

# Chula Vista Elementary School District

Palomar Elementary School  
2017-18



# 2017-2018 Parent Handbook



David Munoz, Principal

July 2017

## 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.



## Chula Vista Elementary School District

### Instructional Focus Statement

The CVESD community will work collaboratively to ensure that **ALL students**, including English Learners, Students with Disabilities, and designated target groups, show measureable growth, which will lead to reducing the achievement gap in literacy and mathematics.

This will occur through implementation of **high impact language development strategies** aligned to the California State Standards, and driven by the District's LCAP goals.

Target groups = English Learners, Students with Disabilities, Socio-Economically Disadvantaged, and Foster Youth.

### Shared Vision

- The Chula Vista Elementary School District is committed to providing a successful, safe, challenging, and nurturing education experience, while promoting the joy and importance of learning for all our children. Our children are high-achieving innovative thinkers. They are multiliterate, self-reliant, and confident. They have a lifelong love of learning and are socially responsible citizens. The District takes pride in developing each child's full potential, while recognizing his or her uniqueness.
- We value and find strength in our diversity. Learning is meaningful and relevant, connected with each child's individual needs, ethics, culture, and experiences and is linked with the world outside the classroom.
- Families, staff, and our entire community are full partners actively working in a collaborative manner for the benefit of each child's education. Together we have an investment in our District's Vision and believe a child's success equals our success. We ensure an environment in which everyone is valued and treated with dignity and respect. Everyone assumes responsibility for the success of the school community.
- The entire educational community accepts the challenge of change and is motivated to acquire skills and values for a rapidly changing world. We create dynamic learning experiences by supporting and encouraging excellent teaching and the educational growth of family and staff.
- The Chula Vista Elementary School District community is dedicated to instilling hope for the future so that today's children will share their vision with future generations.

### Shared Value

#### Equality

- We believe each child is an individual of great worth entitled to develop to his or her full potential.
- All children can and will learn, and deserve equal access to a quality education.

#### Equity

- We believe there is no significant difference in educational outcomes based on race, gender, or economic status.
- Solutions, resources, programs, services and support are applied in a manner which develops the full potential of each child.

#### Accountability

- We value and recognize individuals who assume responsibility for and demonstrate commitment and dedication to serving the interests of all children.

#### Ethical Responsibility

- We value each individual who practices, teaches and serves as a role model of dignity, respect, honesty, integrity, and trust.

#### Diversity

- We seek, encourage, and respect each individual's contributions and value a multicultural perspective.

#### Teamwork

- We believe that families are the primary role models for our children.
- We are committed to teamwork and collaboration to provide maximum services for students, staff, and community.
- This partnership among families, community, and schools is the foundation of our children's educational success.

#### Innovation

- We are committed to challenging the status quo and embracing a technological world.

#### Excellence

- We are committed to high standards of performance throughout the District and continuously seek and utilize new knowledge and skills.

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# 2017/2018

## PALOMAR HOURS OF OPERATION AND DAILY SCHEDULE

**Office Hours:** Monday – Friday 7:30 AM – 4:00 PM

**School begins** at 8:10 a.m. for kinder through grade 6. Students are expected to arrive at school no earlier than 8:00 am, unless they are participating in the breakfast program or Safety Patrol. Upon arrival, students are to line up on the blacktop in the quad by the letter that corresponds to their classroom until their teacher picks them up and escorts them to class.

### Breakfast - 7:30 – 8:00 am

#### Kindergarten

Monday – Thursday 8:10 AM – 2:20 PM  
Fridays & Minimum Days 8:10 AM – 1:20 PM

#### Preschool SPED-M/S

Mon.-Thurs. 7:45-10:45 a.m.

#### Grades 1 – 3

Monday – Thursday 8:10 AM – 2:25 PM  
Fridays & Minimum Days 8:10 AM – 1:25 PM

#### Preschool SPED-M/M

Mon.-Thurs. 11:45 a.m.-2:45 p.m.

#### Grades 4 – 6

Monday – Thursday 8:10 AM – 2:30 PM  
Fridays & Minimum Days 8:10 AM – 1:30 PM

#### Recess Schedule

Kindergarten	9:45 – 10:00	12:45 – 1:00
Grade 1 – 3	10:00 – 10:20	
Grade 4 – 6	10:05 – 10:20	

#### Lunch Schedule

Kindergarten	10:45 – 11:40
Grade 1	10:50 – 11:35
Grade SDC Room 301	10:55 – 11:40
Grade 2	11:00 – 11:45
Grade 3	11:10 – 11:55
Grade 4	11:15 – 12:00
Grade SDC Room 402	11:20 – 12:05
Grade SDC Room 401	11:25 – 12:10
Grade 5	11:40 – 12:25
Grade 6	11:45 – 12:30

#### MINIMUM DAYS:

**All Fridays are minimum days**

**First day of school:** July 19, 2017

**Fall Conferencing Schedule:** September 7,8,11,12,13,14, 2017

**Beginning of 3<sup>rd</sup> quarter:** January 9, 2018

**Day before President's Day Weekend:** February 15, 2018

**Spring Conferencing Schedule:** March 8,9,12,13,14,15, 2018

**Beginning of 4<sup>th</sup> Quarter:** April 2, 2018

**Last day of school:** June 1, 2018



# CHULA VISTA ELEMENTARY SCHOOL DISTRICT 2017 – 18 SCHOOL YEAR-ROUND CALENDAR

## JULY 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7/1 Fiscal Year Begins  
 7/4 Legal Holiday – Independence Day  
 7/17-18 Teacher Prep Days  
 7/19 Students Report to School – Minimum Day

**End of first school month, 9 days taught +2 teacher work days**

## AUGUST 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**End of second school month, 23 days taught**

## SEPTEMBER 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9/4 Legal Holiday – Labor Day – No School  
 9/7-9/14 Parent/Teacher Conferences – Minimum Days  
 9/18-9/29 Fall Break

**End of third school month, 10 days taught**

## OCTOBER 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10/2 Teacher Preparation Day  
 10/3 School Resumes – Students Report to School – Regular Day

**End of fourth school month, 21 days taught +1 teacher work day**

## NOVEMBER 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/10 Legal Holiday – Veterans Day – No School  
 11/20-24 Thanksgiving Week Break – No School  
 End of fifth school month, 16 days taught

