



2024-2025 Family Handbook

Chula Vista Elementary School District



Board of Education

- Kate Bishop • Delia D. Cervantes • Cesar T. Fernandez
- Francisco Tamayo • Lucy Ugarte

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. 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.

Message from the Principal

Dear Juarez-Lincoln Families,

It is with great excitement and honor that I introduce myself as your new principal. I am thrilled to join this wonderful community for the upcoming school year.

At Juarez-Lincoln, we believe that every child is unique and possesses the potential to achieve greatness. Our dedicated team of educators and staff is committed to creating a nurturing and stimulating environment where each student can thrive academically, socially, and emotionally.

This year, we have many exciting programs and activities planned to enrich your child's learning experience. From innovative classroom projects to engaging extracurricular opportunities, we are here to support and inspire our students every step of the way.

Communication and collaboration between home and school are vital to your child's success. We encourage you to be an active participant in your child's education, whether by volunteering, attending school events, or simply keeping in touch with your child's teachers.

As we embark on this new journey together, I am eager to meet each of you and work alongside you to ensure a fantastic school year. Please feel free to reach out to me with any questions, concerns, or ideas you may have. Together, we can create a positive and enriching experience for all our students.

Thank you for your warm welcome and support. I am looking forward to a wonderful year ahead!

Your partner in education,

Ms. Mayra C. Reyes

Principal

Mensaje de la Directora

Estimados Familias de Juarez-Lincoln,

Es con gran emoción y honor que me presento como su nueva directora. Estoy encantada de unirme a esta maravillosa comunidad para el próximo año escolar.

En Juarez-Lincoln, creemos que cada niño es único y posee el potencial para alcanzar la grandeza. Nuestro dedicado equipo de educadores y personal está comprometido a crear un entorno estimulante y enriquecedor donde cada estudiante pueda prosperar académica, social y emocionalmente.

Este año, tenemos muchos programas y actividades emocionantes planificados para enriquecer la experiencia educativa de su hijo. Desde proyectos innovadores en el aula hasta oportunidades extracurriculares atractivas, estamos aquí para apoyar e inspirar a nuestros estudiantes en cada paso del camino.

La comunicación y la colaboración entre el hogar y la escuela son vitales para el éxito de su hijo. Los animamos a ser participantes activos en la educación de su hijo, ya sea como voluntarios, asistiendo a eventos escolares o simplemente manteniéndose en contacto con los maestros de su hijo.

Mientras nos embarcamos en este nuevo viaje juntos, estoy ansioso por conocer a cada uno de ustedes y trabajar junto a ustedes para asegurar un año escolar fantástico. No duden en comunicarse conmigo con cualquier pregunta, inquietud o idea que puedan tener. Juntos, podemos crear una experiencia positiva y enriquecedora para todos nuestros estudiantes.

Gracias por su cálida bienvenida y apoyo. ¡Espero con ansias un año maravilloso por delante!

Su compañera en la educación,

Ms. Mayra C. Reyes

Directora



IMPORTANT DATES

Chula Vista Elementary School District

Juarez-Lincoln Elementary School

849 Twining Ave., San Diego, CA 92154 Phone: 619/690-9222 Fax: 619/662-9679

Mrs. Mayra Reyes, Principal

IMPORTANT DATES 2024-2025 SCHOOL YEAR

First Day of Each Quarter

Jul. 24, 2024	First Day of School
Oct. 8, 2024	First Day of Quarter 2
Jan. 14, 2025	First Day of Quarter 3
Apr. 7, 2025	First Day of Quarter 4
Jun. 6, 2025	Last Day of School

Progress Reports

Sep. 20, 2024	Quarter 1
Dec. 20, 2024	Quarter 2
Mar. 21, 2025	Quarter 3
Jun. 6, 2025	Quarter 4

Events

Jul. 31, 2024	Curriculum Night
Oct. 21-Nov. 8, 2024	Can Food Drive
Oct. 28-Nov. 1, 2024	Red Ribbon Week
Dec. 4-5, 2024	VAPA Winter Program
TBD	Masonic Awards
Apr. , 2025	6 th Grade Camp
Apr. 23-24, 2025	VAPA Celebration
Jun. 5, 2025	Kinder Promotion
Jun. 6, 2025	6 th Grade Promotion

