

# Chula Vista Elementary School District

## Myrtle S. Finney Elementary School

2018-2019

# Parent Handbook



Beverly Prange, Ed.D., Principal

### **Board of Education**

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

### **Superintendent**

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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.

FINNEY ELEMENTARY SCHOOL  
PARENT HANDBOOK

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Dear Finney Families,

I can't believe it is already the start of my second year as principal of Finney! I am so proud of our beautiful school, amazing students, and caring community. We are excited for our very first year having a full-time Visual and Performing Arts (VAPA) program at Finney. This flagship program, fueled by our Local Control Accountability Plan (LCAP) funding and VH1 Save the Music grant, will provide students with three hours of high-quality music and art instruction each week.

As children's first and most impactful teachers, parents have the power to instill in children the value of education. Some of the best ways to do this are making sure your child arrives each day on time and ready to learn, helping them with their homework, and talking to them about ideas and topics they are studying in school. You are strongly encouraged to read to and with your children, regardless of their age; this is one of the best ways to foster a love of reading while building essential literacy skills.

Please read through this parent handbook as it contains important information about our school. [Click here for the CVESD annual parent notification.](#) [Please also refer to the CVESD website for a complete listing of all Board Policies.](#) Please return all required forms from the first day packet to your child's teacher promptly. If you have questions, feel free to contact our school office at 619-690-1334.

We look forward to working with your children during the 2018-19 school year. We are here to support each child in his or her educational journey, and we pledge to take special care of each one of them. I know this school year will be fun, enriching, and inspiring.

Respectfully,

A handwritten signature in blue ink that reads "B Prange". The signature is written in a cursive, flowing style.

Beverly Prange, Ed.D.

Principal

[beverly.prange@cvesd.org](mailto:beverly.prange@cvesd.org)

## **MISSION**

Our mission at Finney School is to nurture and teach students so that they will become confident, critical thinkers with a deep sense of responsibility to self and to the community. By creating a safe learning environment, our students will engage in rigorous academic work and learn to effectively communicate, develop technological skills to keep up with the rapid changes of today's world and instill in them an appreciation for diversity by promoting positive interactions between all students and encourage them to pursue their lifelong dreams.

## **VISION**

Through the cumulative effect of instruction, college and career- ready students will be literate, critical thinkers, problem-solvers, and communicators to lead happy and productive lives.

## **SCHEDULES AND ROUTINES**

### **SCHOOL OFFICE HOURS**

7:30-3:30

### **SCHOOL HOURS**

Monday-Thursday 7:45-2:15

Fridays and Minimum Days 7:45-1:00

### **BREAKFAST SCHEDULE**

7:15-7:40

### **RECESS SCHEDULE**

Kindergarten 9:40-10:00

1<sup>st</sup>-3<sup>rd</sup> 10:00-10:20

4<sup>th</sup>-6<sup>th</sup> 10:25-10:45

### **LUNCH SCHEDULE**

SDC & K 11:15-12:00

1<sup>st</sup> & 2<sup>nd</sup> 11:30-12:15

3<sup>rd</sup> & 4<sup>th</sup> 11:45-12:30

5<sup>th</sup> & 6<sup>th</sup> 12:00-12:45

### **ARRIVAL**

School gates open at 7:15 AM every morning for breakfast. After breakfast, students are to walk to the blacktop and line up in their designated area. Morning announcements are conducted on the blacktop at 7:45 each morning. Any student who arrives after 7:45 is tardy and must go to the Health Office for a late slip.

### **LINE UP COMMITTEE**

The Line Up Committee is a student service organization responsible for evaluating classes on their lines in the morning.

## **LATE ARRIVALS/TARDIES**

Students who are late will need to report to the Health Office to get a tardy slip.

## **ABSENCES**

Attendance Line: (619) 690-1334 press option #2 - Please report all absences before 9:30 AM, if possible. Attendance line must be called any time your child is absent. It is available seven days a week. Messages must be specifically related to your child either being late or absent to school. As a minimum, you must state your name, child's name, teacher's name and reason for being late or absent to school. All absences must be reported within 72 hrs. of the absence.

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

## **DISMISSAL**

Students are dismissed at 2:15 Monday through Thursday, and 1:00 on Fridays and minimum days. Students will be escorted by their teacher to the front of the school or to the STRETCH after school program. No child should be running around, swinging backpacks or playing around once dismissed for the day.

