

Chula Vista Elementary School District

Clear View Elementary School

2016-17



Parent/Student Handbook

Erin Thiessen, Principal

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Board of Education

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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.

Clear View Elementary School

455 Windrose Way

Chula Vista, CA 91910

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www.cvesd.org/schools/clearview

The faculty and staff of Clear View Elementary School welcome you and your family. We offer your child the best possible education, and we will strive to make that education interesting and stimulating. We ask for your support by becoming an active participant in your child's education. This handbook has been carefully prepared and presented in order that students and parents may know and understand the policies and practices of Clear View Elementary School.

GUIDELINES FOR A GREAT ENVIRONMENT

It is the goal of Clear View Elementary School to create an environment that gives all students the opportunity to achieve their fullest personal and academic potential in order to become productive and responsible citizens.

Every student should have the opportunity to achieve this potential in a safe, caring environment. For this reason, the Clear View community has adopted the Clear View Code of Conduct to help create a positive learning environment for our students. We promote Respect, Responsibility, and Self-Control/Safety for all who are on our campus.

SCHOOL DAY

School hours for grades K-6 are: 8:45 a.m.-3:07 p.m. Monday, Tuesday, Wednesday, and Thursday, and 8:45 a.m.-2:07 p.m. Friday and modified days.

Only students who are enrolled in the YMCA program are to be on campus before 8:15 a.m. Breakfast and Run and Read both start at 8:15. (Note new time for Run and Read.) All students are to leave campus by 3:30 p.m. (2:30 p.m. on modified days) unless they attend the DASH or YMCA programs or are participating in an after-school activity.

Our main office is open from 8:00 a.m.-4:00 p.m. daily. **PLEASE NOTE: The office cannot provide child care for students who arrive early or who are late to be picked up. Please make accommodations for these special circumstances.**

ATTENDANCE/ABSENCE

State of California laws require elementary students to attend school on a regular basis. Students are most successful when they are in class regularly.

Please report any student absences daily on our 24-hour absence line at 498-3000, press #2. If your child is not in school at the beginning of the day, and the office has not been notified, an attempt will be made to contact you. This procedure is for your child's protection.

Students are excused for illness and medical appointments. Unexcused absences are anything other than illness/medical appointments, i.e., trips or family business. Unexcused absences are considered truancy as defined by the California Education Code.

Parents will be contacted by the principal or classroom teacher if a student is excessively tardy or absent. Students not abiding by the rules may be reported to the SARB (Student Attendance Review Board).

Perfect attendance for a year is defined as zero absences, zero tardies (excused or unexcused), zero early dismissals (excused or unexcused), and zero independent study contracts.

LATE ARRIVAL/RELEASE DURING SCHOOL HOURS

Students must present a note as evidence of a medical appointment to be admitted to or released from school for medical services. Excused tardies and/or excused early dismissals are limited to those for documented medical appointments. **Students arriving late to school or picked up before dismissal time will be deemed unexcused-truant unless a doctor's note is provided for documentation** or the student is being sent home by the school due to illness.

To ensure your child's safety, **students will be released only to parents/legal guardians or adults listed on the green Emergency and Health Information form.** Parents or their designee must sign the student out in the office and present a photo I.D. There will be **NO** phone verification from parents asking for students to be released to individuals who are not on the green Emergency and Health Information form.

When you sign out your child, you will be given a Permit to Leave School Grounds. You must show this to the teacher in order to take your child out of class. Students will not be called to the office to wait for you.

INDEPENDENT STUDY CONTRACTS

If you know in advance that your child will be absent from school for any reason, including illness, you may initiate an Independent Study Contract for five or more consecutive days.

To initiate an Independent Study Contract, contact the school office. Contracts must be requested a minimum of three days prior to the absence, giving specific beginning and ending dates. These dates are firm.

The classroom work must be picked up from the teacher prior to leaving and returned the day the student returns from the absence.

INJURY/ILLNESS AT SCHOOL

Only minimal first aid can be given by school staff. Parents will be called at home or work if an injury or illness occurs that requires the student to be sent home. If no parent can be reached, school personnel will call other persons on the student's green Emergency and Health Information form; therefore, it is important that emergency contact persons are listed and all phone numbers are kept current.

MEDICATION

Students are **NOT** allowed to bring any medication, cough drops, or over-the-counter medication to school.

Prescription and over-the-counter medications can be given at school **only** if the parent **and** physician complete the school Physician's Statement form authorizing school personnel to dispense medication.

