

Chula Vista Elementary School District
PALOMAR ELEMENTARY SCHOOL

300 East Palomar Street, Chula Vista, CA 91911
Phone: (619) 420-0134 FAX: (619) 420-8416
REPORT ABSENCES TO: (619) 420-0134 ex. 430110



**PARENT and STUDENT HANDBOOK
2026-2027**



Board of Education

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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. 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.

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Phone: 619-420-0134 Fax: 619-420-8416

Ms. Amber MacDonald, Principal

July 2026

Dear Palomar Families,

Welcome to the 2026-2027 school year!

This Parent and Student Handbook provides important information about our school, and it serves as a reference for the many questions that you may have about the ins and outs here at Palomar Elementary School. Connecting with you is important to us! Reach out to us anytime. We are here to help you and serve you.

Please review the information contained in this handbook with your child/children. The staff and I will also review much of this information with the students during our first few weeks back to school and throughout the school year.

As a school family, we look forward to partnering with you. We are ready for you and are eager to start this new school year. Here's to the many shining moments we hope to have in the 2026-2027 school year!

Sincerely,
Amber MacDonald
Principal

Palomar Elementary School

Home of the Panthers

Welcome to Palomar Elementary School!

Mission Statement – Our mission it to provide.....

- A safe and supportive environment that encourages consideration for others, self-discipline, and responsibility.
- An opportunity for each student to reach his or her own potential.
- A broad, basic curriculum with a variety of instructional methodologies.
- Parental and community involvement.

Palomar Elementary's priorities are:

- Improve staff, parent and community communication.
- Implement early intervention strategies which support all aspects of student success.
- Strengthen our learning program with attention to interventions for students.

Community Schools

Palomar Elementary is a proud founding member in Community Schools. We believe that every child deserves the opportunity to achieve their dreams. And so, entirely free of charge, every student that attends a school in Community Schools, will be provided equal access to resources, whether it's cutting-edge technology, comprehensive learning materials, or enriching extracurricular opportunities, every child will have the tools they need to thrive.



SCHOOL HOURS:

Children should not arrive at school before **7:30 a.m.**

Breakfast is served between 7:30 a.m. – 8:05 a.m.

Morning line up by class is on the blacktop area in the central quad area as you enter the school.

Teachers pick up students in the quad area between 8:05-8:10a.m.

Students should be in their seats no later than 8:10a.m. The gate will be closed at 8:10 a.m.

Transitional Kindergarten – 8:10 a.m. – 2:10 p.m. (Friday Dismissal at 1:10 p.m.)

Kindergarten - 8:10 a.m. – 2:10 p.m. (Friday Dismissal at 1:20 p.m.)

Grades 1st-3rd - 8:10 a.m. – 2:25 p.m. (Friday Dismissal at 1:25 p.m.)

Grades 4th-6th – 8:10 a.m. - 2:30 p.m. (Friday Dismissal at 1:30 p.m.)

Students are to be picked up within 15 minutes of dismissal or walk home immediately.

Students are not to be hanging out in front of classrooms before school. If you need before or after-school care for your child, please our before and after school program. Please see the front office for details.

OFFICE HOURS:

The school office is open from 7:30 a.m. to 4:00 p.m. Monday through Friday.

The school telephone number is 619-420-0134 and the fax number is 619-420-8416

The gates will be locked according to the following schedule:

Monday-Thursday: 8:10 a.m.-2:10 p.m. & 4:00 p.m.-7:30 a.m.*

Friday: 8:10 a.m.-2:00 p.m. & Friday at 4:00 p.m. - Monday, 7:30 a.m.

*Gates may be opened a bit longer on certain days depending on after school activities.

Gates will be locked at all times on school holidays and when school is off session.

REPORT ABSENCES TO: (619) 420-0134

ATTENDANCE

ARRIVAL

The supervision of the children who attend Palomar Elementary School begins at 7:30 am. Supervision in the quad area and the cafeteria begins at 7:30am. Students not having breakfast are to report to the quad blacktop area and line up behind their classroom letter painted on the ground. TK-6th grade teachers will meet students on the quad blacktop around 8:05-8:08 to arrive in class by 8:10am. A warning bell will ring at 8:05am and everyone should be in line. Another bell will ring at 8:10am and everyone should be seated at their desks. The front office gate will close at 8:10am and students arriving after 8:10am need to check in the office for a tardy slip before going to class. Students may have breakfast in the lunch arbor and/or cafeteria beginning at 7:30am. Parents should not block thoroughfares or follow their child to the classroom (with the exception of the first day of school). Children need to develop responsibility skills so parents should not help with backpacks or jackets, etc. Also, please be mindful that this is not the appropriate time to conference with the classroom teacher. Plan on setting up an appointment with the classroom teacher or communicate via note or email if you need to communicate with your child's teacher.

LATE ARRIVALS/TARDIES

Under California Law, (Ed. Code 48200) parents and guardians are charged with the responsibility of keeping their children in regular attendance and on time at school. Classes begin at 8:10 a.m. **If your child enters the classrooms any time after 8:10 a.m., they are considered TARDY. If your child eats breakfast at school in the morning, they need to arrive with enough time to finish breakfast and walk to class and be seated by 8:10am.** The amount of time students attend class correlates highly with how much they are able to learn. Students who are late will need to report to the Health Office to get a tardy slip. 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.

DISMISSAL

Transitional Kindergarten students in Room 201 and 202 will be dismissed at 2:10pm from the red door/gate that connects to the back door of the classroom (alongside the parking loop at the front of the school). Kindergarten-6th grade students are dismissed through the front gate of the school with the exception of bus riders who are picked up at the back parking lot. All children should leave their classroom once the bell rings and report to the pick-up/drop off area. Bus riders should report to the bus pick up/drop off zone at the side of the school. No child should be running around, climbing on railings, swinging backpacks or playing around once dismissed for the day. Students should be picked up within 15 minutes of dismissal. All persons picking up students are asked to wait in front of the school office until the bell rings. Though we understand emergencies come up every now and again, chronic late pickups may receive a phone call from the school principal or office staff. Students who are not picked by the close of office hours and no one can be reached on the emergency contact card, may be taken to the Chula Vista Police Department in accordance with District Policy.