## **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.

## **BEFORE/AFTER SCHOOL CHILDCARE**

The YMCA offers before and after school childcare through the STRETCH program. STRETCH is free. For information, please contact STRETCH at [stretch-finney@ymca.org](mailto:stretch-finney@ymca.org).

## **CVESD 2018-19 CALENDAR**



## CHULA VISTA ELEMENTARY SCHOOL DISTRICT 2018 - 19 SCHOOL YEAR-ROUND CALENDAR STUDENT CALENDAR

### JULY 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				

7/1 Fiscal Year begins  
 7/4 Legal Holiday – Independence Day  
 7/19 7/20 Teacher Preparation Days  
 7/23 Students Report to School – Minimum Day

### AUGUST 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	

### SEPTEMBER 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						

9/3 Legal Holiday – Labor Day  
 9/13 - 9/20 Parent/Teacher Conferences – Minimum Days  
 9/24 - 10/5 Fall Break

### OCTOBER 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			

10/8 Teacher Preparation Day  
 10/9 School Resumes – Students Report to School

### NOVEMBER 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	

11/12 Legal Holiday – Veterans Day  
 11/19-23 Thanksgiving Week Break  
 11/22 Legal Holiday – Thanksgiving Day  
 11/23 In lieu of Holiday – CA Admission Day

### DECEMBER 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					

12/24-1/11 Winter Break  
 12/24 Declared Holiday  
 12/25 Legal Holiday  
 12/26, 12/31 Declared Holiday

Legend: School day (180)    Minimum Day (50)    Teacher Prep. Day (5)    Break    No School/Holiday

**CHULA VISTA ELEMENTARY SCHOOL DISTRICT  
SCHOOL CALENDAR: YEAR-ROUND 2018-19**

**JANUARY 2019**

S	M	T	W	T	F	S		
		<b>1</b>	2	3	4	5	1/1	Legal Holiday – New Year’s Day
6	7	8	9	10	11	12	1/14	Teacher Preparation Day
13	14	15	16	17	18	19	1/15	School Resumes – Students Report to School (Minimum Day)
20	<b>21</b>	22	23	24	25	26	1/21	Legal Holiday – Dr. Martin Luther King Jr. Day
27	28	29	30	31				

**FEBRUARY 2019**

S	M	T	W	T	F	S		
					1	2	2/15	Legal Holiday – Lincoln Day
3	4	5	6	7	8	9	2/18	Legal Holiday – Washington Day
10	11	12	13	14	<b>15</b>	16		
17	<b>18</b>	19	20	21	22	23		
24	25	26	27	28				

**MARCH 2019**

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

**APRIL 2019**

S	M	T	W	T	F	S		
	<b>1</b>	<b>2</b>	3	4	5	6	4/1	Declared Holiday - Cesar Chavez Day observed
7	8	9	10	11	12	13	4/2	Declared Holiday
14	15	16	17	18	19	20	4/8	School Resumes – Students Report to School (Minimum Day)
21	22	23	24	25	26	27		
28	29	30						

**MAY 2019**

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

**JUNE 2019**

S	M	T	W	T	F	S		
						1	6/5	End of School Year for Students - Minimum Day
2	3	4	5	6	7	8	6/6	Teacher Preparation Day
9	10	11	12	13	14	15	6/30	Fiscal Year ends
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30								

Total Instructional Days: 180

Legend: School day (180) Minimum Day (50) Teacher Prep. Day (5) Break No School/Holiday



## MODIFIED DAYS

Chula Vista Elementary School District  
INSTRUCTIONAL SERVICES AND SUPPORT

### ***2018-19 Modified Days (Year-Round) For Parent/Teacher Conferences***

#### **Parent/Teacher Conferences**

First Quarter (Ends 9/21): September 13, 14, 17, 18, 19, 20 (6)

Third Quarter (Ends 3/22): March 14, 15, 18, 19, 20, 21 (6)

Please note: Report Cards are to be completed each quarter (four times a year) to show progress.

Report Cards are sent home within the week that ends each quarter.