Holidays

Sep. 2, 2024	Labor Day
Nov. 11, 2024	Veterans Day
Jan. 20, 2025	Dr. Martin Luther King Jr. Day
Feb. 14, 2025	Lincoln Day
Feb. 17, 2025	Washington Day
May 26, 2025	Memorial Day

Awards Ceremonies

Sep. 17-20, 2024	Quarter 1
Dec. 16-19, 2024	Quarter 2
Mar. 18-21, 2025	Quarter 3
May 27-30, 2025	Quarter 4

Parent-Teacher Conference

Sep. 12-19, 2024
Mar. 13-20, 2025

School Breaks

Sep. 23-Oct. 7, 2024	Fall Break
Nov. 25-29, 2024	Thanksgiving Break
Dec. 23, 2024 - Jan. 13, 2025	Winter Break
Mar. 24 - Apr. 4, 2025	Spring Break

Coffee with the Principal / ELAC

Aug. 16, 2024	8:30 a.m.
Sep. 6, 2024	8:30 a.m.
Oct. 18, 2024	8:30 a.m.
Nov. 15, 2024	8:30 a.m.
Feb. 21, 2025	8:30 a.m.
May 16, 2025	8:30 a.m.

DAC/DELAC meetings

Aug. 13, 2024	12:00 p.m.
Sep. 10, 2024	12:00 p.m.
Oct. 15, 2024	12:00 p.m.
Nov. 12, 2024	12:00 p.m.
Jan. 21, 2025	12:00 p.m.
Feb. 11, 2025	12:00 p.m.
Mar 11, 2025	12:00 p.m.
Apr. 15, 2025	12:00 p.m.
May 13, 2025	12:00 p.m.

SSC Meetings

Aug 9, 2024	3:00 p.m.
Sep. 13, 2024	3:00 p.m.
Oct. 18, 2024	3:00 p.m.
Nov. 15, 2024	3:00 p.m.
Jan. 24, 2025	3:00 p.m.
Feb. 21, 2025	3:00 p.m.
Apr. 25, 2025	3:00 p.m.
May 23, 2025	3:00 p.m.

**Dates subject to change*

DAILY SCHEDULE

School begins at 8:15 a.m. Students should not arrive at school earlier than 7:45 a.m. unless your child is participating in the morning LEAD Hub program.

Breakfast: Every day 7:45 a.m. – 8:05 a.m.

School hours:

- **Transitional Kindergarten – Grade 3** 8:15 a.m. – 2:35 p.m. Monday – Thursday
8:15 a.m. – 1:30 p.m. Friday
- **Grades 4 – 6** 8:15 a.m. – 2:45 p.m. Monday – Thursday
8:15 a.m. – 1:30 p.m. Friday

ATTENDANCE

Studies show that there is a direct correlation between school attendance and student achievement. Therefore, parents/guardians should reinforce the importance of good attendance and students should attend school every day except in certain unavoidable circumstances such as illness or death in the family.

Please plan medical appointments during school vacations or after school when possible. If your child will be absent, it is important that you call the school office that day (See absence procedure below).

We encourage you to send your child to school for at least part of the day when you find it necessary to keep your child home for reasons other than illness. It is important that your child is not counted absent and does not miss school assignments. If for some unavoidable reason your child will be absent for 3 or more school days, please see your child's teacher or the attendance office in advance so we may arrange for an **Independent Study Agreement**.

A child may be declared **habitually truant** after accumulating **three (3) or more unexcused absences and/or three (3) or more tardies**. An early dismissal is considered a partial day absence. It also disrupts classroom instruction. Please attempt to make all appointments after school hours. All early dismissals are recorded and monitored by the principal. According to District Policy, students may be referred to the *School Attendance and Review Board* after they have been identified as habitually truant.

ABSENCE PROCEDURES

It is the parents'/guardians' responsibility to verify their child's attendance. Please report to the school office whenever your child is absent or tardy. If your child is absent, you will need to provide a reason for the absence to the Health Office before your child may return to campus.

Absences from school must be reported before 9:30 a.m. To report an absence, you can:

- Send an email to the Attendance Health Specialist at Paulina.Magnan@cvesd.org,
- Leave a voicemail to the Attendance Line at 619-690-9222 (press option 2) with the reason for the absence. **OR**
- Send a note with your child stating the reason for the absence(s).