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. ID must be shown to the office staff.
- Students must be signed out in the office by the parent or designee prior to leaving the school grounds. ID must be shown to the office staff.
- Parents and designees will be asked to wait in the office while school personnel call the child to the office.
- Students will only be called to the school office upon arrival of the person picking the child up.
- Please do not pick up your child early unless she/he has a medical or dental appointment.
- **School District policy requires that any child signed out before dismissal time is considered an unexcused absence unless the reason is for the student's doctor or dental appointment.**
- A doctor's note verifying the appointment is required when the child returns to school; otherwise, the absence will be considered unexcused. This does not apply when a child is signed out to go home due to illness nor is a note required from a doctor when they return to school.

ABSENCES

- Call the Attendance Health Secretary on the day of the absence. Dial 619-420-0134, and extension 430110 and leave a message (24 hours a day) or email sandra.borruel@cvesd.org regarding your child's absence.
- Send a note the first day back to school.
- If your child is absent three days or more, **a doctor's note is required**.
- Upon returning to school following an absence, children must check in at the Attendance/Health Office (unless the parent has verified the absence by phone or email) with a note from home giving the date and reason for the absence (3 days of absences requires a doctor's note). **If a note or phone call is not received within 3 days, the absence will be considered a truancy.**
- **Reporting the absence does not automatically excuse the absence.**

Palomar Elementary School will only excuse an absence for the following reasons:

- Illness
- Medical or dental appointment (with a note from the doctor/dentist)
- Quarantine by a county or city health officer
- Funeral of immediate family member (Grandparent, parent, or sibling)
- Military parent leaving for or returning from deployment

The **reason** given for the absence determines whether the absence is excused or unexcused. **Failure to provide a reason automatically makes the absence unexcused.**

- **If your child will be absent for religious reasons, to participate in "Take Your Child to Work Day", to attend a military function for a parent, etc.:** A written request stating the reason for the absence must be presented to the school Attendance office for Principal approval **two days prior to the absence**. If approved, the absence becomes a "Board Justified" absence. If the absence is not approved, it is an unexcused absence.

INDEPENDENT STUDY CONTRACT POLICY FOR EXTENDED ABSENCES

If your child will be absent 3 or more consecutive days, please notify the health attendance clerk and classroom teacher at least **two weeks prior** to the absence. Please follow these guidelines:

- Contracts must have specific dates and be signed by all parties **at least two weeks 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.

DROP OFF

When dropping off or picking up your children please remember the following safety guidelines:

- *DRIVE SLOWLY AND CAUTIOUSLY*
- *OBSERVE SIGNS AND CONES*
- *NO TEXTING OR TALKING ON CELL PHONES WHILE DRIVING*
- *USE THE CROSSWALKS AT ALL TIMES*
- *DO NOT DOUBLE PARK*
- *THE PARKING SPACES ARE NOT A PICK-UP AND DROP OFF AREA*
- *DO NOT MOTION FOR YOUR CHILD TO WALK BETWEEN CARS OR DISREGARD STAFF AT DISMISSAL*
- *NO ANIMALS ON CAMPUS DURING DROP OFF AND PICK UP. SEE PAGE 14 FOR INFORMATION REGARDING PETS*
- *BE RESPECTFUL AND POLITE*
- *BIKES, SCOOTERS, SKATEBOARDS, HOVERBOARDS, ETC. MUST REMAIN LOCKED ON THE BIKE RACK OR KEPT IN A SAFE PLACE IN THE CLASSROOM TO BE DETERMINED BY THE TEACHER. STUDENTS MUST WALK THESE ITEMS ON CAMPUS DURING ARRIVAL AND DISMISSAL*

PERFECT ATTENDANCE:

To be eligible for Perfect Attendance, the student must be in class on time and must stay in class the entire day every day that school is in session. (i.e., the student cannot be late to school for any reason, or be taken out of school early for any reason, or be absent from school for any reason.)

ZERO ABSENCES, ZERO TARDIES, AND ZERO EARLY DISMISSALS OF ANY KIND THROUGHOUT THE YEAR, and NO INDEPENDENT CONTRACTS.

ZONE TRANSFERS:

Attendance plays a factor in whether or not Zone Transfers will be renewed. Poor attendance, excessive tardies, or not being picked up in a timely manner after school could cause zone transfers not to be renewed. Zone Transfers may also be denied/or not renewed if there are any behavioral concerns.

IF YOU MOVE:

If you move at any time during the school year, you must complete the following steps within two weeks of the move:

- Verify residency with your new address
- Update the Emergency Forms in the Health Office with your new address and any other information that has changed.
- If you have moved out of the Palomar boundaries, it will be necessary to fill out a **Zone Transfer** if you are wishing for your child to finish the remainder of the school year at Palomar. Zone Transfers will be honored as long as behavior and attendance are not concerns.

AFTER SCHOOL CARE

Childcare services available on the school campus after school:

- Before and After School Care is available for TK through 6th grade children. Applications are in the front office.

BEHAVIOR, DISCIPLINE, & RESPONSIBILITIES

BEHAVIORAL STANDARDS

The students and staff at Palomar 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 Palomar Elementary School has established the following set of rights and behavioral standards:

Each person has the right to an orderly environment.

Students are expected to follow all rules in the classroom and throughout the campus at all times. Everyone will walk quietly in the hallways. Running will not be permitted anywhere on campus with the exception of organized activities during P.E. or recess. Littering is not allowed and students will clean up after themselves. Yelling and loud behavior is not allowed in hallways or lunch area. Students will not play in the restrooms and will not invade others' privacy.

Each person has the right to be different.

Students and staff will respect the uniqueness of each individual. Disparaging remarks are not to be made regarding a person's physical appearance, ethnicity, religious affiliation, gender, language, dress, socio-economic status, academic performance, or any other personal characteristics. Teasing is not allowed.

Each person has the right to be treated with courtesy.

Respect, courtesy and good manners need to be shown toward other people at all times. Name-calling, put-downs, cutting in line, obscene language, abusive gestures, harassment, and bullying are not permitted. Exclusion of any student is not allowed.

Each person is expected to show responsibility for school and personal property.

Toys, candy and personal belongings unrelated to classroom learning will remain at home. Taking or causing damage to property is not permitted. Doing so may be cause of replacing or paying for the damaged item. Vandalism and destruction of school property is not allowed. Students will be neat in the restrooms.

Each person has the right to be safe.

Rough play, hitting, kicking, biting, tripping, pinching, choking, poking, pushing, throwing objects, and any other form of physical abuse are never permitted. Bullying is not allowed. Sexual harassment is not allowed. Drugs are not allowed. Weapons are not allowed. All playground safety rules are to be followed during recesses including appropriate use of playground equipment. Tag and other chasing games are not allowed. Games involving throwing balls at other students are not allowed. All students will adhere to the school dress code.