#### Year-Round Calendar

- September 21
- December 21
- March 22
- June 5

Chula Vista Elementary School District  
 INSTRUCTIONAL SERVICES AND SUPPORT  
**2018-19 MODIFIED DAYS (Year-Round)**

2018		2019	
July 23	First Day of School	January 15	Tuesday
July 27	Friday	January 18	Friday
August 3	Friday	January 25	Friday
August 10	Friday	February 1	Friday
August 17	Friday	February 8	Friday
August 24	Friday	February 22	Friday
August 31	Friday	March 1	Friday
September 7	Friday	March 8	Friday
September 13	Conference	March 14	Conference
September 14	Conference	March 15	Conference
September 17	Conference	March 18	Conference
September 18	Conference	March 19	Conference
September 19	Conference	March 20	Conference
September 20	Conference	March 21	Conference
September 21	Friday	March 22	Friday
October 12	Friday	April 8	Monday
October 19	Friday	April 12	Friday
October 26	Friday	April 19	Friday
November 2	Friday	April 26	Friday
November 9	Friday	May 3	Friday
November 16	Friday	May 10	Friday
November 30	Friday	May 17	Friday
December 7	Friday	May 24	Friday
December 14	Friday	May 31	Friday
December 21	Friday	June 5	Last Day of School




*Approved by Cabinet: May 29, 2018*

## **GENERAL INFORMATION**

### **BEHAVIORAL EXPECTATIONS**

The students and staff at Finney 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 Finney Elementary School has established these behavioral expectations: Be Kind, Be Safe, and Be Responsible. Expectations for specific areas are listed in the table below.

## Finney Bulldog Expectations

	Classroom	Hallway	Cafeteria/Lunch Arbor	Bathroom	Playground	Library
<b>Be Kind</b>  	1. Use appropriate tone and kind words. 2. Use appropriate voice levels. 3. Listen to teacher & peers. 4. Share and be helpful.	1. Respect personal space. 2. Use appropriate voice levels. 3. Greet adults and peers respectfully.	1. Wait patiently for your turn. 2. Use manners (say, “please and thank you”). 3. Use appropriate voice levels (inside voices). 4. Throw away your trash.	1. Respect privacy of others. 2. Use appropriate voice levels. 3. Keep bathroom clean for others.	1. Play fair and take turns. 2. Share equipment. 3. Include others; look for someone who needs a friend. 4. Practice good sportsmanship (be a gracious winner or loser).	1. Use manners (greet librarian, say “please and thank you”). 2. Share books. 3. Work quietly without disturbing others.
<b>Be Safe</b>  	1. Walking feet. 2. Chair legs on floor. 3. Hands and feet to yourself.	1. Walking feet. 2. Eyes forward. 3. Hands and feet to yourself. 4. Use appropriate voice level.	1. Walking feet. 2. Wait your turn. 3. Eat your own food. 4. Voice Level 2 (Normal Voice)	1. Walking feet 2. Hands and feet to yourself 3. Keep water in the sink. 4. Stay in your stall. 5. Wash your hands.	1. Stay in designated area. 2. Use equipment properly. 3. Seek Peace Patrol or adult on duty if there’s a conflict. 4. Be active.	1. Walking feet. 2. Voice Level 1 (Whisper Voice). 3. Enter and exit in an orderly manner.
<b>Be Responsible</b>  	1. Follow directions. 2. Clean up after yourself. 3. Be an active listener. 4. Be prepared. 5. Do your best.	1. Use appropriate voice level. 2. Go straight to your destination. 3. Carry a hall pass.	1. Level 2 voices 2. Hands to yourself. 3. Use good manners. 4. Keep the area clean. 5. Follow directions.	1. Level 1 voices. 2. Use good manners. 3. Go- flush-wash 4. Use assigned restroom only.	1. Use bathroom before you play. 2. After bell go straight to your line. 3. Play recess games only. 4. Return recess equipment properly. 5. Follow posted rules.	1. Voice level 1. 2. Library is for library use only. 3. Use and take care of library materials appropriately (shelf markers).

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

To ensure student safety, riding bicycles, skateboards, scooters and roller-blades on campus during school hours is strictly prohibited. Students may ride their bicycle to and from school and lock up their bike to the bike rack provided. Students must wear helmets when riding their bikes to and from school.

## **BIRTHDAYS**

CVESD has a NO FOOD BIRTHDAY POLICY. *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.