## DECEMBER 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/18-1/5 Winter Break – No School

**End of sixth school month, 11 days taught**

Legend: School day Minimum Day Teacher Prep. Day Break No School

**CHULA VISTA ELEMENTARY SCHOOL DISTRICT  
SCHOOL YEAR-ROUND CALENDAR — 2017-18**

**JANUARY 2018**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1/8 Teacher Preparation Day  
 1/9 School Resumes – Students Report to School – Minimum Day  
 1/15 Legal Holiday – Dr. Martin Luther King Jr. Day – No School  
 End of seventh school month, 16 days taught +1 teacher work day

**FEBRUARY 2018**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

2/15 Minimum Day  
 2/16 Legal Holiday – Lincoln Day – No School  
 2/19 Legal Holiday – Washington Day – No School  
 End of eighth school month, 18 days taught

**MARCH 2018**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3/8-3/15 Parent/Teacher Conferences – Minimum Days  
 3/19-3/30 Spring Break – No School  
 End of ninth school month, 12 days taught

**APRIL 2018**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

4/2 School Resumes–Students Report to School–Minimum Day  
 End of tenth school month, 21 days taught

**MAY 2018**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

5/28 Legal Holiday – Memorial Day – No School  
 End of eleventh school month, 22 days taught

**JUNE 2018**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

6/1 End of School Year for Students – 180 days taught – Minimum Day  
 6/4 Last day for 185-day Certificated Employees – Teacher Preparation Day  
 6/30 Fiscal year ends  
 End of twelfth school month, 1 day taught +1 teacher work day

**Total Instructional Days:180**

Legend: School day Minimum Day Teacher Prep. Day Break No School

# NUTRITION

## Breakfast

Breakfast is served every day from 7:30 to 8:00 am. Our school breakfast program can provide relief for you and your children with hectic morning schedules. Give your children a head start on successful learning. Make sure they begin the school day with a healthy breakfast. It is particularly important that students participating in the breakfast program arrive on time, preferably between 7:30 and 7:50, so they have sufficient time to eat breakfast before going to class.

## Breakfast

7:30 – 8:00

## Lunch Schedule

Kinder	10:45 – 11:40	Grade 4	11:15 – 12:00
Grade 1	10:50 – 11:35	Grade SDC Room 402	11:30 – 12:15
Grade SDC Room 301	10:55 – 11:40	Grade SDC Room 401	11:25 – 12:10
Grade 2	11:00 – 11:45	Grade 5	11:40 – 12:25
Grade 3	11:10 – 11:55	Grade 6	11:45 – 12:30

Palomar is qualified as a Provision 2 meal status school. This means that all students receive free breakfast, lunch, and, if they are part of an after school program, (i.e. STRETCH), snacks. Applications are no longer required.

**Food/Celebrations – see page 12**

***We encourage you to send healthy snacks for your children.***

***Snack Recommendations:*** Fresh fruit, dried fruits, fresh veggies, low-fat yogurt, string cheese, 100% frozen juice or fruit bars, pretzels, air popped popcorn, Goldfish crackers, bottled water, or 100% fruit juice.



# SCHOOL ATTENDANCE

School attendance is required by law. Parents/guardians of children between the ages of 6 and 18 are responsible for sending their children to school full time (ED Code 48200). The amount of time a student attends class correlates very closely with learning. Consequently, the importance of regular attendance and arriving at school on time cannot be overemphasized. State funding of schools is based only on pupil attendance. Funds are not received for any child absent from school. The instructional day established by the State of California for kindergartners is a minimum of three hours; grades 1 through 3 is a minimum of three hours and 50 minutes; and grades 4 through 6 is a minimum of four hours. Please attempt to schedule medical or dental appointments during school vacations or after your child completes the minimum instructional day requirements. If it is necessary for your child to be absent from class, please notify the Attendance/Health Office, extension x4397. (See absence procedures below.)

## Your child is considered truant if the following occurs:

- 3 unexcused absences in one school year
- 3 unexcused tardies greater than 30 minutes in one school year
- 3 or more of any combination of the above

Parents will be notified by a letter from the principal when their children are truant.

A School Attendance Review Board (SARB) addresses the needs of students with attendance and/or chronic school behavior problems. Students and their families are referred to SARB by the school principal. Both the student and his/her parents are required to attend SARB meetings. District staff and community agencies work together to review cases which have not been resolved by school efforts. All available school and community resources are exhausted before the student is referred or the parents/guardians are cited to appear in court.

## ABSENCE PROCEDURES

It is required that each absence be verified by the parent/guardian. We need you to **call the Attendance/Health Office** the day your child is absent. Parents can report an absence by calling **420-0134, ext. 4397**, 24 hours a day. Please try to call before 9:00 a.m. when possible. The **reason** for the absence determines if the absence is excused or unexcused.

Regular attendance in school is required by law and is essential to ensure progress. Upon returning to school following an absence, the child must check in at the Attendance/Health Office. Remember, an unexcused absence is a truancy.

A child may be legally excused from school only as a result of illness or medical appointments. For medical appointments, a **note** from the doctor or dentist is required in order for the absence to be excused. You have 3 days from the date of the appointment to provide the Attendance Office with proper documentation.

**If at anytime the principal is concerned about your child's attendance, he will contact you to make an appointment.**

# SCHOOL ATTENDANCE

## TARDINESS

**The first bell rings at 8:05 AM.** This bell lets all students know they have five minutes in which to reach the blacktop classroom line-up in the quad for the 8:10 a.m. final bell.

**At 8:10 AM all gates will be closed** and students are picked up by their teacher and taken to class. Students arriving after 8:10 are considered late/tardy. Students who are repeatedly late or tardy are considered truant. The school is required to contact parents when tardiness is an ongoing issue. Please be sure your child arrives at school on time every day.

Students will be recognized for perfect attendance. Perfect attendance is defined as no absences or tardies, and no early dismissals throughout the year.

## PERFECT ATTENDANCE

### Perfect Attendance District-wide Requirements

<b>Situation</b>	<b>Definition</b>	<b>Clarification</b>	<b>Allowed Frequency</b>
Absent	Student is not at school at any time during the school day	Neither excused nor unexcused absences are permitted.	Zero absences
Independent Study Contract	An Independent Study Contract allows a student to complete work assigned by the classroom teacher while the student is not present in the classroom for a period of five or more days.	An Independent Study Contract (either completed or incomplete) disqualifies a student from achieving perfect attendance.	Zero independent study contract days
Tardy	Student is not present in the classroom when roll is being taken.	Unexcused tardies are not permitted.	Zero unexcused tardies
Early Dismissal	A student is present at the beginning of the school day but leaves before school ends.	Unexcused early dismissals are not permitted.	Zero unexcused early dismissals

Notes: Excused tardies or early dismissals are limited to those for documented medical appointments only.