RESPONSIBILITIES:

It is our desire that students start the day on a positive note and in an orderly atmosphere which creates and sustains the tone for the entire school day. Student safety is one of our priorities, therefore, we monitor our campus security and safety procedures on a continuous basis.

PLAYGROUND RESPONSIBILITIES

1. Follow directions.
2. Keep hands, feet, and any objects to yourself.
3. Stay in designated areas.
4. At the sound of the whistle/siren all students stop play, hold all playground equipment, dismount big toy, take a knee, freeze, and refrain from talking. Students are to wait for further instructions and are not to get drinks or use the restroom after the whistle/siren.
5. Return all playground equipment to equipment rack when told to do so.
6. The use of profane language and/or name calling is strictly prohibited.
7. Take turns on equipment and adhere to big toy and soccer field rules.
8. All games are open; invite others to join your game.
9. We do not throw objects other than balls.

BATHROOM RESPONSIBILITIES

1. Only 3 students may use the bathroom at a time.
2. Come in, use the bathroom, and leave promptly.
3. Keep the bathroom clean and free of debris on the floors and/or in stalls.
4. Soft voices are to be used at all times.

HALLWAY RESPONSIBILITIES

1. Follow directions.
2. Keep hands, feet, and objects to yourself.
3. No Talking.
4. Hallway passes are required during class time if students are walking to the health office..

LUNCH TABLE RESPONSIBILITIES

1. Stay seated.
2. Keep voices at a respectful/soft level.
3. Wait for your classroom teacher to arrive at your table and dismiss you.
4. Clean up after yourself.
5. There is no sharing of food (due to potential food allergies)
6. There is no throwing food allowed.

BEFORE SCHOOL RESPONSIBILITIES

1. Line up on the quad blacktop unless you are eating breakfast.
2. Cell phones are to be turned off and placed securely in your backpack.
3. Remain on blacktop until your teacher arrives to escort you to class for a start time of 8:10am.
4. Use soft voices.
5. Follow directions.

AFTER SCHOOL RESPONSIBILITIES

1. Walk with a buddy.
2. Students who must wait for an older sibling or to be picked up will sit and wait quietly in one of the following areas:
 - pick-up/drop-off point in front of the school
 - the chairs in the front office
3. Students will stay clear of all unsupervised areas including, but not limited to: classrooms, the bathrooms, and the regular playground areas.
4. Remember to maintain a disciplined atmosphere, quiet and orderly at all times.

To help us support a disciplined atmosphere the following is required of all students:

1. Students must line up behind the classroom letter in the blacktop quad area for the morning line up and at their assigned lines at end of recess on the Kinder playground, Lower Playground or Upper Playground.
2. Students will use only school issued equipment on the playground. (Toys, marbles, baseballs and bats, gum, candy, trading cards, and electronic games are strictly prohibited).
3. Students will not play games which are unsafe, including tag, play fighting, and wrestling of any kind.
4. Everyone will treat others and be treated with respect.
5. Students must obey cafeteria rules during breakfast and lunch times.
6. Students are not to retrieve equipment outside of the playground without permission from a supervisor.
7. School property (desks, books, sports equipment, etc.) will not be defaced or misused in any way.

PANTHER PAW TICKETS

Students will receive positive reinforcement for appropriate behavior in the classroom and on the campus. Good behavior will be celebrated and rewarded with 'Panther Paw' tickets. Five tickets are pulled daily and students can pick out a prize in the principal's office.

INTERNET RESPONSIBILITIES

A Student Internet Use Guidelines and Agreement was a part of the registration packet for each child at the school. Parents/guardians and students need to read the guidelines and sign the electronic agreement indicating that the students will abide by the terms and conditions in the agreement.

DISCIPLINE

If a student disregards the above rules, the following steps will be followed in a progressive manner:

1. Individual teachers will apply their classroom discipline policies.
2. Individual teachers will contact parents by phone, note, or through email.
3. If the behavior is such that it warrants the principal's attention, a student will be sent to the office to talk with the principal.
4. Principal will contact parents/guardians by phone at work or home. Oftentimes, due to the length of time it takes to investigate the situation, phone calls may not take place until the end of the day.
5. Principal will conference with parents/guardians either by phone or in person. Please understand, the principal takes the time to investigate behavior incidents and follows up with witness accounts. This takes considerable time. It is important to have as many facts as possible prior to the principal contacting the parent so as not to relay misinformation.

In accordance with Ed Code 48900, grounds for suspension include, but are not limited to:

- * Physical injury to another student, teacher, or school employee (includes fighting of any kind)
- * Possessing, selling, or otherwise furnishing:
 - a firearm, knife, explosive, or other dangerous object
 - a controlled substance, alcoholic beverage, or intoxicant
 - tobacco or products containing tobacco
- * Stealing or receiving stolen school property or private property
- * Causing or attempting to cause damage to school property, (including electronic files and databases), or private property. This also includes improper use of school restrooms.
- * Committing an obscene act or using profanity
- * Possessing or selling drug paraphernalia
- * Selling prescription drugs
- * Possessing an imitation firearm
- * Sexual harassment
- * Bullying, (including bullying committed by means of an electronic device). Bullying is the repeated, persistent, habitual use of force, intimidation, or aggressively dominating others.
- * Disrupting school activities or defying the authority of supervisors, teachers, administrators, school officials or other school personnel

Procedures for Addressing Conflicts/Bullying Behavior:

All students will follow these four anti-bullying rules at Palomar:

1. We will not bully others.
2. We will try to help students who are bullied. Be an 'Upstander.'
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

When a staff member witnesses an incident or a student or parent reports incident to a staff member, the following steps will occur:

Step 1: Staff member will investigate and address the bullying behavior if it is determined it is bullying.

Step 2: Staff member will refer to the bullying behavior and to the relevant rule against bullying.

Step 3: Staff member will support the bullied child by assuring their safety and that bullying is not tolerated at Palomar.

Step 4: Staff member will empower the bystanders with appreciation if they were supportive to the student who was bullied or with information as to how to act in the future.

Step 5: Staff member counsels the student who bullied and if appropriate, imposes consequences for bullying behavior.

Step 6: Report incident to Principal, School Counselor, or School Psychologist for investigation, to assign consequences if needed, and to take step to ensure the bullying does not continue.