## **CLOSED CAMPUS**

In an effort to ensure a safe campus Finney 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. No parent may enter campus during school hours (7:45-2:15) without first signing in and receiving a visitor badge in the office. Classroom visits must be pre-arranged with the teacher. With the exception of preschool, parents are not permitted to walk their child to class when bringing their child late. 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 Learner Advisory Committee provides support for second language learners and their families.
- Garden Club provides support for our school garden.
- PTA – Parent, Teacher Association (PTA) supports school events and programs.
- Safety Committee oversees the Comprehensive Safe School Plan, including student health and wellness.
- 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.

## **COMMUNICATION**

All school-wide events and messages are posted each Sunday on our electronic bulletin (blog): [finneyelementary.org](http://finneyelementary.org). You can receive an email each time the blog is updated by

entering your email address to “follow” the blog at [finneyelementary.org](http://finneyelementary.org). All updates to the blog are sent out as a voice mail message each Sunday at 5 pm.

As a means of keeping you informed about school events, we routinely send out recorded messages to your primary telephone number and e-mail. For this reason, it is important that you keep us informed of changes to your telephone number and e-mail.

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.

### **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 are on campus during a drill please follow all staff instructions.

### **DRESS CODE**

DRESS FOR SUCCESS! Some items of clothing are inappropriate because they distract from the learning environment or may even threaten the well-being of your children. For example, tight-fitting clothing may attract unwanted attention and large earrings on a young child may result in an injured ear during play. If girls wear skirts or dresses, it is recommended they wear shorts underneath. Hats, beanies and/or hoodies are not to be worn in class. Also, please note that make-up and/or acrylic/gel nails are not allowed. For safety reasons, students need to wear closed toe shoes with gripping, non-slip soles suitable for physical education. Shorts need to pass the student’s fingertips when arms are at his/her sides. Tank tops must have straps at least 3 fingers wide, and no crop tops are allowed. Gang-related attire is prohibited, as is clothing with references to drugs or alcohol. Please ensure words on clothing are elementary school-appropriate. Please use sound judgment in selecting school attire. Each year, many good sweaters and jackets are unclaimed by students. Please mark all sweaters, jackets or coats with your child’s initials or name.

### **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 Form 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). 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 – Children may come to school if they have symptoms of a cold, with cough and nasal mucus. However, do not send your child to school and always seek medical care if the child has labored breathing (heaving of chest muscles with each breath), rapid breathing at rest, blue color to skin, or wheezing for the first time. If your child has been given a diagnosis of pertussis/whooping cough, your child will require 5 days of antibiotics before coming to school. If your child has a diagnosis of tuberculosis, your child may not return to school if untreated. (Having a positive tuberculosis skin test does not mean your child has tuberculosis).
- Rash that is undiagnosed - When there is a fever and behavioral change accompanied by a rash, have the child checked by a doctor.
- Chicken pox - keep home until all blisters are scabbed over and no signs of illness.
- Diarrhea - keep home if the stool is not contained by the diaper for diapered students. Keep home for students wearing underwear, if the student is having diarrhea in their underwear before reaching toilet. Do not send to school and seek care of a doctor if there is blood or mucus in the stool, if the stools are all black or very pale, or if the 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 if vomiting was accompanied by a fever. Seek medical assistance if there is blood or green mucus in the vomit, there is no urine output in 8 hours, there is a recent history of head injury, or the child looks or acts very ill.
- Impetigo – Once your child has started an antibiotic, your child may return to school the following day.
- 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 covered with appropriate cream or covered.

- Cold sores – Child may attend school unless there are also mouth ulcers and blisters and the child has no control of drooling.
- Seizures – Do not send your child to school if your child has been administered emergency seizure medication(s) within 9 hours of the start of school.

### **Antibiotics**

Children who are placed on antibiotics for the above ailments should be on them for about 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, call your child's primary care provider. If you have further questions, please contact the school 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, Finney 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.
- Make sure that school materials are returned.



- Check to see that work is completed. Communicate with the teacher if there are questions about homework assignments or if students have difficulty in completing assignments in a reasonable time.

Students are expected to:

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

### **INCENTIVE PROGRAM**

It is important to provide positive feedback to students who work hard to do their best in all areas. At Finney Elementary, we acknowledge good behavior in the following ways:

- Awards Assemblies where students are recognized for outstanding citizenship, academic excellence, and improvement.
- Bulldog All Star Tickets are for students who are caught demonstrating good social skills.
- Bulldog All Star class tickets are for classrooms that demonstrate outstanding behavior.
- Individual classroom rewards established by the classroom teacher.
- Perfect Attendance Awards to individuals and classrooms.