## INDEPENDENT STUDY CONTRACTS

Independent Study Contracts can 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 but on an independent study contract will receive a mark of “excused” for all absences covered under the contract provided that 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 before the start of the contract** so the teacher has time to prepare the work. Your cooperation in promptly reporting absences is greatly appreciated.

Procedures for Independent Study Contracts (ISC):

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

## RELEASE OF STUDENTS

Parents are reminded that students are expected to remain on the school grounds during school hours. If you wish to have your child released from school during school hours, **you must come to the office, show photo ID and sign your child out**. For you and your child’s protection, students are only released to parents, guardians, or other authorized persons whose names are listed on the student’s emergency card. Students **will not** be released by telephone requests. Parents who go directly to the classroom wishing to release their children from the classroom will be asked by the classroom teacher and/or staff person to go to the school office. The school office will contact the classroom and release the child to meet his/her parent(s) at the office.

## ZONE TRANSFERS

The staff at Palomar believes that in order for your child to have the most successful experience at school, it is extremely important for them to attend school daily and on time. Students miss out on valuable instruction when they are absent or arrive to school late.

As a condition of accepting a zone transfer, it is our expectation that all Resident students and Zone Transfer students maintain satisfactory attendance and behavior. Zone Transfer students who receive **10 or more unexcused absences or tardies** in one school year will have their zone transfer denied for the following year. In order to prevent your child from being tardy, please be sure to leave your home in the morning with plenty of time for you to arrive to school. School begins promptly at 8:10 AM. Please schedule all doctor and dentist appointments for after school.

# MEDICATION & STUDENT HEALTH

## MEDICATION

Medications are not permitted at school except when kept in the school Health Office with the proper documentation. Parents of any student who is required to take daily medication prescribed for him/her by a physician, must complete an "Authorization for Medication Administration" form. This is kept on file in the school Health Office. This form authorizes us to administer the medication to your child. You will need to submit a new form at the beginning of each new school year.

## ILLNESS

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

<b>Symptom</b>	<b>Course of Action</b>
Fever, measured orally, 100° or above	home
Vomits more than once	home
Undiagnosed skin rash	doctor
Eye infection	doctor
Flu: body aches, fever, headache	doctor
Infrequent diarrhea	school
Ear infection: no pain	school
Minor cold: runny nose, sneezing, and sore throat	school
Vague: "I don't feel good", symptoms	school
Infestation of scabies, lice (AFTER treatment)	school
Cold sores (sores covered)	school
Strep throat (after 24 hours on medication)	school

**Please call the Health Office if you have any questions.**

Monday – Friday - Attendance/Health Secretary – 619-420-0134, x4397

# SCHOOL ROUTINES

Parent cooperation with the following routines will prove beneficial to you and your child, will result in the smooth and efficient operation of our school, and will be greatly appreciated by the school staff.

- Check school website for information ([www.cvesd.org/schools/palomar](http://www.cvesd.org/schools/palomar))
- Please check your child's back pack daily and carefully read all bulletins and notices.
- Check your phone messages, e-mail, and text messages; most information now goes to parents/guardians via these avenues rather than by paper.
- Visitors and Volunteers are required to sign-in at the school office, show photo ID, (valid driver's license, state ID card, or military ID), and receive a 'Visitor' or 'Volunteer' badge before entering the campus.
- Volunteers are required to present a copy of a negative TB test, no more than four years old, to our school office before volunteering. Those wishing to volunteer more than two times per week must also be fingerprinted. Details are available in the school office.

## RAINY DAYS

- Make sure you discuss with your child arrangements for pick up on rainy days.
- From 7:30 – 8:00, children will wait in the auditorium on rainy days. At 8:00, students will be dismissed to their classrooms.
- Allow some extra time to get your child to school on time.
- Breakfast will be served in the auditorium.
- Dismissal – Students will line up underneath the awning at the front entrance of the school and wait for their parent/guardian. Students who walk home will be permitted to do so. Please see the sections below for specific dismissal procedures.

## DISMISSAL PROCEDURES - KINDERGARTEN STUDENTS

**Kindergarten students will be dismissed at 2:20 pm on regular dismissal days, and 1:20 p.m. on minimum days.**

In an effort to keep all students safe, parents of Kindergarten students will not be allowed to pick up their Kinder child from the yellow zone of the driveway. The dismissal procedure for Kindergarteners is as follows:

1. Parents/Guardians/Childcare should park in a marked parking space in front of the school, on the street, or in the church parking lot across the street and walk to the child's classroom.  
**PLEASE BE ON TIME TO PICK UP YOUR CHILD.**
2. Children will be dismissed from the classroom door located in the front of the building.
3. When crossing Palomar Street, please cross safely at the corner of Melrose and Palomar and not in the middle of the street.
4. **DO NOT park in any red or yellow zone, or on the driveway in front of the school.**

## **DISMISSAL PROCEDURES - GRADES 1-6**

**Students in grades 1-3 will be dismissed at 2:25 p.m. on regular dismissal days, and 1:25 p.m. on minimum days. Students in grades 4-6 will be dismissed at 2:30 p.m. on regular dismissal days, and 1:30 p.m. on minimum days.**

1. Students who are to walk home after school, should walk home immediately. Students should not stay on the school grounds as there is no after school supervision for these students.
2. Students who are picked up should go to the front of the school to wait for their ride. Students **SHOULD NOT** run around, play tag, chase each other or engage in any other unruly and unsafe behavior while waiting to be picked up. **PLEASE BE ON TIME TO PICK UP YOUR CHILD.**
3. Students who are enrolled in the STRETCH program after school should go immediately to room 202 to check-in at STRETCH. Students enrolled in STRETCH after school **will not** be allowed to call home after school from the school office. They will be directed to ask the STRETCH Site Supervisor.