Step 7: After investigation if bullying behavior is confirmed, Administration will contact parents of both the student who bullied and the student who was bullied and assign appropriate consequences – If after investigation Administration determines the behavior is not bullying behavior but deemed a conflict, staff member/teacher will contact parents of both students to inform them of the conflict.

GENERAL INFORMATION

ACCIDENT INSURANCE

Accidents do happen at school. The school does not carry medical insurance for students. However, a voluntary student accident insurance program is offered by the Board of Education.

BICYCLES, SKATEBOARDS, SCOOTERS & ROLLER-BLADES

To ensure student safety, riding bicycles, skateboards, scooters and rollerblades on campus during school hours is strictly prohibited. This includes shoes with “heelies.” Students may ride their bicycle to and from school and lock up in the cycle rack in the quad area. Students must wear helmets when riding their bikes to and from school. E-Bikes are not permitted on campus. Please follow all Chula Vista Ordinances around E-Bike safety.

BIRTHDAYS: CVESD Board Policy 5030: WELLNESS POLICY

No celebratory food items will be allowed on school sites during the school day in celebration of a student’s birthday. The District encourages and supports the use of nonfood celebratory activities and will provide a list of suggestions to schools and parents.

BREAKFAST/LUNCH PROGRAM

Breakfast is served daily from 7:30-8:10 a.m. and will not be served after 8:09 a.m. in order for students to arrive to class by 8:10 a.m. *Occasionally, buses arrive late in which case, students will be able to pick up a breakfast.*

Meal prices

Currently meals are free for students per the federal guidelines. Children are entitled to one free breakfast and one free lunch.

Even though meals are free this year, we do need all parents to fill out the Meal Applications for free or reduced meals which is embedded in the registration link. This short application will go home with your child on the first day and needs to be filled out, signed and returned to the school office. This application needs to be filled out and returned to school.

To see the lunch menu for the month, please go to...the School Café website through the district website. www.schoolcafe.com

Please send **healthy** snacks and lunch to school with your children. **Do not send sodas, candy, chips, or gum as these are not part of our district wellness guidelines.** All children must eat lunch every day.

CELL PHONES:

A student may have a cell phone on campus with the following understanding and expectations about responsible use.....

- Once a student passes through the school gates, the cell phone should be powered off and placed securely in their backpack where the cell phone is to remain for the entirety of the school day. Cell phones are only to be taken out at the end of the day and turned on once a child passes through the school gates.
- Cell phones may be used at end-of-the-day for pick-up purposes and to communicate arrangements with family members.
- Cell phones are not to be taken to the bathroom with students.
- If a student is sick during the school day, they are to go to the school nurse, and the school nurse will call home and initiate communication with the parent/guardian. Students are not to use their cell phones to call for pick up without going through this process.
- During the standardized state testing at various times during the year, teachers may collect cell phones from students to ensure that they are in the off position and not being used. It is the student's responsibility to retrieve the phone at the end of the day after testing is complete.
- Any instance of cyber-bully and/or inappropriate texting/sexting will not be tolerated and consequences will be enforced. Often times, this cyber bullying occurs off campus and off hours, however, the damage carries into school and interrupts learning and instruction and thus becomes a school problem as well. Please monitor and watch what your children are engaged in online.
- The school is not responsible for any lost, damaged, or stolen cell phones.
- On campus violation of any of the terms listed above will result in the confiscation and/or revocation of cell phone privileges. A parent must come to the office to pick up the phone.
- 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.
- 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.

CLASS ASSIGNMENTS:

Each year we are often faced with the task of moving a few children from one classroom to another in order to correct an imbalance in class composition. Typically, these changes occur within the first month of school, but changes may occur at any time during the school year. We strive to keep these changes to a bare minimum however, it is hard to predict exact growth patterns and which grade levels will be affected. In the event changes do become necessary, we hope that we may count on your cooperation and understanding. At the beginning of the school year, we would like to ask families to please **wait until the third week of school to discuss any possible class assignment changes.** If a family wishes to talk about a possible change, they need to pick up a form from the office describing the rationale for the change. An appointment with the principal will be arranged to discuss the request and to consider all factors associated with a possible change in placement.

CLOSED CAMPUS

In an effort to ensure a safe campus Palomar 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 Raptor System and receive a visitor badge. All gates will be locked during school hours. 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:

- Community School Steering Committee provides guidance to our Community School model and helps decide how our Community School grants funds are spent with input from the staff, parents, and community.
- ELAC – English Language Acquisition Committee provides support for second language learners and their families.
- PTO – Parent, Teacher Organization (PTO) supports school events and programs volunteering and fundraising.
- Safety Committee oversees the Safe Schools 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.
 - The SSC Members serve a two-year term. They are voted in by the parent community.

Daily Schedule

Morning Recess

Grade	Location	Time
TK/Kinder	Kinder Playground	9:45-10:05am + afternoon recess -1:20-1:40pm
Grades 1-3	Lower Playground	10:00-10:20am
Grades 4-6	Upper Playground	10:00-10:20am

Lunch/Recess

Grade	Location	Lunch Time and Recess Time
TK/Kinder	Lunch Arbor/Kinder Playground	11:00-11:20 and 11:20-11:45am
Grades 1&2	Lunch Arbor/Lower Playground	11:25-11:45 and 11:45-12:10pm
Grades 2/3 & 3 rd	Lunch Arbor/Lower Playground	11:50-12:10 and 12:10-12:35pm
Grades 4-6	Lunch Arbor/Upper Playground	12:15-12:35 and 12:35-1:00pm

DISASTER/EARTHQUAKE/FIRE DRILLS

Established procedures are in place at Palomar Elementary School to handle disasters such as fire, earthquake, bomb threats, and/or dangerous intruders. Disaster drills are conducted throughout the school year on a routine basis in order 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, "FIRE, EARTHQUAKE OR DISASTER DRILL IN PROGRESS" please wait off campus and return in 15 minutes. In the event of a real disaster or emergency situation, please form a line leading out from the gate in front of the school and wait for a designee to give you further instructions. Please do not rush the gate...a single line needs to be formed to ensure we can help each person in turn. Students will be reunited with families once law enforcement and school officials deem appropriate.

Be sure to update telephone numbers and address on your Student Emergency Form by contacting the office if there are any changes during the school year.