Important Attendance Information:

- Do not send your child to school if they have a fever.
- If the front office is unavailable to speak with you, please leave a voicemail. We will return your call after 9:30 am.
- After three (3) days of absences due to illness, a doctor's note needs to be presented.
- To excuse absences for pre-existing health conditions (e.g., migraines, allergies, asthma, heavy cramps, etc.), we must receive an **Authorized Certification Form** from your physician. Forms can be requested in the Health Office.
- If, for some unavoidable reason, your child needs to be absent for 3 or more school days, please contact the attendance office **at least one week in advance** so we may arrange an **Independent Study Agreement**.
- **IF YOUR STUDENT IS ABSENT FIVE CONSECUTIVE UNEXCUSED DAYS WITHOUT COMMUNICATION FOR PARENTS, HE/SHE WILL BE DISENROLLED.**

The following motives **CANNOT** be considered as acceptable reasons for absence:

- Parent or caregiver is too sick to bring student
- Parent or caregiver doctor's appointment
- Caring for other children
- Nursing sick persons
- If other siblings are sick
- Working at home
- Shopping or running errands
- Trips out of town (Please refer to school calendar before scheduling trips)

Upon returning to school following an absence, students must check in at the Attendance Office. If a note or phone call was not received, the absence will be considered unexcused. Medical notes must be submitted to the Attendance Office no later than 3 days after the absence.

TARDIES

It is extremely important that students arrive at school on time. If your child is tardy, he/she must report to the school attendance office for a tardy slip.

Students are recognized for perfect attendance on a quarterly and annual basis. Perfect attendance is defined as no absences, no unexcused tardies and no unexcused early dismissals.

EARLY DISMISSALS

Any student leaving school prior to dismissal will have an early dismissal logged to his/her record. Early dismissals for doctor's appointments can be excused with a doctor's note. Please note that three unexcused early dismissals will receive a truancy letter.

Students will only be released from the office to authorized parents, caregivers, and/or emergency contacts on file at Juarez-Lincoln. To add emergency contact, any additions to emergency contacts must be done in-person at the main office, or by sending an email to Paulina.Magnan@cvesd from the email address on file at Juarez-Lincoln.

SCHOOL ROUTINES

Parent cooperation with the following routines will be beneficial to you and your child, will result in the smooth and efficient operation of our school, and will be greatly appreciated by the school staff. Due to changing health and safety guidelines, protocols and school routines may change at any time.

- Read all letters and emails that are sent home electronically and on paper. Check your child's backpack or folder for bulletins, notices, and homework assignments.
- Join the school blog to stay updated at www.JuarezLincolnSchool.com.
- Sign-in at the school office and receive a visitor's badge before entering campus during school hours. This is required of all visitors and volunteers.
- All volunteer visits must be approved by the school principal.
- Send in all absence notes and permission slips promptly.
- Help your child to be prompt to school, courteous of others and responsible for his/her actions.
- Make sure you discuss with your child arrangements for pick up on rainy days.
- Remember that personal toys, games, laser pointers, trading cards, etc. MAY NOT be brought to school without the prior approval of your child's teacher. They will be confiscated and held until the last day of school and/or when a parent picks them up.
- Make any special plans for the day with your child BEFORE school. We will not allow children to use the school phones to ask your permission to go to friends' houses, etc. Those plans need to be made with you before the school day begins.
- Students may be asked to wash their hands or use hand sanitizer upon entering the classroom.
- Students are encouraged to bring their own water bottles and label them with their name.
- Students should put on sunscreen before coming to school during hot and sunny days.

- There will be no classroom changes the first 3 weeks of school. Any requests for a classroom change after August 12, 2022, must be submitted in writing with the reason for the change to the principal.

STUDENT RECOGNITION

We love to recognize student effort and achievement. We will celebrate and recognize perfect attendance, citizenship, and academic growth quarterly in the classroom and awards assemblies.

BIRTHDAYS

Juarez-Lincoln School **doesn't permit food items or balloons for school birthday celebrations at school.** We know that sugary and high-fat treats traditionally define celebrations in the classroom and therefore have brainstormed alternative ways for parents/guardians to help their children celebrate their birthdays. Some alternatives are listed below. Please choose from these alternatives because food items **will not be allowed** for birthday celebrations.