### **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.

### **INTERNET POLICY**

Internet access is available to Finney 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**

It is the intent of Finney Elementary School to allow all students the opportunity to check books out of our wonderful school library. We have many books and students are expected to learn how to take care of books, so they will last for many years to come. Therefore, we invite your cooperation in the care of library books. Please help your child to understand and practice the following:

- Keep books clean and protect books from weather, animals, babies, etc.
- Do not bend or tear the pages.
- Turn pages from the top.
- Do not treat books roughly.
- If you borrow a library book, return it to school the following week. Books may be renewed.

It is the child's responsibility to take care of the books that he/she borrows from the library. If your child damages, destroys or loses a library book, you will be asked to pay for it. Replacement books are purchased by the school librarian to ensure that a library bound edition is received for the library. These are more expensive than books that can be purchased in stores because of the quality of the binding required for books that will be circulated for many years.

## **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 next to 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.

## **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.

## **PROGRESS REPORTS**

Finney 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. Please refer to the school calendar for dates of this year's progress reports and parent/teacher conferences. 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**

In the event of inclement weather, students report to the library (K-2<sup>nd</sup>) and auditorium (3<sup>rd</sup>-6<sup>th</sup>) when they arrive from 7:30-7:45 am.

## **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.

## **SNACKS**

The morning recess is considered a nutrition break. Students who did not eat breakfast at school may eat second chance breakfast in the cafeteria. Students are welcome to bring nutritious snacks from home to eat 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. Finney is a **PEANUT FREE** 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. Finney 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 and turned off during school hours. Finney 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**

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

### **TESTING**

CAASPP – The California Assessment of Student Performance and Progress 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. 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.

1. The California Assessment of Student Performance and Progress (CAASPP) – These assessments, referred to as Smarter Balanced Assessment Consortium is the system used 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 readiness.
2. The English Language Proficiency Assessments for California (ELPAC) – This 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:
  1. Initial Assessment (IA) – an initial identification of students as English learners
  2. 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.

3. 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.
4. Local Measures – District assessments given at the end of the year in math, reading and writing to gauge student progress towards California State Content Standards.

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>

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>

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>

## **TRAFFIC**

The area designated for dropping off and picking up students is very limited, which is why we ask for your cooperation by reading and putting into practice the following procedures regarding our traffic pattern.

Our greatest concern is always the safety of our children. All drivers must comply with our traffic pattern, pick-up and drop-off procedures during both morning and dismissal times:

- The designated area for student drop-off and pick-up is directly in front of the school and marked with the curb painted white.
- Traffic Monitors will assist students to exit the vehicle on the passenger side (curbside).
- This is a designated 3-minute passenger zone. **Do not leave your car parked or unattended in this zone.**

- To access the designated student drop-off and pick-up zone, you must be driving westbound on Byrd Street. **Please note there are absolutely NO U-turns allowed.**
- There have been a number of drivers making U-turns in front of the school, entering the driveway the wrong way. **Not only is this illegal,** it is very dangerous. Again, please make sure you are driving **westbound on Byrd Street,** so you may access the student drop-off and pick up zone in front of the school.
- An alternate option is that you walk your child to school, which we highly recommend.
- You may park alongside Byrd, Piccard or Rickenbacker streets and walk your child to school.
- If you need to cross the street, you can do so at the corner. Crossing the street in a location other than at the corner is illegal.

Entry to the parking lot at arrival and dismissal times is limited to buses, vehicles with a handicapped placard, staff vehicles, and CDA vehicles with a parking pass.

## **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 Finney Elementary School neighborhood routes. Students who attend Finney 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.

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 Transportation webpage for specific rules and regulations.](#)

## **VISITORS**

- Please do not hold conversations on your cell phone in the school office, classrooms, or other areas where students are present
- Food or drink are not permitted in the office, classrooms or areas where children are present
- Balloons are not allowed on campus as they can trigger our alarm system
- May not bring food for other people's children

## **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. 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. Visitors and Volunteers are never permitted to be left alone with students without a staff member present.

*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.*