**\*\*NOTE:** Frequently students are not picked up on time by parents who do not wish their children to walk home. This presents the school with a supervision problem and causes school and office personnel to be distracted from their normal duties. If you do not wish your child to walk home, please make arrangements to have them picked up promptly at their dismissal time.

## **CONCERNS REGARDING YOUR CHILD AT SCHOOL**

If you have concerns regarding your child or a matter pertaining to your child, your child's teacher should be your first point of contact. Classroom teachers are busy during the school day and may not get back with you until after the school day has ended.

## **CLASSROOM INTERRUPTIONS**

Make any special plans for the day with your child BEFORE school. In an attempt to keep educational disruptions to a minimum and maximize learning, we have an established school policy whereby classrooms WILL NOT be interrupted by phone messages except in the case of an emergency. Instructional minutes are from 8:10 AM to 2:30 PM. Please make appointments with teachers to discuss matters regarding your child during non-instructional time via email or phone.

***\*ITEMS DROPPED OFF DURING THE INSTRUCTION DAY MUST BE LABELED WITH STUDENT'S NAME AND TEACHER/CLASSROOM NUMBER.*** Items will be delivered to student at the recess.

## **CAMPUS GATES**

To ensure safety, Palomar is a locked campus. Gate locking and unlocking schedule:  
Mon.– Fri.: Opened at 6:30 a.m. Locked at 8:10 a.m.

## EMERGENCY FORM (GREEN)

Each child must have an Emergency form on file in the office. If your child is injured or becomes ill while at school; it is our policy to notify you immediately. For this reason it is essential that we have accurate, up-to-date information on file concerning your address, home, work, and cell phone numbers, and the name of someone to contact in case it is impossible to reach you.

A school emergency (green) form is included in materials sent home the first day of school. If you have not done so, please complete and return this form. It is very important you complete this form, including all health related problems. In the event of an emergency, **ONLY** individuals listed on this form may pick up your child. They will be required to show a valid driver's license, state ID card, or military ID before being allowed to sign your child out.

## BICYCLES AT SCHOOL

Your child is responsible for his/her bicycle if it is ridden to school. You must supply a lock. A bike rack is available; however the school cannot be responsible for lost, damaged, or stolen bikes. Bikes must be walked on campus. ALL BIKE RIDERS MUST WEAR A HELMET!

## LOST AND FOUND

Please mark all personal items with your child's first and last names. All items found without identification are sent to the lost and found bin, located outside the auditorium. Unclaimed items will be donated to a charitable cause if not claimed by the end of the school year.

## TRAFFIC SAFETY

Keeping our students safe at all times is one of our top priorities.

### PLEASE:

- Load and unload children in the yellow zone of the drive-through lane in front of the school. **OR** Park your car in a marked parking space, on the street, or in the church parking lot across the street from the school and walk onto the campus to pick up your children. When crossing Palomar Street, please do so safely at the corner of Melrose and Palomar.
- When loading and unloading children, **ALWAYS** pull forward past the kindergarten classrooms to the yellow curb if no cars are ahead of you.
- **ALWAYS follow the instructions of the person in front of school with the stop sign. She is there to provide a safe and orderly environment for you and your child. Your cooperation with her will make drop-off and pick-up times easier and faster for everyone.**

## BIRTHDAYS

In accordance with our **District Wellness Policy\***, Palomar will not permit food items for birthday celebrations (please see the following page for the CVESD Wellness Policy 5030 Summary). We understand that birthdays are important, so we encourage parents/guardians to bring non-food items to celebrate your child's birthday. If you want to share something with your child's class, you might consider donating a book to the classroom or check the birthday ideas list below. Birthday celebrations will not interrupt instructional time.

Distribution of birthday party invitations or any other personal announcements during the school day is not allowed.

### Birthday Ideas.....

- Coloring books and/or crayons
- Jump ropes, mini-Frisbees, balls
- Books, school supplies such as fun pencils, notepads, rulers, or stickers
- Donate a book to the school library in your child's name
- White board markers



For more information on our Wellness Policy, visit our website

[www.cvesd.org/district/boardpolicies](http://www.cvesd.org/district/boardpolicies)

\*Please see the following page for a summary of the District Wellness Policy.



## CHULA VISTA ELEMENTARY SCHOOL DISTRICT SUMMARY OF WELLNESS POLICY

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

### **Key policy guidelines to promote student wellness include:**

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

**\*The complete Wellness Policy can be found at [www.cvesd.org/DISTRICT/BoardPolicies](http://www.cvesd.org/DISTRICT/BoardPolicies)**

# **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.
- Monitoring homework assignments.
- Informing parents when students consistently fail to complete assignments.

## **Parents are encouraged to:**

- Provide a study place with a minimum of distraction.
- 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.
- Check to see that work is completed and school materials are returned.

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

- Inform parents when assignments are made and when they are due.
- Bring necessary materials home and return materials on time.
- Complete the assignments neatly, accurately, and on time.

## **Time allotments:**

- The suggested maximum weekly time allotments are:
  - Grades K-1: One hour and 20 minutes to two hours
  - Grades 2-3: Two to two hours and 40 minutes
  - Grades 4-6: Two hours and 40 minutes to four hours

# UNIFORM POLICY

## Why School Uniforms?

After receiving many inquiries about uniforms, a survey was taken during the third quarter of the 2013/2014 school year. In that survey, parents were asked whether or not they favored mandatory school uniforms. 73% of those who responded were in favor of having Palomar students wear uniforms. The School Uniform Policy went into effect beginning with the 2014/2015 school year. All Palomar students now wear a uniform.

It is our belief at Palomar that appropriate dress and grooming contribute to a safe and healthy learning environment. Uniforms support our school spirit and a sense of *esprit de corp*. Our goal is to keep our focus on academic and social growth, not on the latest fashion trends. We see school uniforms as one positive and creative way to reduce discipline problems and increase school safety. Students who feel safe and secure learn basic values, the essentials of good citizenship, and are better students.

## THE SCHOOL UNIFORM CONSISTS OF THE FOLLOWING:

### Tops-long or short sleeved

- Solid red Palomar polo tops
- Solid red plain polo tops
- Solid grey Palomar polo tops
- Solid grey plain polo tops

### Bottoms

- Solid black pants, shorts, skirts
- Solid Navy blue pants, shorts, skirts

### **Allowable Clothing:**

**Shoes**-For safety reasons, closed-toe shoes that will not slide on smooth surfaces such as concrete or asphalt. Sturdy tennis shoes are recommended.