- Donate a book in honor of your child.
- Donate school supplies to the classroom: pencils, highlighters, post-it notes.
- Gift bags may not include food, candies, and any items that may be a choking hazard.

MEDICATION AT SCHOOL

Absolutely no medication will be allowed in school unless you have returned a "Physician's Recommendation for Medication" Form completed by your physician. This form is available in our Health Office. It is against the California Education Code Section 49423 for students to have or take medication at school, unless it is authorized by doctors' orders and the medication is administered in the Health Office. Do not send cough drops, cough syrup, aspirins, etc. to school with your child without a form as they will not be allowed to take them.

DROP-OFF & PICK UP PARKING LOT PROCEDURES

Student safety is a priority at Juarez-Lincoln Elementary School. Parents/guardians are asked to observe the following parking lot procedures that have been developed in conjunction with the San Diego Police Department.

- Transitional kindergarten & kindergarten parents/caregivers need to drop off children in-person and remain with child until the school day begins at 8:15a.m.
- Never speed or drive recklessly in the school parking lot or loading zones. Please be patient during drop-off and dismissal.
- Wait patiently and do not cut in front of vehicles in the pick-up and drop-off line.
- Avoid honking unless necessary.
- Do not play music loudly in your vehicle while on campus.
- Use the yellow loading zone in front of the school for drop off and pick up only. Do not pick up or drop off students in red zones.

- Park in designated spaces. Do not park or leave your car in the red or yellow zones.
- Do not double-park.
- Students may not be dropped off in the parking zone.
- When the lot is full, park in the nearby residential areas or circle back and try again.
- Upper lot is for staff only.
- Please pull forward as far as possible in the yellow zone to pick up/drop off your child.
- Students not picked up during dismissal by 3:00 p.m. on regular days and 1:55 p.m. on minimum days will need to wait in the main office to be picked up. Students will only be released to adults authorized to pick them up.
- After being dropped off or while waiting to be picked up, students are not to leave and return onto campus for reasons other than emergencies. Students who are picked up must wait on school grounds to be picked up by an authorized adult.
- Students must wear protective gear when riding bicycles to school.
- Students may not ride scooters and skateboards on campus.

CHILD NUTRITION SERVICES

Breakfast is served every day from 7:45a.m. - 8:05a.m. Our school breakfast program can provide relief for you and your children with busy morning schedules. Give children a head start on successful learning. Make sure they begin the school day with a healthy breakfast. It is particularly important that students participating in the breakfast program arrive on time, so they have sufficient time to eat breakfast before going to class.

School meals are provided at no cost to all Juarez-Lincoln students.

Our school district adheres to our CVESD Wellness Policy. Soft drinks (all carbonated sodas, sports drinks, and caffeinated beverages are not allowed. Students may not share food items brought from home and should not bring unhealthy items, including candy or large bags of chips.

DRESSING FOR SAFETY

In lieu of a uniform policy, Juarez-Lincoln will implement a school-wide “Dressing for Safety” dress code in accordance with the Chula Vista Elementary School Board Policy 5132.

Juarez-Lincoln has developed the following “Dressing for Safety” policy:

- Any attire that may distract from learning or compromise safety should not be worn at school.
- Clothing should allow students to move comfortably and participate in P.E. and other school activities without compromising modesty.
- Clothing that is too large, low cut, short, or reveals midriffs, shoulders, or undergarments are not appropriate at school.
- Closed-toed shoes with backs that cover the heels are always required. No high heels. Shoelaces must be tied securely so that shoes stay on feet. Shoes with wheels are not allowed at school.

- Clothing or accessories printed with inappropriate language, negative or suggestive messages or advertising drugs, alcohol, tobacco, weapons, or other material that may be offensive or distract learning may not be worn.
- Make-up is not appropriate in elementary school. Students should not wear dangling jewelry that could get caught, broken or cause injury during P.E. or recess.
- Students may wear hats outdoors during recess or P.E. for protection from the sun and need to be removed indoors.

PRESERVATION OF LEARNING TIME

To maximize learning time the office staff will strictly limit calls to the classrooms. Items or meals brought from home during the school day should be minimized to reduce classroom interruptions. If you need to bring lunches regularly due to health reasons, provide a doctor's note. In the case of special circumstances, items and meals will only be provided to students during their lunch time.

