bringing dogs or other animals on the campus when dropping off or picking up your child. In the case of service animals please make prior arrangements with the principal.

### **PROBLEMS**

Report concerns with students, staff, or parent conduct to administration immediately. Administration will investigate promptly but may be unable to discuss findings due to confidentiality. If immediate assistance is needed, call the non-emergency number for the Chula Vista Police Department at (619) 691-5151.

### **PROGRESS REPORTS**

Camarena Elementary School will utilize the Chula Vista Elementary School District Standards-Based Progress Reports. The progress report measures and reports students' level of mastery of the California State Standards. Student progress is reported four times a year at the end of each quarter. Children whose primary language is something other than English will also receive an English Language Development (ELD) progress report during each reporting period.

## **RAINY DAYS/INCLEMENT WEATHER**

On rainy or inclement weather days all students report directly to the auditorium once the gates open at 7:30 am. All students in grades 2-6 will be dismissed to their classrooms at 8:00 am and should wait by their classroom door under the covered walkway. All students in grades Kinder and First remain in the auditorium and are picked up by their classroom teachers. During dismissal on rainy days, parents may go directly to the classroom once the gates are opened and the bell has rung, to pick up their child/children. Students may use their electronics in the classroom during the 'recess' portion of lunchtime on rainy day schedule days. However, the school is not responsible for any personal devices or items that are lost, broken, or stolen. If you give your child permission to use their electronics during rainy day lunch days, please make sure they are aware of the appropriate use for these devices – no inappropriate sites, pictures, or information may be accessed or the device will be taken to the school office for parent pickup.

## **SAFETY**

Please report any safety concerns you notice on campus. Also, if someone reports witnessing inappropriate behavior or misconduct regarding any adult on campus, please report it to administration immediately, or contact the Chula Vista Police Department at (619) 691-5151.

## **SAFETY PATROL**

During the morning drop offs and afternoon pickups, student Safety Patrol members will help direct traffic and assist with the safe crossing of students in designated areas. Please be respectful and courteous to our Safety Patrol members as they are responsible for ensuring everyone's safety to and from campus. Please remember to observe the crosswalks and follow the directions of the safety patrollers.



## **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 or follow our blog:

<http://www.schools.cvesd.org/schools/camarena>

<https://camarenarobogriffins.blog>

Highlights of each week's events are programmed to go out on our school messenger automated phone message each Sunday between 5:00 pm and 9:00 pm so make sure your phone numbers are kept up to date with our school office staff. All flyers from clubs and organizations are posted on an application called "Peachjar." Click the icon on our blog or download the free "App."

Always discuss concerns, suggestions, general information, etc. with your child's teacher. Student Attendants and Aides are not permitted to discuss information about students with parents.

## **SNACKS**

The morning recess is considered a nutrition break. Students will be encouraged to eat nutritious snacks during this time. Candy, cakes, cookies, chips, soda, etc. are not appropriate snack items for nutrition break. Foods such as crackers and cheese, pretzels, fruit, veggies, granola bars are examples of nutritious snacks. There is much research that directly connects poor nutrition with poor academics. Children may not bring food to share with other children. Camarena is a **PEANUT FRIENDLY** campus so please, for the safety of everyone, we encourage you not to send items with peanuts or peanut products.

## **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, students may jeopardize their opportunity to participate or a child's parent may be required to chaperone if that child's behavior becomes a chronic problem in the classroom or on campus. *Parents must complete and sign the Chula Vista Elementary School District permission slip prior to the field trip in order for their child to participate in an off campus study/field trip (no exceptions).* **Please note, siblings are not allowed to go on field trips.** Also, parents may not pick their child up at any location except the final meeting area for the class. Chaperones are selected at the discretion of the teacher. If your child has special needs, please notify the teacher prior to the field trip. Camarena reserves the right to cancel a field/study trip at any time if guidelines are not followed or student behaviors become a concern.

## **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 child's backpack or turned into the classroom teacher. Camarena Elementary School is not responsible for lost, stolen or broken cell phones. Cell phones should not be used on the school bus except in the case of an emergency. Cell phones may be confiscated by school staff if students do not adhere to the guidelines and policies for use at school. Parents will be notified and may stop by the school office to retrieve the phone after meeting with the school principal. If you are on campus volunteering or having lunch with your child please put your cell phones away when you are in the classrooms and children are present or at the lunch tables. Find a private area to talk on the phone or send text messages - not around the students. Please do not hold conversations on your cell phone in the school office as it makes it difficult for the office staff to hear when they are answering the school phones.