**Sweaters, jackets, sweatshirts, hoodies, hats, caps**-Any of these clothing items are allowed in any color with the exceptions noted below. Hats/caps may not be worn indoors except for documented medical reasons.

### **NOT ALLOWED:**

- Jeans
- Sweatpants or athletic pants
- Oversized clothing/baggy pants
- Stripes, plaid, prints, or patterns
- See-through or fishnet fabrics, halter tops, spaghetti straps, off the shoulder or low-cut tops, midriffs, skirts/shorts shorter than mid-thigh
- Any clothing with gang signs or symbols, logos, pictures and/or writing of any kind other than the Palomar logo and wording, or other insignia
- Make-up, tattoos, acrylic or press-on nails, dangling and hoop earrings, and/or chains

### **Parent/guardian support of and commitment to the uniform policy is vital to its success!**

The following steps will be taken if a student without a uniform exemption comes to school inappropriately dressed or out of uniform:

1. Student will be counseled

2. Parent will be notified and student will be provided with acceptable clothing to change into at school
3. Parent will be contacted to bring a change of clothing

**According to Chula Vista Elementary School Board Policy:**

- A procedure will be identified to assist economically disadvantaged students to obtain uniforms.
- Parents may choose to have their children exempted from a school uniform policy by completing an exemption form in the office. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents so decide.

Uniform waivers will be available but are highly discouraged. A parent must come into the office to fill out the waiver and a reason must be specified. Uniform waivers must be renewed every school year. The waiver becomes effective only after the parent/guardian has received his/her copy of the waiver signed by a school administrator, and it is only then that the student may attend school without a uniform. If discipline becomes a problem for a student on a uniform waiver, the waiver will be rescinded.

There are gently used uniforms in a large variety of sizes available to any student at no cost. Families are invited to turn in outgrown, gently used uniform clothing to help with this effort. If financial assistance is required, please call the office. Information is confidential.

**Locations that carry uniform clothing:**

- \* Target            \* Macy's            \* Walmart
- \* Dickies           \* Sears            \* Old Navy
- \* Penney's        \* Kohl's            \* Amazon
- \* Gap               \* Burlington Coat Factory
- \* The Children's Place    \* Navy Exchange

**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 students on a uniform waiver at Palomar Elementary School.**

1. Shoes must be worn at all times. Sandals must have closed toes and heel straps. Thongs or other backless shoes or sandals are not acceptable. Shoes with wheels or made for stunts are not permitted. **NO HIGH HEELS.**
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 is crude, vulgar, profane and/or sexually suggestive or which advertises or advocates racial, ethnic or religious prejudice or the use of drugs, tobacco or alcohol.
4. Hats, caps, visors, hoodies, and other head coverings shall not be worn indoors. They may be worn only for the intended purpose of sun-protection. They are not acceptable worn backwards, to the side, or if they are not an effective sun damage deterrent.

5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low cut tops, spaghetti strap 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.

7. Cell Phones: CVESD BP5131 Students/Conduct - Prohibited student conduct includes, but is not limited to: (#6) Except with prior consent for health reasons, possession or use of electronic signaling devices (Education Code 48901.5) Electronic signaling devices may include, but not be limited to, pagers, beepers, and cellular/digital telephones, iPods, cameras. If cell phones are brought to school, they must remain turned off and kept in back packs during the instructional day and including recess time. Students caught using cell phones or any other electronic devices will have the device/s taken by either the teacher or administrators. Devices will only be returned to the parent. Please contact the office to retrieve a device that has been confiscated.

Furthermore, Palomar Elementary does not allow trading cards or toys of any kind, (electronic toys/games, PSP's, balls, etc.), brought from home. Valuable items should stay home since the school is not responsible if they get lost, stolen, or damaged. The school staff reserves the right to make judgments on any article of clothing, mode of dress, or hair style which may potentially cause the disruption of learning and/or compromises a safe and orderly learning environment.

## Palomar Elementary's Expectations by Location

Locations	Be Safe	Be Respectful	Be Responsible
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Walk, walk, walk</li> <li>• Watch for opening doors</li> <li>• Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices, so as not to disrupt others</li> <li>• Walk directly to class or school area</li> <li>• Follow all adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Hold the door for people behind you</li> <li>• Stay on walkway and stay to the right</li> <li>• Stay in line facing forward unless directed by an adult</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Use equipment appropriately</li> <li>• Keep hands and feet to self</li> <li>• Play an identified game (no tag)</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the rules of the game</li> <li>• Play fairly &amp; include everyone</li> <li>• Accept consequences without arguing</li> </ul>	<ul style="list-style-type: none"> <li>• Use bathroom &amp; get water at 5 min warning</li> <li>• Tell an adult if someone is hurt</li> <li>• Freeze at the siren &amp; line up in classroom lines</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• Walk to and from the restroom</li> <li>• Keep water in the sink and off the floor</li> <li>• Report problems: sink/floor/toilet</li> </ul>	<ul style="list-style-type: none"> <li>• Give people privacy</li> <li>• Use quiet voices</li> <li>• Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilets</li> <li>• Wash your hands</li> <li>• Put toilet paper in the toilet</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Face forward in line</li> <li>• Keep hands and feet to self</li> <li>• Walk to lunch tables</li> </ul>	<ul style="list-style-type: none"> <li>• Stand in line quietly</li> <li>• Say please and thank you</li> <li>• Only touch your card</li> </ul>	<ul style="list-style-type: none"> <li>• Take the food you touch</li> <li>• Inform an adult of any accidents or spills</li> <li>• Encourage others to follow the rules with kind words</li> </ul>
<b>Lunch Table</b>	<ul style="list-style-type: none"> <li>• Sit on your bottom facing the table</li> <li>• Touch only your own food</li> <li>• Keep all food on your tray</li> </ul>	<ul style="list-style-type: none"> <li>• Allow anyone to sit next to you</li> <li>• Use quiet voices</li> <li>• Listen to noon supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• Sit at assigned table</li> <li>• Wait to be excused by Noon Duty</li> <li>• Throw away all trash and stack your tray</li> </ul>
<b>Arrival</b>	<ul style="list-style-type: none"> <li>• Keep backpacks &amp; body parts to yourself</li> <li>• Line up by classroom letter</li> </ul>	<ul style="list-style-type: none"> <li>• Provide enough space for you &amp; your classmates</li> <li>• Use quiet voices</li> <li>• Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Get water &amp; use bathroom before class begins</li> <li>• Listen to adult supervisors</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>• Walk to the exit</li> <li>• Keep hands &amp; feet to yourself</li> <li>• Use crosswalks</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> <li>• Follow directions of Safety Patrol</li> <li>• Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>• Go directly home or to an adult supervised program</li> <li>• Take proper care of all personal belongings</li> <li>• Encourage others to follow the rules with kind words</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>• Sit on bottom with legs crossed</li> <li>• Walk in and out of the event</li> <li>• Keep hands in your lap</li> </ul>	<ul style="list-style-type: none"> <li>• Sit silently</li> <li>• Eyes on presenter</li> <li>• Clap softly</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> <li>• Encourage others to follow the rules with kind words</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self</li> <li>• While seated, keep both feet and all chair legs on the floor</li> <li>• Enter quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Use polite language: "Please," "Thank you"</li> <li>• Wait in a single file line</li> <li>• Use a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>• State your purpose politely</li> <li>• Wait patiently for your turn</li> <li>• Have a pass for a Health Room visit</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Use materials appropriately</li> <li>• Always push in your chair</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Clean up after yourself</li> <li>• Listen to instructions and directions</li> </ul>	<ul style="list-style-type: none"> <li>• Use a shelf marker at all times</li> <li>• Keep books clean, dry, and in a safe place</li> <li>• Return books on time</li> </ul>