STUDENT ASSESSMENT

District Local Measures

The District Local Measures are the district wide assessments that measure students' progress and achievement towards state and district initiatives. School wide assessments monitor student progress and achievement regularly and inform instruction to ensure progress is being made towards school, district, and state grade level benchmarks towards college and career readiness. District assessments given at the end of the year in mathematics, reading and writing are also given to gauge student progress towards California State Content Standards. Students in K-2 take the Smarty Ants assessment and students in grades 2-6 take the LevelSet test for English Language Arts three times a year. All students K-6 take the iReady Assessments for mathematics three times a year.

State Assessments

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

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

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

2. California Alternate Assessment (CAA)

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

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

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

4. **The Physical Fitness Test (PFT)**

The 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.

5. **The English Language Proficiency Assessments 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:

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

PARENT INVOLVEMENT

Parents/guardians may participate in our PTA, SSC, ELAC, or volunteer opportunities. Monthly meetings provide an opportunity to share school information and receive feedback from parents/guardians. We encourage you to attend as many of the parent meetings as possible. Meetings will vary from in-person and virtual settings. **Your support and feedback are always appreciated.**

Committee Information:

- SSC – Develops and monitors the School Plan for Student Achievement and the Budget.
- ELAC – The English Learner Advisory Council provides oversight for support of English Learners.
- PTA – The Parent Teacher Association provides extracurricular programs and support for students and their families.
- Safety – The Safety Committee works together to ensure the emotional and physical of the Rohr community.

VISITOR/VOLUNTEER INFORMATION

Please note that visitor and volunteer information may change due to health guidelines. The district's volunteer process was recently revised, and there are two major changes listed below. If you would like to volunteer **more than two days per month**, please see our secretary since you will be required to be fingerprinted.

- Volunteering more than 2 days a month will now require: a Raptor ID Scan, Fingerprinting, and TB Test Assessment
- Volunteering less than 2 days a month will now require: Raptor ID Scan

Expectations:

- Unless authorized, visitors are not permitted on the playground or lunch areas while school is in session.
- Volunteer and volunteer spaces must be approved by the school principal.
- Parent/guardian visits to classrooms will be limited but may be scheduled for compelling reasons and with principal approval. Principal or administrative designee will accompany parent/guardians for an observation period no longer than 15 minutes. Please call to schedule a visit ahead of time and check in at the office to pick up a badge before going to a classroom.
- Volunteers may begin volunteering on campus the week of August 12 with principal's authorization.
- Volunteers **must** adhere to CVESD volunteer requirements.
- Visitors and volunteers must check in at the front office through the Raptor System and wear a badge while on campus during the school day.
- Parents/guardians must follow school rules and be always models of appropriate behavior for students while on campus. Parents/guardians who disrupt learning and school operations may not be allowed on campus.

HOMEWORK POLICY

Studying at Home should help a child ...

- Practice what was studied in school, reinforce, and extend the learning
- Enrich school experiences through independent study
- Develop habits of organization, time management, self-discipline, and responsibility.

Parents/guardians should expect that their child's teacher will ...

- Explain and clarify assignments at the time they are made
- Monitor student work giving recognition or credit as immediate as possible
- Give students access to materials basic to completing tasks

Teachers expect parents/guardians will ...

- Provide a place and time appropriate for doing homework
- Ask your child daily about homework
- Make sure school materials are returned
- Communicate with the teacher if there are questions about assignments

Teachers expect that students will ...

- Inform parents/guardians of an assignment and when it is due
- Complete homework neatly, accurately and on time

- Being appropriate materials home and return materials to school on time
- Ask the teacher for explanation of an assignment is not understood

Students will ...

