

# Chula Vista Elementary School District

*Myrtle S. Finney Elementary School*  
2022-2023

# Family Handbook



Beverly Prange, Ed.D., Principal

## **Board of Education**

Leslie Ray Bunker Lucy Ugarte Kate Bishop  
Cesar Fernandez Francisco Tamayo

## **Superintendent**

Eduardo Reyes, Ed.D.

### **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. 181340. 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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## FINNEY ELEMENTARY SCHOOL PARENT HANDBOOK

Dear Finney Families,

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.](#) These forms were part of the online registration process in PowerSchool. 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 2022-2023 school year. We are here to support each child in his or her educational journey, and we promise 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 style with a large initial "B" and a stylized "Prange".

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**

We nurture every child in an inclusive community school that focuses on pioneering creativity, empowering independence, and maximizing every child's potential.

**COVID-19 GUIDELINES**

Parents are asked to screen for Covid-19 symptoms prior to bringing students to school each day. Possible symptoms include fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.

**SCHEDULES AND ROUTINES**

**SCHOOL OFFICE HOURS**

7:30-4:00

**SCHOOL HOURS**

	<b>Kindergarten</b>	<b>1<sup>st</sup> &amp; 2<sup>nd</sup> Grade</b>	<b>3<sup>rd</sup>-6<sup>th</sup> Grade</b>
<b>Monday-Thursday</b>	7:45-2:00	7:45-2:10	7:45-2:15
<b>Fridays and Minimum Days</b>	7:45-12:45	7:45-12:55	7:45-1:00

**STATE PRESCHOOL HOURS (RM. 703)**

AM CLASS: 7:45-10:45

PM CLASS: 11:45-2:45

**SDC PRESCHOOL HOURS (RM. 607)**

Monday-Thursday Only

AM CLASS: 7:45-10:45

PM CLASS: 11:30-2:30

**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>	11:30-12:15
2 <sup>nd</sup>	11:35-12:20
3 <sup>rd</sup>	11:45-12:30
4 <sup>th</sup>	11:50-12:35
5 <sup>th</sup>	12:00-12:45
6 <sup>th</sup>	12:05-12:50

**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. 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**

Email [finneyschool@cvesd.org](mailto:finneyschool@cvesd.org) or call the attendance Line: (619) 690-1334 option #2 - Please report all absences before 9:30 AM, if possible. You must email or call when your child will be absent from school. Messages must be specifically related to your child either being late or absent to school. Include your name, child's name, teacher's name, and reason for being late or absent to school.

Please plan medical appointments during school vacations or after school when possible. If your child is absent, it is important that you email or call the school Health/Attendance Office that day. If you failed to email/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 10% of school days excused or unexcused, the child is considered chronically absent, 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 (2:00 for Kinder, 2:10 for 1<sup>st</sup>-2<sup>nd</sup>), and 1:00 on Fridays and minimum days (12:45 for Kinder, 12:55 for 1<sup>st</sup>-2<sup>nd</sup>). 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 619-787-7411 or [stretch-finney@ymcasd.org](mailto:stretch-finney@ymcasd.org).



**CHULA VISTA ELEMENTARY SCHOOL DISTRICT  
2022 - 23 SCHOOL YEAR-ROUND**

JULY 2022									Days Worked per month			
S	M	T	W	T	F	S			180 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
					1	2	7/1	Fiscal Year begins				
3	4	5	6	7	8	9	7/4	Legal Holiday – Independence Day				
10	11	12	13	14	15	16	7/6	First Day for 200-Day Employees				
17	18	19	20	21	22	23	7/15	186-Day CNS II & III Employees Report				
24	25	26	27	28	29	30	7/18-7/19	Teacher Preparation Days				
31							7/20	Students Report to School – Minimum Day				
End of first school month, <u>8</u> days taught + <u>2</u> teacher work days									8	11	10	18

AUGUST 2022												
S	M	T	W	T	F	S						
					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, <u>23</u> days									23	23	23	23

SEPTEMBER 2022												
S	M	T	W	T	F	S						
				1	2	3						
4	5	6	7	8	9	10	9/5	Legal Holiday – Labor Day				
11	12	13	14	15	16	17	9/15-9/22	Parent/Teacher Conferences – Minimum Days				
18	19	20	21	22	23	24	9/26-10/7	Fall Break				
25	26	27	28	29	30							
End of third school month, <u>16</u> days taught									16	16	16	16

OCTOBER 2022												
S	M	T	W	T	F	S						
						1						
2	3	4	5	6	7	8	10/10	Teacher Preparation Day				
9	10	11	12	13	14	15	10/11	School Resumes – Students Report to School - Minimum Day				
16	17	18	19	20	21	22						
23	24	25	26	27	28	29						
30	31											
End of fourth school month, <u>15</u> days taught +1 teacher work days									15	16	16	16