## **TOYS, GADGETS, JEWELRY, HAIR ORNAMENTS, ELECTRONIC DEVICES, TRADING CARDS, ETC.**

Students should not bring toys or unnecessary gadgets to school unless this has been approved by the classroom teacher. Toys, iPods, mp3 players, gadgets, jewelry, excessive hair ornaments, etc. may be a distraction to your child's learning and the learning of others. Camarena Elementary School is not responsible for lost, stolen or broken personal items. Please discuss digital conduct with your child. Students may not use their devices during recess and lunch except on rainy days.

**TESTING – DISTRICT** The District Local Measures are the district wide assessments that measure students' progress and achievement towards state and district initiatives. School wide assessments monitor student progress and achievement regularly and inform instruction to ensure progress is being made towards school, district, and state grade level benchmarks towards college and career readiness. District assessments given at the end of the year in mathematics, reading and writing are also given to gauge student



progress towards California State Content Standards. All students grades second through sixth grade take the Level Set test in reading, and students in grades K-2 take the Local Measures in Writing and Mathematics. Students in the Dual Immersion program take the reading and writing assessments in both English and Spanish.

**TESTING – STATE** The California Assessment of Student Performance and Progress (CAASPP), is the state accountability system that helps measure how well students are meeting the California State Standards and the benchmarks for college and career readiness.

1. **The California Assessment of Student Performance and Progress (CAASPP)**

These CAASPP assessments are administered in the spring to assess students' progress in grades 3-8 and 11 on California State Standards in English language arts and mathematics. The purpose of these assessments is to determine if students are meeting the grade level benchmarks towards college and career readiness.

2. **California Alternate Assessment (CAA)**

The CAA is an assessment for students with moderate or profound disabilities who receive a primarily functional or life skills curriculum, and are unable to participate in more traditional testing. If you would like more information or resources about alternate assessments, please visit the CDE's CAASPP Alternate Assessments web page at


<http://www.cde.ca.gov/ta/tg/ca/altassessment.asp>

3. **California Spanish Assessment (CSA)**

The California Spanish Assessment (CSA) is a component of the California Assessment of Student Performance and Progress (CAASPP) System. Students participating in the Dual Immersion program take this assessment. This assessment, presented in Spanish, is available to serve the more than 1.2 million students who speak Spanish as their primary language, as well as those who are learning Spanish as an additional language. The purposes of the CSA are to

- measure a student's competency in Spanish reading/language arts and provide student-level data in Spanish competency,
- evaluate the implementation of Spanish reading/language arts programs at the local level, and
- provide a high school measure suitable to be used, in part, for the [State Seal of Biliteracy](#)

4. **California Science Test (CAST)**

The California Science Test (CAST) is an online assessment based on the [California Next Generation Science Standards \(NGSS\)](#) . All local educational agencies (LEAs) with eligible students in grades five and eight and in high school will administer the CAST test. The CAST test uses the current CAASPP test delivery system and will be administered online only. Only eligible students may participate in the administration of the CAST. For more information about the content, types of questions, and other targeted resources for the Science tests, please see the CDE's CAASPP Science Assessment web page at

<http://www.cde.ca.gov/ta/tg/ca/caasppscience.asp>.

5. **The Physical Fitness Test (PFT)** is given to all students in grades 5 and 7. This health related fitness test, developed by The Cooper Institute, is a valuable tool in assessing and tracking a young person's fitness. Additionally, the test provides important information to students, parents, and school staff in monitoring individual health-related fitness.

6. **The English Language Proficiency Assessments for California (ELPAC)** is the successor to the California English Language Development Test (CELDT). The ELPAC is the required state test for English language proficiency (ELP) that must be given to students whose primary language is a language other than English. State and federal law require that local educational agencies administer a state test of ELP to eligible students in kindergarten (or year one of a two-year kindergarten program, sometimes

referred to as “transitional kindergarten”) through grade twelve (ages 3-21). The ELPAC is aligned with California’s 2012 Language Development Standards and is comprised of two separate ELP assessments:

- a) Initial Assessment (IA)—an initial identification of students as English learners
- b) Summative Assessment (SA)—an annual summative assessment to measure an English learner's progress in learning English and to identify the student's ELP level

*English Learner Roadmap* The Chula Vista Elementary School District promotes English-language proficiency and high academic achievement, and ensures equal access to education for English Learners. A process and criteria, including English Learners’ academic achievement, progress towards proficiency in English, and the progress of students who have been reclassified as fluent English proficient, are used to evaluate program effectiveness. The English Learner Roadmap serves as a framework that explicitly outlines services and support for English Learners in the District.