DRESS CODE

The following policy, adopted by the Chula Vista Elementary School District Board of Education on March 7, 1995, describes the dress code expected of Palomar students:

1. Shoes must be worn at all times. Sandals must have closed toes and heel straps. Flip-flops or other backless shoes or sandals are not acceptable.
2. Make-up is inappropriate in the elementary school. Dangling earrings, chains, and keys worn visibly around the neck are unsafe and are not acceptable. Palomar is not responsible for broken, stolen or lost jewelry. Good rule of thumb: If it is a special item, keep it at home.
3. Clothing and jewelry shall be free of writing, pictures or other insignia which are crude, vulgar, profane and/or sexually suggestive or which advertise or advocate racial, ethnic or religious prejudice or the use of drugs, tobacco or alcohol.
4. Hats, caps and other head coverings shall not be worn indoors.
5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are not acceptable.
6. Articles of clothing and accessories, including hats, belts, books, binders, lunch bags, etc. adorned with graffiti or alleging gang affiliations are not acceptable.

Please wear appropriate PE shoes daily, since all students have PE every day.

School staff reserves the right to make judgments on any article of clothing, mode of dress, or hair style which poses the potential for the disruption of learning and/or compromises a safe and orderly learning environment.

School Spirit shirts can be worn on any day of the school week.

We feel these guidelines will keep our Palomar students safe and looking like elementary students while helping them focus on learning. Thank you for your help with this important issue. Please help us instill positive, safe choices pertaining to student's clothing and appearance by supporting our Dress Code Policy and where children are focused on their learning and not their appearance.

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.***

The “**Authorization for Treatment of Minors**” form will need to be filled out by all parents/guardians at the beginning of the year. A copy of this authorization form will be kept in the teacher's emergency backpack for field trips and potential emergencies on campus. Parents signing the authorization give permission to treat a student at a hospital/medical facility during an emergency. This form will be in the beginning of the year packet. Please fill it out in its entirety and return to your child's teacher the **first day of school**.

HEALTH

Our school has 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 100.4°F or more, taken orally (or 101°F taken by ear, rectally or temporal scan).** For infants under age 1 year, the upper limit for temperature is 100 degrees (rectally, by ear or by temporal artery), not 101 degrees. 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** - keep home if child has labored breathing (heaving of chest muscles with each breath), rapid breathing at rest, blue color to skin, wheezing (if never previously evaluated and treated), a diagnosis of pertussis / whooping cough (unless 5 days of antibiotics have been received), or a diagnosis of tuberculosis (until treated).
- **Rash that is undiagnosed**, especially when there is a fever and behavioral change.
- **Chicken pox** - keep home until all blisters are scabbed over and no signs of illness.
- **Diarrhea** - keep home if the student wears diapers, if there is blood or mucous in the stool (unless from medication or hard stool), if the stools are all black or very pale, or if the stools are very watery and are increasing in frequency. Also, see a doctor immediately and do not bring child to school if 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 accompanied by fever, rash or general weakness.
- **Impetigo** - Keep the child home for 24 hours after starting an antibiotic treatment.
- **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** - Cold sores can be passed from one person to another, but only through direct contact. Children who drool or place toys in their mouths when they have cold sores should stay home. Other children can come to school.
- **Lice** – Proof that medication was applied needs to be brought to the attendance office before a child returns to school. The nurse will check the child upon return to the school.

Students with above symptoms need to be absent for at least 24 hours prior to returning to school.

Antibiotics

Children who are placed on antibiotics for the above ailments should be on them for a **FULL 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, you may want to call your child's primary care provider. If you have further questions, please contact your school site 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.

MEDICATION:

Medications are not permitted at school except when kept in the school 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 signed by your physician. This form will be kept on file in the school Health Office. This form authorizes office personnel to administer the medication to your child during the school day. A new form will need to be submitted at the beginning of each new school year. Discontinuation of medication and changes in dosage or time require written instruction from the physician. This applies to prescription and non-prescription medicine. Cough drops are considered medication. Every time your child is on a medication for a specific illness such as strep throat, bronchitis, pink eye, etc., a new form must accompany the prescription. Contact the Health Office at 619-421-0771 with any questions.

HOMEWORK POLICY:

Homework should help a child:

- Develop independent study habits and self-discipline (life-skills)
- Reinforce classroom instruction
- Enrich school experiences

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 and monitoring homework assignments.
- Informing parents when students consistently fail to complete homework assignments.

Parents are encouraged to:

- Provide a place with a minimum of distractions.
- Monitor the student as needed.
- Communicate with the teacher if there are questions about homework assignments or if the student has difficulty in completing assignments.
- Check to see if work is completed and school materials returned.

A Student is expected to:

- Inform parents when homework assignments are made and when they are due.
- Bring necessary materials home and return assignments on time.
- Complete homework assignments neatly, accurately, and daily (unless the teacher specifies otherwise.)

If a student consistently struggles/fails to complete homework assignments, the following procedures will be followed:

- Teacher will conduct a conference with parent and student.
- Student may miss recess to complete assignment.
- Teacher will conduct conference with parent, student, and administrator.
- Student Study Team process may be initiated for academic and behavior interventions.

INTERNET POLICY

Internet access is available to Palomar Elementary School students in the classroom 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 Palomar 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 costlier 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.

A Library permission slip must be filled out each year for each student. Students are asked to bring their books back every week, even if they would like to renew. Students will not be able to check out if they have an overdue book. Lost or damaged books must be paid for according to the Education Code of the State of California. (The average cost of a library book is \$17.00). At the end of the year, a student's report card will be held for unpaid fines.

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" rack located in the quad area. Unclaimed and/or unmarked "Lost and Found" items are sent to a local charity at the close of every quarter throughout the 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 teacher first and or administration (depending on cause for concern) immediately. Administration will investigate but may be unable to discuss findings due to confidentiality.

PROGRESS REPORTS

Palomar 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

On rainy or inclement weather days all students report directly to the MPR/Cafeteria once the gates open.

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.

SCHOOL NEWS/COMMUNICATION

Communication between the school and home is important to ensure that parents are well informed regarding their student's educational progress, all campus policies, calendar activities and parent involvement opportunities. Messages are often sent home by administration and office staff via a phone message and/or email from Finals site, the communication platform the district utilizes. Administration often posts photos to Class Dojo as well.

For information regarding our school policies and procedures, visit our....

School website: <https://palomar.cvesd.org/>

A weekly newsletter is sent home to parents/guardian via email through Finals site. Additionally, each grade levels and/or classrooms send home and/or sends electronically a weekly newsletter informing parents of specific classroom instructional themes, activities and/or events. Flyers are also posted on Class Dojo and Peachjar.