NOVEMBER 2022												
S	M	T	W	T	F	S						
			1	2	3	4						
6	7	8	9	10	11	12	11/11	Legal Holiday – Veterans Day				
13	14	15	16	17	18	19	11/21-25	Thanksgiving Week Break				
20	21	22	23	24	25	26	11/24	Legal Holiday – Thanksgiving Day				
27	28	29	30				11/25	In lieu of Holiday – CA Admission Day				
End of fifth school month, <u>16</u> days taught									16	16	16	16

DECEMBER 2022												
S	M	T	W	T	F	S						
				1	2	3						
4	5	6	7	8	9	10						
11	12	13	14	15	16	17	12/19-1/6	Winter Break				
18	19	20	21	22	23	24	12/22, 23 & 26	Declared Holiday				
25	26	27	28	29	30	31	12/30	Declared Holiday				
End of sixth school month, <u>12</u> days taught									12	12	12	12

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



**CHULA VISTA ELEMENTARY SCHOOL DISTRICT  
SCHOOL CALENDAR: YEAR-ROUND — 2022-23**

JANUARY 2023							
S	M	T	W	T	F	S	
	2	3	4	5	6	7	1/2 Legal Holiday (Observed) – New Year’s Day
1							1/9 Teacher Preparation Day
8	9	10	11	12	13	14	1/10 School Resumes – Students Report to School - Minimum Day
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	1/16 Legal Holiday – Dr. Martin Luther King Jr. Day
29	30	31					
End of seventh school month, <u>15</u> days taught +1 teacher work day							

180 Days Classified  
186 Days CNS II & III  
185 Days Cert. Staff  
200 Days School Staff

FEBRUARY 2023							
S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	2/17 Legal Holiday (Observed) – Lincoln Day
12	13	14	15	16	17	18	2/20 Legal Holiday – Presidents Day
19	20	21	22	23	24	25	
26	27	28					
End of eighth school month, <u>18</u> days taught							

18 18 18 18

MARCH 2023							
S	M	T	W	T	F	S	
			1	2	3	4	3/9-3/16 Parent Conferences – Minimum Days
5	6	7	8	9	10	11	3/20-3/31 Spring Break
12	13	14	15	16	17	18	3/24 Declared Holiday
19	20	21	22	23	24	25	3/31 Legal Holiday – Cesar Chavez Day
26	27	28	29	30	31		
End of ninth school month, <u>13</u> days taught							

13 13 13 13

APRIL 2023							
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	4/3 School Resumes – Students Report to School - Minimum Day
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							
End of tenth school month, <u>20</u> days taught							

20 20 20 20

MAY 2023							
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	5/29 Legal Holiday – Memorial Day
21	22	23	24	25	26	27	
28	29	30	31				
End of eleventh school month, <u>22</u> days taught							

22 22 22 22

JUNE 2023							
S	M	T	W	T	F	S	
			1	2	3	4	6/2 End of School Year for Students – 180 days taught – Minimum Day
5	6	7	8	9	10	11	6/5 Last day for 185-day Certificated Employees – Teacher Preparation Day
12	13	14	15	16	17	18	6/14 Last day for 200-day employees
19	20	21	22	23	24	25	6/19 Legal Holiday - Juneteenth
26	27	28	29	30			6/30 Fiscal Year ends
End of twelfth school month, <u>2</u> days taught +1 teacher work day							