# SAFETY

## FOR YOUR CHILD'S PROTECTION, HE/SHE SHOULD:

- Go straight home from school. If he/she is to play somewhere else, he/she should go home first. Generally, children may not use the phone in the office after school except in a true emergency, or when the teacher detains them. We do permit a student to call a parent if the student has waited 15 minutes after school to be picked up.
- Not bring any weapons or toys that resemble weapons to school.
- Be taught NEVER to accept automobile rides or favors from a stranger. Parents should send a note to their teacher if anyone else is to pick up their child.
- Refrain from lingering in front of school buildings and unsupervised playground areas.
- Take jackets, books, lunch boxes, etc., when dismissed, so there will not be a need to return to school for them.
- Not ride BICYCLES, SCOOTERS, SKATEBOARDS or ROLLER-SKATES/IN-LINE SKATES on school grounds.
- Never leave school during the school day unless being signed out and picked up by an authorized adult.
- Always notify an adult when trouble arises. This can be a parent, teacher, principal, or police officer.
- Not chew gum at school.
- Not be in possession of weapons, imitation firearms, or dangerous instruments of any kind in school buildings, school grounds, or school busses.

## PARENTS

- Do not bring your family pets on school grounds. **Dogs are not allowed on campus.** (CVESD AR 6163.2)

# STUDENT RIGHTS AND RULES FOR BEHAVIOR

## EACH PERSON HAS THE RIGHT TO...

### BE THEMSELVES

We will respect the unique qualities of each individual. We will adhere to the school uniform policy/dress code. We will not make hurtful or negative remarks about a person's physical appearance, ethnicity, religion, gender, language, dress, socio-economic status, academic performance, or any other personal characteristics. We will not put-down, tease, or bully anyone.

### BE TREATED WITH COURTESY

We will show respect, courtesy, and good manners towards other people. We will not use name-calling, put-downs, obscene language, or abusive gestures. We will not harass, bully, or cut in front of another person. We will never exclude another student.

### THEIR OWN PROPERTY

We will not take or cause damage to other people's property. We will not vandalize or destroy school property. We will leave all toys, candy, and personal belongings unrelated to classroom learning at home.

## BE SAFE

We will not play rough, hit, kick, bite, trip, pinch, choke, poke, push, throw anything, or engage in any other form of physical abuse. We will not bully another person. We know that sexual harassment, drugs, and weapons are illegal and we will never bring them to school. We will follow all playground safety rules and we will always use playground equipment appropriately. We will not play tag, chasing games, hitting games, or any games involving throwing balls at other students.

## AN ORDERLY ENVIRONMENT

We will follow all rules in the classroom and throughout the school at all times. We will walk quietly in the hallways. We will not run anywhere at the school except at P.E. or recess. We will not litter and will always clean up after ourselves. We will not yell or engage in loud behavior. We will always be neat, we will not play in the restrooms, and we will never invade others' privacy.

## ***RULES AGAINST "BULLYING"***

1. We will not bully others.
2. We will help ALL students who are bullied.
3. We will not exclude others.
4. When we know someone is being bullied, we will tell an adult at school and at home.

## DISASTER PROCEDURES

Established procedures are in place at Palomar Elementary School to handle disasters such as fire, earthquakes, bomb threats and/or dangerous intruders. Disaster preparedness drills are conducted on a routine basis and we are continuing to improve our strategies used to handle such emergencies.

It is important for parents, guardians and family members to know that in a real emergency, students will be released only to individuals listed on the Student Disaster Information Card.

**Be sure to update your emergency information** in the Health Office if there are any changes during the school year. In most cases parents must check in with a staff member at the front of the school and students will be released at the back gate, which will serve as a reunion center.



# ACADEMIC PROGRAMS

## ACADEMIC STANDARDS

At Palomar Elementary, we believe that education is the foundation that empowers each individual learner. Our strong academic program is designed to meet the needs of our diverse student population. Palomar is a place where students are nurtured and guided by staff to take responsibility for their own learning opportunities. Palomar Elementary prides itself in teamwork and the development of the whole child. The Principal and staff have established a climate of success. A strong academic program, tightly aligned to the standards with high expectations, is in place for all students.

Curriculum and Instruction are centered on the \*California Common Core and are focused to ensure that every student will be able to achieve academic success. A multitude of instructional techniques and approaches are incorporated into the curriculum, including science and technology, and extended learning opportunities to accommodate the various learning styles of our students as they journey toward mastery of basic, as well as higher level critical thinking skills so necessary in life.

**\*To access the California Common Core go to [www.cde.ca.gov/ci](http://www.cde.ca.gov/ci)**

## CART

Palomar Elementary has established time during the school day for teachers to meet as grade level teams for professional development, data analysis, and to plan instruction. During this time, students receive P.E. and hands-on instruction in art. They also engage in Common Core Curriculum computer activities to enhance grade level learning opportunities.