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.

SNACKS

The morning recess is considered a nutrition break. Students will be encouraged to eat nutritious snacks 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. **We have students on campus who have allergies. For the safety of everyone, we encourage you not to send that contain products your child's classmate may be allergic to. Please check with the teacher before sending any items to school with your child. We have students who are allergic to nuts, seafood, egg, milk, coconut, wheat, and other food allergies.**

SOCIAL MEDIA:

As educators and parents, it is important that our students/children know the proper use of social media. Listed below are some tips that would be a good idea to discuss with your child. Please also refer to the **Cell Phone Contract, in the Appendix section at the end of this handbook** that might be useful to your family.

- Do not post illegal activities
- Do not cyberbully
- Do not post objectionable content from school computers or networks
- Do not lie/cheat/plagiarize
- Do not threaten violence
- Do not rely on privacy settings 100%
- Do not post emotionally
- Do not assume content on the web will be kept confidential
- Remember that web-based conversations and “texting” can bring carry over issues to the school campus. While the conversations may have happened off campus, there may be consequences on campus if the emotional content disrupts learning and the emotional safety of a student.
- Set limits to phone use. Phones are off and put away in backpacks upon arrival to the school and not brought out again until after a student has passed through the gate to arrange pickup with parents.
- It would be wise to talk to your child about a nighttime limit to cell use. (example: cell phones are shut off at 8pm and given to parent/guardian for safekeeping until the morning)

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. If your child has special needs, please notify the teacher prior to the field trip. Palomar reserves the right to cancel a field/study trip at any time if guidelines are not followed or student behaviors become a concern.

TELEPHONES

It is very disruptive to call a child to the telephone during the instructional day, so please do not ask the office staff to do so. If you must leave a message for your child, you may either leave a voice mail or a message with the office secretaries, but please do not abuse the privilege. Prior to coming to school each day, make sure your child knows where to go after school. Phone use by students is restricted to emergencies only.

Students may use the office telephones only in the case of an emergency or when instructed to do so by the office staff.

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, iPods, mp3 players, gadgets, jewelry, excessive hair ornaments, etc. may

be a distraction to your child's learning and the learning of others. Palomar Elementary School is not responsible for lost, stolen or broken personal items or toys.

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 Assessment of California (ELPAC)** will be given to every English Language Learner each spring. Reclassification of English Learners will be based on ELPAC, CAASPP, Level Set, and Lexile scores.
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>

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 Palomar Elementary School neighborhood routes. Students who attend Palomar 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 *Riding the School Bus* brochure for specific rules and regulations. This brochure is included in the first day of school packet and available in the school office.

VISITORS AND VOLUNTEERS

Visitors: Access to the campus during school hours is through the main office. 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 a volunteer sticker. If you have never signed in to the Raptor System, the school secretary will need to scan your Driver's License to put you in the system. Please wear the sticker in a visible location while on campus at all times. If a staff member notices you are not wearing a volunteer sticker, 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.

Raptor VisitorSafe

The Raptor Visitor Management System (Raptor) helps keep our school safe by screening all visitors upon check-in. It scans IDs, checks security databases, and prints visitor badges to ensure only approved guests enter our buildings.

Board Policy BP 3515.1, Campus Access and Safety, requires parents/guardians to check in through Raptor to accompany their child to the designated morning drop-off area or escort them to their classroom.

Parents/guardians must proceed directly to and from these designated areas and exit campus by the first bell. While on campus, all visitors are expected to follow all safety procedures and comply with staff directions.

To ensure a smooth check-in process, parents/guardians are encouraged to download the Raptor app. The app will pre-register your credentials and generate a QR code you can scan upon arrival.

Download the Raptor app today on the [Apple App Store - Raptor Safe](#) or [Google Play - Raptor Safe](#).

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 filed in the school office. If you are volunteering for a field trip you must have a TB test on file with the office a week before the field trip in order to volunteer for the field trip. Teachers will review the list of those who have cleared the TB test requirement to determine who can volunteer for a fieldtrip. Volunteers working with children more than two days a week at the school need to have a fingerprint clearance and a TB test which must be submitted to the office. Additionally, volunteers need to fill out the "General Information Sheet," which can be found in the office (and copy is in the appendix for your review). Please call our school secretary to verify that your TB test is current – 619-420-0134.

Under no circumstances should a visitor/volunteer interrupt classroom instruction. Arrangements for visiting or volunteering in a classroom are to be made with the teacher in advance. Visitors and Volunteers are never permitted to be left alone with students without a staff member present.

Classroom Observations: Parents wishing to observe in a classroom must make arrangements with the school principal and classroom teacher. Observations may not be longer than 30 minutes, 1x per quarter. Parents wishing to observe in classroom will be accompanied by the school principal or other district/school staff representative. *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.*

Appendix

Palomar Extensions and Emails

School Phone Number: 619-420-0134

School Fax Number: 619-420-8416

School Office Hours: 7:30a.m. – 4:00p.m.

School Website: <https://palomar.cvesd.org/>

****Reminder: If you need to get a message to your child during the school day, please call and leave a message with the school secretary. Thank you!

Name	Grade	Email
Alison Mendoza	TK/K SDC-ESN	alison.mendoza@cvesd.org
Gabrielle Vasilev	TK	gabrielle.vasilev@cvesd.org
Tiari Garcia	1 st /2 nd SDC-ESN	tiari.garcia@cvesd.org
Antoinette Gravely	K	antoinette.gravely@cvesd.org
Noemi Silva	K	noemi.silva@cvesd.org
Aurelio "Audie" Sabal	1	aurelio.sabal@cvesd.org
Jessica Bruder	1 st /2 nd	jessica.bruder@cvesd.org
Renato "Ren" Mercado Osario	1 st -3 rd SDC-ESN	renato.mercadoosario@cvesd.org
Youcef Zamoum	3 rd	youcef.zamoum@cvesd.org
Aimee Johnson	3 rd	aimee.johnson@cvesd.org
Sydney McCown	3 rd	sydney.mccown@cvesd.org
Elena Marquez	3 rd -5 th SDC-ESN	elena.marquez@cvesd.org
Lindsay Church	4 th	lindsay.church@cvesd.org
Brian Dorsey	4 th /5 th	brian.dorsey@cvesd.org
Olivia Fonzi	5 th /6 th	olivia.fonzi@cvesd.org
Martin Duarte	4 th -6 th SDC-ESN	martin.duarte@cvesd.org
Stephanie Hill	6 th	stephanie.hill@cvesd.org
Nichole Johnson	RSP Teacher	nichole.johnson@cvesd.org
Maddeline "Maddie" Haywood	School Psychologist	madeline.haywood@cvesd.org
Joy Iwamoto 2 nd person TBD	Speech Pathologists	joy.iwamoto@cvesd.org
Vicky Osuna	District EL IA	vicky.osuna@cvesd.org
Kyli Davis	Occupational Therapist	kyli.davis@cvesd.org
Tanya Moreno	School Counselor/Social Worker	tanya.moreno@cvesd.org
Sandra Ramirez	Library	sandra.ramirez@cvesd.org
Jacqueline Evangelou	Art	jacqueline.evangelou@cvesd.org
Raina Lopez	Music	raina.lopez@cvesd.org