*Reclassification* Reclassification signifies that English learners have the:

- Ability to meet the state’s proficient level of achievement on state assessments
- Ability to successfully achieve in classrooms where the language of instruction is English
- Opportunity to participate fully in society in English

The California Department of Education (CDE) has developed several resources to help students and parents understand the grade expectations of the Smarter Balanced Summative Assessments:

- The Parent Guides to the Smarter Balanced Assessments (in English and Spanish) are posted on the CDE’s CAASPP web page under the Students and Parents tab:  
<http://www.cde.ca.gov/ta/tg/ca/index.asp?tabsection=3#ssr>
- The practice and training tests, which can be found on the CDE’s Smarter Balanced Practice and Training Tests Web page at <http://www.cde.ca.gov/ta/tg/sa/practicetest.asp>

As the parent or guardian, you have the option of excusing your child from any part of the CAASPP. If you would like to excuse your child from the test, you must submit your request in writing to the school administration listing each test specifically that you wish to excuse your child from (see list of tests above) [Education Code 60615]. Please notify the school as soon as possible so alternative arrangements can be made for your student during the testing period.

## **TESTING – REPORTING**

1. **Dashboard – The California Department of Education Reporting Platform** The Dashboard contains reports that display the performance of local educational agencies (LEAs), schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement. California has a new accountability system reported through the California School Dashboard, or the "Dashboard." This accountability system is an online tool that reports on multiple measures, including local and state indicators. This Parent Web page (<https://www.cde.ca.gov/Ta/ac/cm/>) provides several resources to help parents understand the accountability system and access the Dashboard.

2. **School Accountability Report Card (SARC)** A SARC is an annual report to parents of California's school children and is required by the State of California. The SARC provides parents with valuable information about the overall performance of the school their child attends. Camarena's SARC is located on Camarena's school blog at <https://camarenarobogriffins.blog/parent-resources/>.

## **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 Camarena Elementary School neighborhood routes. Students who attend Camarena Elementary School on a Zone Transfer typically are not approved for transportation and it is the responsibility of parents/guardians to get their child/children to school on time.

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. Kindergarten bus riding students must be met by an adult or they will be brought back to school.

Good safety habits and appropriate behavior are very important when riding the school bus. Students who fail to follow transportation rules may 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 included in the first day of school packet and available in the school office.



## **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 certificate of completion and Volunteer Agreement filed in the school office. 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, are 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 may 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. Under no circumstances should a visitor/volunteer interrupt classroom instruction, including at the beginning of the school day when children are entering the classroom from the blacktop. On the blacktop, teachers are expected to monitor their classes during the morning assembly, this is not the time for a parent/teacher conference. If you wish to speak with your child's teacher, please email the teacher directly and/or leave a message for the teacher with

the school secretary expressing your desire to schedule an appointment to talk with the teacher. Classroom observations must be arranged in advance with the school office and classroom teacher. Observations may not be longer than 1 hour, 1 day a week, and instruction must not be interrupted. A follow-up meeting may be scheduled to answer any questions you may have. Visitors and Volunteers are never permitted to be left alone with students without a staff member present.

**VISITORS:**

- Please do not hold conversations on your cell phone in the school office, classrooms, or other areas where students are present
- May not bring younger siblings on campus during the school day for safety reasons
- Food or drink are not permitted in the office, classrooms or areas where children are present, unless due to a class celebration organized by the teacher
- Balloons are not allowed on campus as they can trigger the alarm system
- May not bring food for other people's children for safety reasons and potential allergy concerns

*The Board recognizes that under California law, any person whose conduct materially disrupts classwork or extracurricular activities or cause a disturbance on school ground may be guilty of a misdemeanor and subject to a fine, imprisonment, or both. (Education Code 44811, Penal Code 415.5) When such conduct occurs, the Superintendent or designee may take action leading to the imposition of these penalties.*