2 3 3 10

Total Instructional Days: 180 180 186 185 200




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

**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**

	<b>Classroom</b>	<b>Hallway</b>	<b>Cafeteria/Lunch Arbor</b>	<b>Bathroom</b>	<b>Playground</b>	<b>Library</b>
<p><b>Be Kind</b></p> 	<ol style="list-style-type: none"> <li>1. Use appropriate tone and kind words.</li> <li>2. Use appropriate voice levels.</li> <li>3. Listen to teacher &amp; peers.</li> <li>4. Share and be helpful.</li> </ol>	<ol style="list-style-type: none"> <li>1. Respect personal space.</li> <li>2. Use appropriate voice levels.</li> <li>3. Greet adults and peers respectfully.</li> </ol>	<ol style="list-style-type: none"> <li>1. Wait patiently for your turn.</li> <li>2. Use manners (say, “please and thank you”).</li> <li>3. Use appropriate voice levels (inside voices).</li> <li>4. Throw away your trash.</li> </ol>	<ol style="list-style-type: none"> <li>1. Respect privacy of others.</li> <li>2. Use appropriate voice levels.</li> <li>3. Keep bathroom clean for others.</li> </ol>	<ol style="list-style-type: none"> <li>1. Play fair and take turns.</li> <li>2. Share equipment.</li> <li>3. Include others; look for someone who needs a friend.</li> <li>4. Practice good sportsmanship (be a gracious winner or loser).</li> </ol>	<ol style="list-style-type: none"> <li>1. Use manners (greet librarian, say “please and thank you”).</li> <li>2. Share books.</li> <li>3. Work quietly without disturbing others.</li> </ol>
<p><b>Be Safe</b></p> 	<ol style="list-style-type: none"> <li>1. Walking feet.</li> <li>2. Chair legs on floor.</li> <li>3. Hands and feet to yourself.</li> </ol>	<ol style="list-style-type: none"> <li>1. Walking feet.</li> <li>2. Eyes forward.</li> <li>3. Hands and feet to yourself.</li> <li>4. Use appropriate voice level.</li> </ol>	<ol style="list-style-type: none"> <li>1. Walking feet.</li> <li>2. Wait your turn.</li> <li>3. Eat your own food.</li> <li>4. Voice Level 2 (Normal Voice)</li> </ol>	<ol style="list-style-type: none"> <li>1. Walking feet</li> <li>2. Hands and feet to yourself</li> <li>3. Keep water in the sink.</li> <li>4. Stay in your stall.</li> <li>5. Wash your hands.</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay in designated area.</li> <li>2. Use equipment properly.</li> <li>3. Seek Peace Patrol or adult on duty if there’s a conflict.</li> <li>4. Be active.</li> </ol>	<ol style="list-style-type: none"> <li>1. Walking feet.</li> <li>2. Voice Level 1 (Whisper Voice).</li> <li>3. Enter and exit in an orderly manner.</li> </ol>
<p><b>Be Responsible</b></p> 	<ol style="list-style-type: none"> <li>1. Follow directions.</li> <li>2. Clean up after yourself.</li> <li>3. Be an active listener.</li> <li>4. Be prepared.</li> <li>5. Do your best.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use appropriate voice level.</li> <li>2. Go straight to your destination.</li> <li>3. Carry a hall pass.</li> </ol>	<ol style="list-style-type: none"> <li>1. Level 2 voices</li> <li>2. Hands to yourself.</li> <li>3. Use good manners.</li> <li>4. Keep the area clean.</li> <li>5. Follow directions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Level 1 voices.</li> <li>2. Use good manners.</li> <li>3. Go- flush-wash</li> <li>4. Use assigned restroom only.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use bathroom before you play.</li> <li>2. After bell go straight to your line.</li> <li>3. Play recess games only.</li> <li>4. Return recess equipment properly.</li> <li>5. Follow posted rules.</li> </ol>	<ol style="list-style-type: none"> <li>1. Voice level 1.</li> <li>2. Library is for library use only.</li> <li>3. Use and take care of library materials appropriately (shelf markers).</li> </ol>

### **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**

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.

### **COVID-19**

Please screen your child for COVID-like symptoms each day, and do not send them to school if they have fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. [CVESD follows the Decision Tree for K-12 schools.](#)

### **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.

- Jewelry can be dangerous or get damaged/lost and should be left at home.
- Hats, beanies and/or hoods are not to be worn in class.
- No make-up.
- No long nails and no fake nails.
- 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.
- No crop tops.
- No gang-related attire is prohibited.
- No clothing with references to drugs or alcohol.
- Please ensure words on clothing are elementary school appropriate.
- Please mark all sweaters, jackets, and coats with your child's name.

### **EMERGENCY AND HEALTH INFORMATION**

The student Emergency and Health Information form 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 you update information regularly for each child in attendance. *Please update information online via Powerschool or 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.

## 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.*
- 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.

**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.** This Agreement is part of the [Annual Notification](#).

### **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 in 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. Please refer to the school calendar for dates of this year's progress reports and parent/teacher conferences. Children identified as English Learners 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.

### **Creating Safe and Inclusive Learning Environments**

#### **Anti-Bullying**

If school personnel witness an act of discrimination, harassment, intimidation, or bullying, he/she/they shall take immediate steps to do so.

(Education Code Section 234.1 (b) (1))

[Anti-Bullying](#)

#### **California AB1266**

Pre-existing state law prohibits public schools from discriminating on the basis of several characteristics, including sex, sexual orientation, and gender identity. AB 1266 requires a pupil be permitted to participate in sex-segregated school programs, activities, and facilities including athletic teams and competitions, consistent with his or her gender identity, regardless of the gender listed on the pupil's records.

[California AB 1266](#)

#### **California SB 48**

*Education Code* Section 51501 outlines prohibitions on material included in textbooks or other instructional materials. This section already included prohibitions on matter “reflecting adversely upon persons because of their race, sex, color, creed, handicap, national origin, or ancestry”; this bill added “sexual orientation” to the list. *Education Code* Section 60044 includes a similar prohibition; the language was added there as well, along with a prohibition on materials that contain materials that reflect adversely on persons on the basis of their occupation.

[California SB 48](#)

## **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. Study trips are an important compliment to classroom instruction; parents may not opt students out of study trips. 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 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 personal electronic 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. English Language Proficiency Assessment for California (ELPAC) – 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 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.
- Volunteer Traffic Monitors will assist students to exit the vehicle on the passenger side (curbside). If you would like to volunteer, please see the principal.
- This is a designated 3-minute passenger loading 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 unsafe and 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 test 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.*