Agency Nurse from Maxim - TBD	Nurse	TBD
Lawrence Odom	Day Custodian	lawrence.odom@cvesd.org
Raymundo "Ray" Ulloa	Night Custodian	raymundo.ulloa@cvesd.org
Veronica Preciado	School Secretary	veronica.preciado@cvesd.org
Sandra Borruei	School Attendance/Health Secretary	sandra.borruei@cvesd.org
Amber MacDonald	Principal	amber.macdonald@cvesd.org

Palomar Elementary School

Parent Involvement Policy

Student/School/Parent Compact

As part of a dedicated cohesive community, Palomar Elementary School educates children to become responsible, productive citizens who are lifelong learners by providing an effective, high-quality and balanced education. This is an agreement that the students, school staff, and parents will work together toward academic success for every child.

THE STUDENT AGREEMENT:

- I will attend school daily, on time, be prepared and ready to learn and work.
- I will understand what I am expected to learn, complete all assignments to the best of my ability, and get help when I need it.
- I will follow school rules and cooperate with adults and other students.
- I will follow teacher directions and not be disruptive in class.
- I will respect the property of the school, community, and others.

Student Signature _____ Date _____

THE PARENT AGREEMENT:

- I will send my child to school daily, on time, prepared and ready to learn.
- I will hold high expectations for my child and monitor my child's progress.
- I will support school/classroom rules and the site discipline and attendance plan.
- I will contact teachers/counselors about concerns or problems in a timely manner.
- I will attend all parent/teacher conferences.
- I will participate and/or volunteer in school activities.
- I will provide a regular, daily time for my child/children to complete homework assignments.
- I will read with my child on a daily basis for a minimum of (20) minutes.
- I will limit my child's television viewing to less than (30) minutes a day and encourage physical activities outside of the school day.

Parent Signature _____ Date _____

THE SCHOOL AGREEMENT:

- We will set high expectations for student learning and use a variety of teaching strategies to motivate and encourage all children.
- We will provide a safe and secure learning environment for students.
- We will maintain a welcome environment for students, families, and community members.
- We will provide opportunities for parents and community members to volunteer, observe, and participate in classroom activities.
- We will communicate with parents frequently about their child's academic and social progress and communicate concerns in a timely manner.

Teacher Signature: _____ Room: _____ Date: _____

Palomar Elementary School Athletic Contract

Player's Name: _____

Team: _____

Grade: _____ Teacher: _____

Congratulations on becoming a member of the Palomar Athletic Team! Being a student athlete is a privilege and with privileges come responsibilities. As one of our athletes, we expect that players will comply with the following expectations and responsibilities.

1. Athletes will perform to the best of their abilities in all subjects.
You are a student first and an athlete second. Failing to complete assignments, submit work, or maintain a passing grade indicates an inability to handle the load of being a team member as well as a student. If your teacher is not satisfied that you are working to your potential, you will be restricted or terminated from the team.
1. Athletes are expected to demonstrate citizenship and leadership.
This includes showing respect to teachers, adults, and other students, and demonstrating cooperation, and responsible behavior at all times. Behavior should not interfere with the learning opportunities of others.
2. Athletes will commit to participate fully in the athletic program.
This includes:
 - a.) Committing to all practices, games and team experiences.
 - b.) Committing to staying on the team until the end of the season, unless mutually agreed upon by the coaches, teammates, game officials, school staff, and opponents.
 - c.) Athletes must choose to conduct themselves in a manner that displays respect for coaches, teammates, game officials, school staff and opponents.
 - d.) Making arrangements to fully take care of all team fees and equipment.

Remember that as an athlete you are representing yourself and Palomar Elementary School. Your conduct and sportsmanship should always reflect on you and the school in the best possible way. Coaches and school staff are expected to remove players who cannot demonstrate a high level of sportsmanship.

I, _____ as an athlete of Palomar Elementary School, recognize that there are high expectations for my conduct both during competition and as a student. I agree to adhere to the above expectations and understand that if at any time I do not live up to the terms of this contract, my participation may be restricted or terminated. I further understand that should this occur, I forfeit any fees paid and will not be reimbursed.

Student Signature

Date

Parent Signature

Date

Cell Phone Contract (suggestion for use at home)

This contract between _____ and _____ begins on _____
We'll look at it every _____ weeks to see how it's going.

Kid Section I know I need to:

- Think before acting
- Be responsible for what I do
- Stay safe
- Take care of my phone

I will remember that having a phone is a privilege and a responsibility.

I agree to (check all that apply):

- ☐ Only use this phone to call a parent and people I'm allowed to call.
- ☐ Not send or forward mean or inappropriate texts or pictures.
- ☐ Download apps only with a parent's permission.
 - ☐ Respect that between _____ and _____ are phone-free hours.
- ☐ Leave my phone in the _____ for charging during homework time and at bedtime.
- ☐ Give a parent my password(s) and know there may be random checks.
- ☐ Understand if I break or lose my phone, it may not be replaced.
- ☐ Answer when a parent calls.
- ☐ Tell a parent about anything I see or receive on my phone that makes me uncomfortable.

We agree that the following behaviors are deal-breakers and will cause my phone to be taken away until we work out a new contract.

Parent Section I know that having a phone takes some getting used to. I need to:

- Understand you'll make mistakes.
- Listen to you when you tell me about something that makes you uncomfortable online.
- Learn new things so I understand the apps you want to use.
- Set a good example by not texting and driving.

Parent Signature: _____

Child's Signature: _____

Teen Cell Phone Contract (suggestion for use at home)

This contract is between _____ and _____ begins on _____. We'll look at it every _____ weeks to see how it's going.