TELEPHONE USAGE

Students are allowed to use the office phone in case of emergency only.

Parents are asked to make after school arrangements with their children **before they leave home in the morning**. In order to maximize student learning, transferring phone calls to the classroom will be allowed only in the event of an emergency.

In order to ensure that teachers are able to deliver phone messages from parents to their children, messages must be left before 12:00 noon. This gives teachers time to get the message from their mailboxes at lunch. **There is no guarantee that messages taken after 12:00 noon will be received by the students.** Voice mail is available 24 hours per day.

ELECTRONIC DEVICES AND PERSONAL ITEMS

Cell phones may be brought to school, but must be kept in the student's backpack or a safe location. Any cell phone used by a student during school hours will be confiscated and kept in the office until claimed **by a parent only**. **Pagers, I-Pods, MP3 players, Game Boys, etc., are not allowed on campus at any time.** These items will be confiscated and kept in the office until claimed **by a parent only**. The school is not responsible for the loss of cell phones or other electronic devices brought to school.

Toys and games should **not** be brought to school. Some items may be brought to school on designated days for sharing with other students. This decision is made by individual teachers.

Bicycles, scooters, skateboards, roller blades, and roller tennis shoes are not permitted on our campus.

Parents should not allow students to carry more money than is needed for milk, lunch, etc. For special events, money should be in a labeled envelope. We cannot be responsible for lost money.

BREAKFAST/LUNCH PAYMENTS

In order to ensure smooth mealtimes, all meals must be prepaid. There will be **no cash transactions** at breakfast or lunch. It is helpful to prepay for a month or more. Cash or checks (payable to "Cafeteria Account – CVESD") for the exact amount are required. Payments may also be made online at www.parentonline.net (5% convenience fee per transaction).

Breakfast is served between 8:15-8:40 a.m. daily. The price for breakfast is \$1.00.

The daily student lunch price is \$1.50. Each student has a meal money account that will be drawn from each time a meal is purchased. Free and reduced meals are available (go to the office for details).

LOST AND FOUND

Please be sure to label all of your child's belongings.

The lost and found rack is located outside the north entrance to the auditorium. All unclaimed items are given to charity biannually (at winter break and at the end of each school-year).

STUDENT DRESS

It is expected that parents will use good judgment with regard to proper school dress. It is important that students dress so they are comfortable at school. In winter, students should come to school dressed to go outside each day.

Students are not permitted to wear shirts with offensive language or pictures on them, nor those that promote violence and/or alcohol or other drugs. Wearing of inappropriate or offensive clothing will result in students being required to change.

Halter tops and midriff blouses or shirts are not considered acceptable attire. When wearing shorts, the child's fingertips must touch the bottom of the shorts for the length to be acceptable at school.

Hats may be worn (brim facing forward) for sun protection but are **not** to be worn in our buildings. Shoes must be for play on the blacktop or field. No "flip-flop" shoes or open-toed sandals are allowed.

Temporary hair coloring (i.e., blue, green, red, etc.) is seen as a distraction to the educational process and is unacceptable during school hours.

Use of sunscreen is left to parental discretion.

SCHOOL FOOD CELEBRATIONS

In accordance with the district's Wellness Policy, Clear View will enforce the following changes:

- No food (i.e. cupcakes) birthday celebrations will be permitted. Parents are encouraged to participate in the school's Birthday Book celebration or to send non-food items (stickers, classroom supplies) to honor their child's birthday.
- No "home-made" foods may be sent to school to be shared. All food must be store-bought and labeled to prevent food allergy reactions.
- School food celebrations are limited to two (2) a year and will be communicated by the classroom teacher.
- Parents are strongly encouraged to send a healthy snack with their child to school. This snack intended for your child only, and should not be shared with other children.

VISITORS/VOLUNTEERS

Parents are an integral part of the enriched classroom experience. Volunteer support of teacher-planned activities is encouraged and welcomed.

Anyone who volunteers on a regular basis or is in contact with students **MUST** have a current tuberculin (TB) test on file in the school office.

Anyone who volunteers more than three days per week must be fingerprinted.

For the safety of our children, **all visitors and volunteers must check in at the office and wear a Visitor/Volunteer nametag while on campus.** Please note that pre-school children are not allowed to be with parent volunteers while working in the classroom.

If your child forgot his/her lunch, please drop it off at the office with the child's name and room number written on it and a concerted effort will be made to have it delivered to the student.