- Spend 10-30 minutes/evening doing homework if they are K – 2
- Spend 30-45 minutes/evening doing homework if they are 3 – 4
- Spend 45-60 minutes/evening doing homework if they are 5 – 6

BEHAVIORAL EXPECTATIONS

To foster a safe, supportive learning environment, all students are expected to:

- Come to school each day, on time, ready to learn. Stay home if sick.
- Demonstrate respect for themselves and others.
- Demonstrate respect for school property and the property of others.
- Keep hands, feet, and object to themselves.
- Use kind, appropriate language.
- Respect the requests of Safety and Peace Patrols.
- Walk on campus.
- Follow Lunch Arbor Rules:
 - Keep hands, feet, and objects to yourself.
 - Keep your voices at your tables.
 - Keep food on your tray.
 - Raise your hand to be dismissed.
 - Leave your area clean.
- Follow Playground Rules:
 - Show good sportsmanship.
 - Play in designated areas using school playground equipment only. Participate in designated playground games.
 - Observe game and playground safety rules. No tag, chase, or made-up games.
 - Throw only playground balls (sand, rocks, and other objects should not even be picked up).
- Stay in the classroom or on school grounds during school hours unless otherwise authorized.
- Use restrooms properly.
- Follow Dressing for Safety Standards.
- Leave toys, electronic devices, gum, and candy at home.
- Leave skateboards, skates, scooters, “Heelys”, and rollerblades at home.

Inappropriate items brought to school will be kept at school until a parent comes for them.

DISCIPLINE POLICY

The students and staff at Juarez-Lincoln Elementary School believe that a safe and positive school environment is important to both a child’s learning in the classroom and to his/her growth as a citizen. We take a proactive approach utilizing Positive Behavioral Interventions and Supports to resolve discipline issues through restorative practices. To

provide such an environment for our students we have established the Eagle Way behavioral guidelines:

Be Respectful
Be Safe
Be Responsible

There may be instances in which some students have difficulty following the behavior standards. In these cases, the following procedures will be followed:

- **Step 1:** The teacher or staff member will counsel the student. Behavioral referrals are written by staff to address minor and major behavior.
- **Step 2:** If the problem continues, the teacher or staff member will contact and the parent to resolve the problem. If possible, the contact will be in the form of a conference.
- **Step 3:** Should the above actions fail to solve the problem, the school psychologist or KIDCO Specialist will be contacted and if available, will support the child.
- **Step 4:** After 5 minor referrals or a major referral, the principal may become involved in the following ways:
 - a. Counsel with student
 - b. Notify the parents/guardians
 - c. Discipline or suspend the student.
 - d. Major behavior incidents will go immediately to Step 4.

EMERGENCY PREPAREDNESS DRILLS

Fire, earthquake, lockdown, secure campus and shelter-in-place drills are conducted throughout the school year to be prepared in the event of such an occurrence. If you arrive on campus and see a sign on the office door which reads, “DRILL IN PROGRESS” please wait off campus and return in 15 minutes. In the event of a real disaster or emergency situation, please follow instructions from emergency personnel or school staff.

EMERGENCY FAMILY REUNION PROCEDURES

In case of an emergency or natural disaster such as an earthquake, you need to be aware of our school’s plan for releasing your child. Our concern is for the safe and orderly dismissal of our students. If as many as 500 parents/guardians arrive at our school at approximately the same time to pick up students, your cooperation and patience is essential to our plan.

Parking will be very limited, so be prepared to park a block or two from the school. **DO NOT DOUBLE PARK** in front of the school or in the parking lots as it may interfere with getting emergency vehicles into our school site.

For the safety of your child, before allowing you to take him/her home, we must document to whom each child is released. When you arrive at school, search for the Release Gate. Depending on the Emergency, this may vary.

1. Sign Student Release Log and complete a Student Release Form.

2. Information from your child's Emergency Card completed by you at the beginning of the school year will then be verified for proper authorization.
3. **Be prepared to present a picture identification card.**
4. A runner will go to the Student Supervision Area, get your child(ren), and bring him/her to the "Family Reunion Area".
5. Your child(ren) will be released at the Family Reunion Area.

It may take some time for the orderly dismissal of 500+ students, so **please be patient and prepared to wait.**

It is imperative that you keep all information on your child's Emergency Card up to date. Your child will be released only to those listed on the card. These procedures should be shared with everyone you list on the Emergency Card, so they are familiar with our procedures.

FIELD TRIPS

Field trips are planned as extensions of class activities. Due to changing health and safety guidelines, protocols for field trips may change at any time. In some cases, the numbers of chaperones allowed may be limited. Places will be given to parents/guardians who have not had an opportunity to chaperone on previous field trips. **CHAPERONES MAY NOT BRING OTHER CHILDREN ON THE FIELD TRIP.** All chaperones must register in the front office prior to attending any field trip. All students going on the field trip, including chaperones, will ride the bus to and from the field trip.