## MUSIC

Each student receives music instruction each week that is aligned with the California Common Core. Students receive a minimum of 30 minutes per week up to a maximum of 90 minutes per week depending on grade level. Instruction is focused on string instruments. Recitals showcasing what students have learned are held throughout the school year.

# EXTRA CURRICULAR PROGRAMS

## STUDENT LEADERSHIP

Students are given leadership opportunities by participating in the following: Safety Patrol, Student Council, Morning Broadcasting, Peace Patrol.

## **ASSEMBLIES**

In an effort to build a learning community, we hold monthly Award Assemblies. At these assemblies, students, teachers, staff, and parents come together to celebrate learning in our school environment. Please be sure to check our website or with our school office for an assembly schedule.

To foster a positive and safe learning environment, we celebrate students who have demonstrated Academic Achievement, Outstanding Citizenship, and Outstanding Effort.

## **SKYPE BROADCAST**

Our live, SKYPE broadcast is a source of communication lead by students on a daily basis.

## **PARENT INVOLVEMENT**

Research shows that the main attribute to a child's success at school is parent involvement at home and at school. We would like our parents to become an integral part of the school culture, as they are invaluable to the success of our students. Our parents are actively participating in our School Site Council (SSC), Parent Teacher Association (PTA), and English Language Advisory Committee (ELAC). There are many fundraisers and social events sponsored during the school year such as our Treat Night, Scholastic Book Fair, Olympics, and many more. As a school, we are working hard to increase parent involvement. Please watch for announcements concerning these fundraisers and social events, and join us to help make them a success. You will be a part of Palomar's success and enjoy the experiences!

### **Parent Involvement Policy**

#### **GENERAL EXPECTATIONS**

**Palomar Elementary School** agrees to implement the following statutory requirements:

- Palomar Elementary School will jointly develop with parents and distribute to parents of participating children, a Parental Involvement Policy that the school and parents of participating children agree on.
- Palomar Elementary School will notify parents about the Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- Palomar Elementary School will make the Parental Involvement Policy available to the local community.
- Palomar Elementary School will periodically update the Parental Involvement Policy to meet the changing needs of parents and the school.
- Palomar Elementary School will adopt the school-parent compact as a component of its Parental Involvement Policy.
- Palomar Elementary School agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (A) parents play an integral role in assisting their child’s learning;*
- (B) parents are encouraged to be actively involved in their child’s education at school;*
- (C) that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

**Palomar Elementary School will implement required school parental involvement policy components as follows:**

1. Palomar Elementary School will take the following actions to involve parents in the joint development and joint agreement of its Parental Involvement Policy and its school wide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:

*Gather and disseminate to parents for review the following materials: District wide Parental Involvement Policy, the School’s Parental Involvement Policy, the school-parent compact, and Parent Notices from the Table on page 45 of the Title I, Part A Non-Regulatory Guidance. These materials will be disseminated to parents at regular Title I parent meetings, School Site Council meetings, and parent/teacher conferences. Written and oral input from parents will be solicited through Title I parent meetings, School Site Council meetings, parent/teacher conferences, school newsletters, school web site, and other regular written communications with parents.*

2. Palomar Elementary School will take the following actions to distribute to parents of participating children and the local community the Parental Involvement Policy:
  - *The School Parental Involvement Policy will be distributed to parents at Title I parent meetings.*
  - *The policy will be posted on the school web site, front bulletin board, parent center, and upcoming student handbooks.*
  - *Parents of new participating students will receive the policy upon registration if eligible for Title I.*
3. Palomar Elementary School will periodically update its Parental Involvement Policy to meet the changing needs of parents and the school through:
  - *Monthly School Site Council meetings*
  - *Regular Title I meetings*
  - *PTA meetings*
  - *General School meetings*
  - *Regular Title I Enrichment*

4. Palomar Elementary School will convene an annual meeting to inform parents of the following:
  - *Palomar Elementary School participates in Title I*
  - *The requirements of Title I*
  - *Of their rights to be involved as outlined in Table B of Title I, Part A Parental Involvement Non-Regulatory Guidance (page 45), Section 1118; the school-parent compact, Appendix C, page 51 of the Title I, Part A Parental Involvement Non-Regulatory Guidance, the district wide parental involvement policy, and the school's parental involvement policy and*
  - *Meetings will be held at various and convenient times to encourage parents to attend. Parents will be notified about meetings through school memos, newsletters, the web page, and the automated phone system.*
  
5. Palomar Elementary School will hold a flexible number of meetings at varying times, and may provide transportation, child care, and/or home visits, paid for with Title I funding as long as these services relate to parental involvement:
 

*To encourage parents to attend these meetings, the school will offer training to parents to improve student success and achievement. In situations that prevent parents from coming to the school for meetings, school personnel may make home visits or arrange to meet the parents at a mutually convenient time off campus.*

Palomar Elementary School will provide information about Title I programs to parents of participating children in a timely manner through the automated phone system, memos, newsletters, and the web page.

Palomar Elementary School will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through:

- *The annual Title I parent meeting*
  - *Regular parent/teacher conferences*
  - *Title I meetings and Family Nights throughout the year*
  - *Title I enrichment programs*
- (a) If requested by parents, Palomar Elementary School will provide parents of participating children opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible:
    - *through prearranged meetings with the principal*
    - *through meetings with the student's teacher which may include the principal, and other staff as appropriate*
  - (b) Palomar Elementary School will submit to the district any parent comments if the school wide plan under section (1114)(b)(2) is not satisfactory to parents of participating children:
    - *Parents may submit comments in writing regarding the school wide plan to their child's teacher, the principal, or the appropriate department within Chula Vista Elementary School District.*

## **RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

1. Palomar Elementary School will build the school's and parent's capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership between the school, parents, and the community to improve student academic achievement through the following activities described below:

- *Parent training*
  - *Family Nights*
  - *Parental access to the Teacher/Parent Resource library and other resources such as web sites, parent organizations, etc.*
  - *Parent Partnership*
  - *Monthly coffee with the principal*
2. The school will incorporate the school-parent compact as a component of its School Parental Involvement Policy:
- *The school-parent compact will be a part of the School Parental Involvement Policy on the school's web page.*
  - *During regular parent/teacher/student conferences, the school-parent compact will be completed and signed by the teacher, the parent(s), and the student.*
  - *As needed, the school-parent compact will be included on school website and in the handbook along with the School Parental Involvement Policy.*
3. The school will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:
- *the State's academic content standards,*
  - *the State's student academic achievement standards,*
  - *the State and local academic assessments including alternate assessments,*
  - *the requirements of Title I,*
  - *how to monitor their child's progress, and how to work with educators*
- Parents will receive training and necessary information on the topics above through:  
*PTA workshops, School-Parent Intervention Compact, highlights of the Common Core standards, list of web sites, homework help, fluency and comprehension support, school sponsored trainings and workshops.*
4. As appropriate, the school will, with the assistance of the district, provide materials and training such as literacy training and using technology to help parents work with their children to improve their children's academic achievement and to foster parental involvement, by:  
*Holding regular Title I meetings, monthly parent workshops on various topics, Family Nights, and encouraging parental participation in all school related activities.*
5. The school will, with the assistance of the district and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- *Encouraging staff to attend parental involvement workshops and conferences*
  - *Web-based learning*
  - *Site staff development*
6. The school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:  
*Upon identification of parental need for information in another language or in another format, the school will take steps to ensure that the parent request is fulfilled.*

# VOLUNTEERS AND VISITORS

## VISITORS

Palomar is a locked campus and screens all visitors for the safety of our students and staff. All volunteers and visitors must sign in at the school office and wear an identifying sticker name tag. The Chula Vista District has adopted the RAPTOR visitor management system district-wide. Any person attempting to gain access to the school must present a valid driver's license from any state, an official state photo identification card from any state and many countries, or military identification card for scanning. Anyone refusing to produce such ID may be asked to remain in the office or leave the school as their identity cannot be verified. Interruptions during instructional time are not permitted.

Prior arrangements must be made with teachers during non-instructional time, (before and after school), for those wishing to volunteer and/or visit.

**Teachers must begin teaching promptly at 8:10 AM. Please honor instructional time by not engaging in discussions regarding your child's needs from 8:10 AM to 2:30 PM.**

Visitors who wish to observe classrooms must pre-arrange the visit with the office and the observations should not be longer than one hour. **Visitors may not interrupt the classroom teacher or be disruptive to the instructional routine.** Due to liability, visitors may not bring younger siblings or other children with them during instructional time or on the playground/lunch area during school hours. ***Volunteers and visitors should not have access to confidential student information.***

## VOLUNTEERS

All persons who volunteer at a school site must have a current TB test on file at their school site. The test must be retaken every four years. All volunteers volunteering more than two days per week are required to be fingerprinted by the proper authorities and go through an FBI background check. Volunteers do not pay for fingerprinting and background checking. More information on how to obtain and submit fingerprints and background checks is available in the school office.

The State of California Education Code 35021 states that a person who is required to register as a sex offender pursuant to Penal Code 290 may not supervise students during any breakfast, school lunch, or any other nutrition period, or serve as a non-teaching volunteer aide.

Should you have any questions or need additional information, please do not hesitate to contact the school office.

# Palomar Elementary Staff

**Principal**  
**School Secretary**  
**Attendance/Health**  
**Nurses**  
**Psychologist**  
**RSP**  
**LSH (speech)**  
**Library Media Technician**  
**Child Nutrition Services**  
**KIDCO**  
**Custodian (day)**  
**Custodian (night)**

Mr. Munoz  
 Mrs. Kluch  
 Mrs. Preciado  
 Ms. Stennett, RN, Mr. Carmona, LVN  
 Ms. Robertson  
 Mrs. N. Johnson  
 Mrs. Helms  
 Ms. Glibbery  
 Ms. Brambila  
 Mrs. Bueno  
 Mr. Odom  
 Mr. Faalave

## List of Teachers and Classroom Numbers

Kinder	Mr. Townsend	201
Kinder	Mrs. Gregoire	202
Kinder	Mrs. Pandeli-Martinez	202
Grade 1	Mrs. Abrenica	603
Grade 1	Ms. Stearns	605
Grade 2	Mrs. S. Aguilar	602
Grade 2	Mr. Sabal	502
Grade 3	Mr. Dorsey	501
Grade 3	Ms. Jackson	604
Grade 4	Mrs. Farrell	403
Grade 4/5	Mr. Zamoum	303
Grade 5	Mrs. Samayoa	304
Grade 6	Mrs. Dorsey Lew	405
Grade 6	Mr. McDevitt	302
SDC, Preschool AM	Ms. Sanchez	503
SDC, Preschool PM	Mrs. Haus	503
SDC, Grades TK-2		401
SDC, Grades 3-5	Mrs. Graff	301
SDC, Grades 4-6	Mr. Duarte	402
Music	Mrs. Diaz	504
Art	Mrs. Maggiora	601
Dance & PE	Ms. Primacio	Auditorium
Adaptive PE	Mr. Gordon	Auditorium

## Instructional Aides

Ms. Enriquez  
 Mrs. Guzman  
 Mrs. Luquin  
 Ms. Parra  
 Ms. Ruiz  
 Ms. Urrea

## Student Attendants

Ms. A. Aguilar  
 Ms. Cortez  
 Ms. Felix  
 Ms. Garcia  
 Ms. Gonzalez  
 Mrs. T. Johnson  
 Ms. L. Lopez  
 Mrs. P. Lopez  
 Ms. Lou  
 Mrs. MacPherson  
 Mr. Mercado  
 Mr. Montes  
 Ms. Soto-Fimbres  
 Ms. Zarzosa

## Noon Duty Supervisors

Ms. Cardenas  
 Mrs. Contreras

# **FAMILY RESOURCES**

## **ON-SITE CHILD CARE**

**STRETCH** powered by the **Chula Vista YMCA** provides on-site childcare before and after school.

Hours: 6:30 AM to 6:00 PM For more information:

**South Bay YMCA**

1201 Paseo Magada

Chula Vista, CA 91910

(619) 421-8805

## **Fair Winds Family Resource Center**

Free Child and Family Services

1450 Loma Lane

Chula Vista, CA 91911

(619) 420-0468

## **COMMUNITY PHONE NUMBERS:**

Boys and Girls Club	421-4011
Chula Vista Recreation	409-5979
Castle Park High School	420-1483
Castle Park Middle School	691-5450
Hilltop High School	691-5640
Hilltop Middle School	498-2700
South Bay Family YMCA (STRETCH)	421-8805