## **Camarena Elementary School – Home of the Robo Griffins**



# APPENDIX A

## Behavior Referral Slip

### BEHAVIOR REFERRAL SLIP

#### MILD/MODERATE:

1. Arguing over game
2. Cell phones/pagers (display or use of)
3. Chasing
4. Cutting in line
5. Littering
6. Misuse of playground equipment
7. Not freezing/playing after bell
8. Physical annoyance (low-level)
9. Picking up rocks/sticks
10. Playing in restrooms
11. Running on campus
12. Teasing/name calling (low-level)
13. Throwing/bouncing balls after bell
14. Toys/candy/non-educational items
15. Yelling in hallways/lunch area

#### SERIOUS:

16. Defiant to adult
17. Disobeying Yard Duty
18. Fighting (lower-level)
19. Gossiping/Rumoring
20. Hitting with ball or rope
21. Inappropriate gestures
22. Invading privacy in bathroom
23. Malicious teasing/insults/put-downs
24. Physical annoyance
25. Profanity/Obscene language
26. Purposeful exclusion
27. Pushing/hitting/kicking (lower-level)
28. Rough play
29. Throwing rocks/sticks
30. Vandalism/destroying property

#### SEVERE:

31. Biting
32. Choking
33. Discriminatory language/behavior
34. Drugs
35. Exposing self or others
36. Extortion
37. Fighting\*
38. Inappropriate touching
39. Initiating a fight via physical contact
40. Non-verbal intimidation
41. Pushing/Hitting/Kicking
42. Sexual Harassment
43. Stealing
44. Throwing hard objects at others
45. Vandalism
46. Verbal threats/intimidation
47. Weapons

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Room: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_ am/pm

Victim(s): \_\_\_\_\_

Witness(es): \_\_\_\_\_

Location: \_\_\_\_\_

Incident Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reported by: \_\_\_\_\_

Action: \_\_\_\_\_

Notes about action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

White Copy: Home      Yellow: Classroom File      Pink: CUM

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## SCHOOL OFFICE HOURS

**8:00 am – 4:00 pm**

7:30 am – 8:00 am..... Breakfast/Supervision

### **SCHOOL STARTS at 8:15 am Monday - Friday**

**Students who arrive after the bell rings at 8:15 am need to report to the Health Office to get a green admit slip.**

8:15 am – 2:30 pm..... Kindergarten Monday - Thursday  
8:15 am – 2:45 pm..... Grades 1-6 Monday – Thursday  
8:15 am – 1:00 pm..... Kindergarten Fridays (and all other Minimum Days)  
8:15 am – 1:15 pm..... Grades 1-6 Fridays (and all other Minimum Days)

### **Morning/Afternoon Recess Schedule**

10:15 am – 10:30 am ..... Grades 3-4  
10:35 am – 10:50 am ..... Grades 5  
10:55 am – 11:10 am ..... Grades 6  
1:00 pm – 1:15 pm ..... Grades K  
1:15 pm – 1:30 pm ..... Grades 1-2 (Monday – Thursday)

### **Daily Lunch/Recess Schedule**

10:15 am – 11:15 am ..... Kindergarten  
11:15 am – 12:00 pm ..... Grade 1 (Friday 11:15 am – 12:15 pm)  
11:30 am – 12:15 pm ..... Grade 2 (Friday 11:30 am – 12:30 pm)  
11:45 am – 12:30 pm ..... Grade 3  
12:00 pm – 12:45 pm ..... Grade 4  
12:15 pm - 1:00 pm ..... Grade 5  
12:30 pm – 1:15 pm ..... Grade 6



### **Rainy Day Lunch/Recess Schedule**

10:15 am – 11:00 am ..... Kindergarten  
11:15 am – 11:45 am ..... Grade 1  
11:30 am – 12:00 pm ..... Grade 2  
11:45 am – 12:15 pm ..... Grade 3  
12:00 pm – 12:30 pm ..... Grade 4  
12:15 pm – 12:45 pm ..... Grade 5  
12:30 pm – 1:00 pm ..... Grade 6

**2:30 pm DISMISSAL for Kindergarten Monday – Thursday (Fridays and Minimum Days is 1:00 pm)**

**2:45 pm DISMISSAL for Grades 1-6 Monday – Thursday (Fridays and Minimum Days – 1:15 pm)**

**For everyone's safety students who have not been picked up 10 minutes after dismissal will need to go to the office and sign in.**