LOST AND FOUND

The Lost and Found is located outside in the lunch arbor. Please help us keep the number of lost items down by labeling your child's clothing and school items such as backpacks, lunchboxes, etc. Items not claimed at the end of each quarter will be donated to a local charity.

PARKING LOT POLICY

SAFETY is EVERYONE'S #1 PRIORITY. The following drop-off and pick-up procedures will help everyone stay safe. Please review and abide by these rules. Safety of our children is everyone's responsibility and only by working together can we ensure that our children travel to and from school as safely as possible.

Morning Drop-off Procedures	Afternoon Pick-up Procedures
- Parking lot speed limit is 5 MPH. - Children are to be dropped off in the Yellow Zone in the morning. <u>NO</u> children are to be dropped off in the Red Zone, passing lane, or the middle of the parking lot. - When you arrive, pull up as far as possible in the Yellow Zone.	- Pick up students during their dismissal time. - TK at 2:20pm Mon.-Thurs. - K-3rd grade: 2:35pm Mon.-Thurs. 4th-6th grade: 2:45 pm Mon.-Thurs. - On Friday <u>ALL</u> students dismissed at 1:30pm, except for TK, which gets dismissed at 1:15.

- Children should only enter and exit their cars on the sidewalk side of the car.
- Once children have exited the car, look and safely pull out of the Yellow Zone.
- Vehicles should never be parked or left unattended in the Yellow Zone.
- Use the designated parking areas or park on the neighboring streets.
- Do not park in the staff parking lot.
- Be patient and allow extra time for dropping off and pulling away.
- Be attentive to the directions of our staff and volunteers.
- **Prior to 8:15am, TK, Kinder and 1st grade students should wait in the kinder area. 2nd – 6th graders must wait on the blacktop until they are picked up by their teacher.**
- Students should not be roaming the school or hallways before school starts.

- **TK and Kindergarten students must be picked up by an authorized adult (18+) every day.**
- Students not picked up by 3:00pm on regular days and 1:55pm on minimum days will need to be picked up by an authorized adult in the office.
- Pick-up students in the Yellow Zone only
- Pull your car as far forward as possible.
- **If your child is in grades 4-6, you will be asked to circle around the parking lot or park until 2:45 pm.**
- Student may **NOT** be picked up in the Red Zone or passing lane. Children may **NOT** walk by themselves across the parking lot.
- Children may only enter and exit their cars on the sidewalk side of the car.
- If you arrive at the Yellow Zone and your child is not there yet, you will be asked to circle around the parking lot.
- Vehicles should **NEVER** be parked or left unattended in the Yellow & Red Zone.
- Use designated parking areas or park on the neighboring streets. Do not park in the staff parking lot.

Map of Juarez Lincoln School



STUDENT PERSONAL PROPERTY

Students should not bring toys or unnecessary items to school unless this has been approved by the classroom teacher. Toys, mp3 players, electronic devices, footballs/basketballs, etc. may be a distraction to your child's learning and the learning of others. Juarez-Lincoln is not responsible for lost, stolen or broken personal items. Personal items, such as trading cards, may be confiscated by school staff and will only be returned to the parent/guardian

STUDENT CELL PHONE/SMART WATCH POLICY

Cell phones and/or personal electronic/cellular devices, including cellular watches, are allowed but the school is not responsible for personal items that are lost, broken, or stolen. Phones and devices must be stored and not to be used while on campus (except for emergencies).

To allow us to maintain our focus on instruction, our policy is the following:

- Cell phones must be turned off and put away while on campus. Campus begins as soon as students step into the parking lot.
- We encourage that you have your child's name engraved or etched on the device. If you are worried that the device will become lost, stolen, or broken, please do not send it with your child. Juarez-Lincoln is not responsible for lost, stolen, or broken cell phones/smart watches.
- Devices with cameras must be always stored. Students may not take photos or record videos of other students while on campus during the school day, and during arrival and dismissal. Please discuss digital conduct with your children.
- If your child ignores this policy and/or uses the device inappropriately during school hours, the device will be confiscated, and the student's parent or guardian will need to pick it up at the principal's office.

This policy helps us maintain our focus on instruction, avoid distractions, as well as giving you the peace of mind of knowing your child has a cell phone.