PARKING

In order to maintain an effective traffic safety program, your cooperation will be needed. Our goal is safety for your children, not convenience and time-saving for parents. You can help us promote our safety program by observing the following regulations:

Cars may not enter the west parking lot (staff only lot) after 8:30 a.m. This area is not to be used to pick up or drop off students. This area is patrolled by Chula Vista Police and any vehicle not displaying a Clear View parking permit will be cited. Citations are normally \$100+.

Please obey directions of traffic personnel.

Limousines are not permitted to wait or park on campus at any time.

Parking in the "kiss and run" area in the front of the school is prohibited. For safety's sake, it is recommended that if pulling through the "kiss and run" area, to continue straight onto Smoky Circle rather than turning left onto Windrose Way.

WALKING SAFETY

If students are walking to and from school, they must use sidewalks, cross streets only at designated crosswalks, and obey the Safety Patrol. Before crossing, students should look both ways to be sure the way is clear and should watch for turning cars. Students should never go into the street between parked cars.

Students should never talk to strangers. They should report any incidents to the closest Safety Patrol member, teacher, or staff member.

Encourage your child to come home immediately after school is dismissed. Loitering students are likely to encounter unsafe situations.

ACCIDENT INSURANCE

Early in the school year parents receive information concerning group accident insurance protection for students. The plan is available at a very low cost and provides benefits for students injured at school, on the playground, going to or coming from school, or while being transported to or from a school-sponsored activity.

Further information covering this policy may be secured from the office.

PARENT COMMUNICATION

Clear View Elementary School uses many ways of communicating with parents: weekly emails, monthly newsletters, school notes, phone calls, School Messenger phone message service, the marquee, Clear View's web site, Clear View Facebook page, PTA meetings, informal meetings, parent-teacher and student-involved conferences, as well as progress reports.

MEDIA RELEASE

Clear View Elementary School has been used in the past by news media and film production companies. It is possible that photos or videotapes of students may be released to newspapers, web sites, or other media in connection with school activities. If you do not want your child's photos or videotapes made available to the public, **with the exception of random group pictures**, you may have him/her excluded by checking the "No" box on your child's green Emergency and Health Information form. Permission includes the use of your child's image on our school website. (No names are used for website photos.)

ACCEPTABLE USE OF TECHNOLOGY

Use of the district's technology is a privilege, subject to school and district rules and regulations and applicable local, state, and federal laws. Both parent and student must sign an agreement stating the student will abide by the district's rules regarding the acceptable use of technology. The student is also expected to understand and follow any family restrictions against accessing certain materials. Failure to abide by the rules can result in termination of the student's access to technology and other disciplinary measures. An Internet Use Form is sent home in the student's first day packet and should be completed and returned to the teacher.

HOMEWORK

A reasonable amount of individual study at home is beneficial for most elementary students, especially those in the upper elementary grades. These assignments reinforce basic skills, enrichment activities, or opportunities for independent research. Parents are strongly urged to provide a designated homework area and time for their children.

Leisure reading, obtaining information from parents, and visiting a museum or cultural center are also meaningful homework experiences.

CONTACTING THE SCHOOL

There may be times when parents need to contact the school. Here are some key points for facilitating communication:

- Speak with the person closest to the problem. Most of the time questions can be resolved with the classroom teacher or staff member concerned.

- If, for any reason, you do not think the problem is solved after the initial contact, try again. If you continue to have questions regarding the issue, contact the school secretary to set up an appointment with the principal.
- Remember, school secretaries and office personnel cannot change policies. Talk with the teacher or principal.
- Deal with any problems as soon as they arise; however, please do not stop the teacher during the school day to discuss an issue.
- Check our school website for specific dates and activities. Our website can be found on: <http://www.cvesd.org/schools/ClearView>

**CLEAR VIEW ELEMENTARY SCHOOL
DISCIPLINE PLAN**

The following behaviors are unacceptable and disrupt the school environment:

- Bullying.
- Hitting, pushing, grabbing, etc.
- Wearing clothing that is offensive to others.
- Threatening or inciting others to do harm.
- Refusing to obey clear reasonable directions from teacher/school personnel.
- Using disrespectful speech/gestures toward students and/or school personnel.
- Cheating.

Please contact your child's teacher FIRST if you are aware of bullying. The discipline procedure will result in teacher and parent communication and consequences. Individual cases may involve the principal.