Teen Section

We agree that the following are concerns when I use my phone (check all that apply):

- | | |
|---|---|
| ☐ Thinking Before Acting | ☐ Coping With Distractions |
| ☐ Managing My Time | ☐ Being Accountable for My Actions |

I agree that having a phone is a privilege and a responsibility. I agree to the following for the period of this contract (check all that apply):

Thinking before acting.

- ☐ Avoid risk by not sexting or posting inappropriate pictures.
- ☐ Act as though everything I share, text or post will be read by a parent.
- ☐ Use my phone to communicate only with people I know and trust and _____ speak with a parent if exceptions come up.
- ☐ Lend my phone only to people I know and trust and only within my sight.
- ☐ Managing My Time
- ☐ Respect that between _____ and _____ are phone-free hours.
- ☐ Keep track of and respect the limits on my phone's plan (minutes, texts and data).
- ☐ Leave my phone in the _____ for charging during homework time and when I go to bed.

Coping With Distractions

- ☐ Designate a spot for my phone in my backpack or bag.
- ☐ Put my phone away during class and at family mealtimes.
- ☐ Never text or make phone calls when driving.

Being Accountable for My Actions

- ☐ Provide my password(s) to a parent and know there will be random checks.
- ☐ Keep my phone charged and answer when a parent calls.
- ☐ Spend a maximum of \$____ on apps per month and pay any overages.
- ☐ Replace my phone at my own expense if I break or lose it.

Teen Cell Phone Contract (continued)

Deal Breakers

We agree that the following behaviors are deal breakers and will result in my phone being taken away for _____ days/weeks (circle one). Add your agreed upon behaviors to the bullet points below.

☐☐☐☐☐☐☐☐

Parent Section

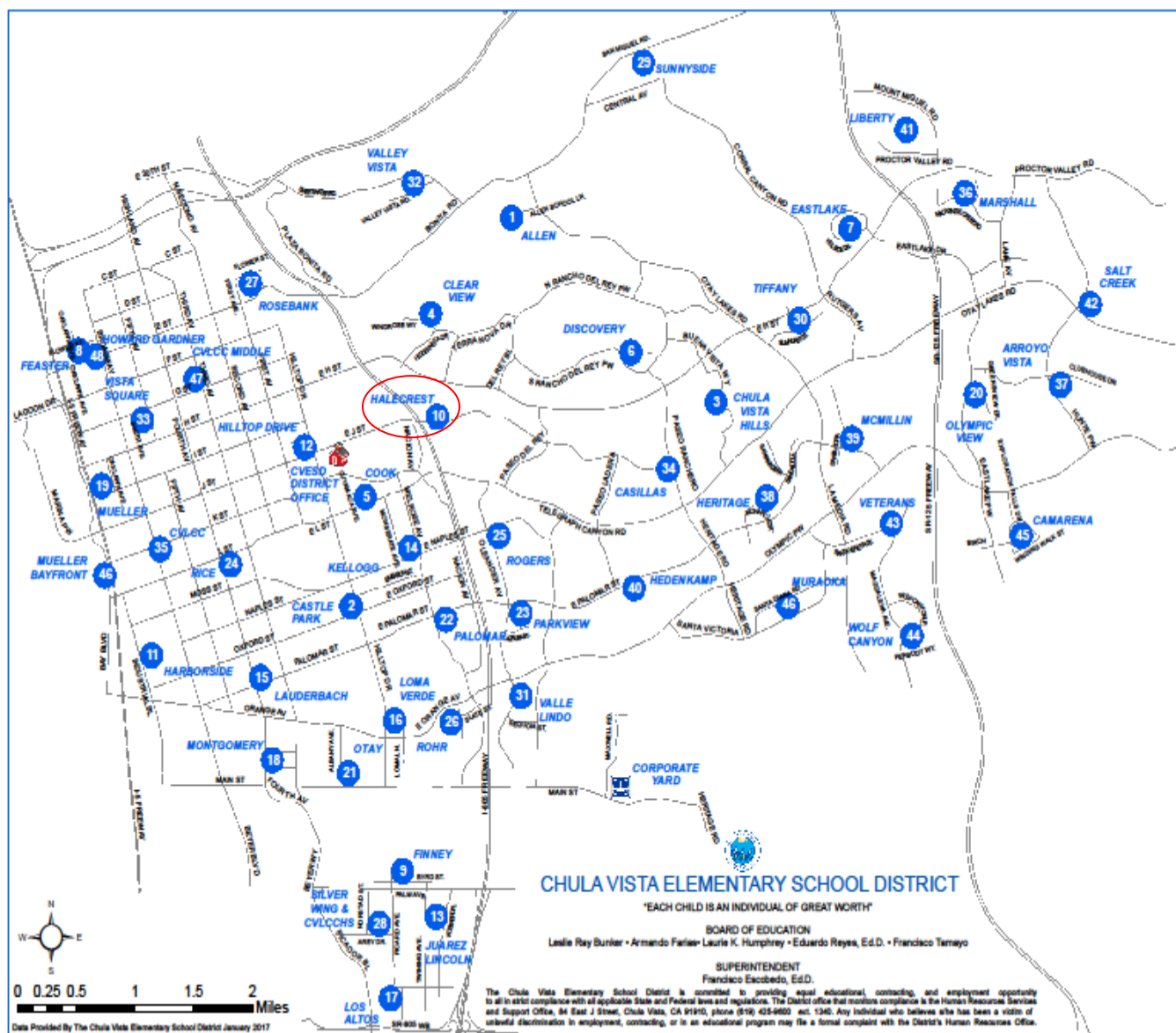
I know that we both might make mistakes when it comes to cell phone use. I need to:

- Not overreact if you make a mistake
- Listen to you when you tell me about something that makes you uncomfortable online.
- Learn new things so I understand the apps you want to use.
- Set a good example by not texting and driving.

Parent Signature: _____

Teen's Signature: _____

Date: _____





300 East Palomar Street, Chula Vista, CA 91911

Phone: 619-420-0134 Fax: 619-420-8416

Ms. Amber MacDonald, Principal

Visitors Agreement Form

Welcome to Palomar Elementary School – Home of the Panthers.

Please take note of the following information regarding our campus:

- Access to our school campus during school hours is through the main office – 7:30-4:00pm
 - All visitors and volunteers must be logged in the Raptor System- Please Bring ID
 - Once you are logged in to the Raptor System, please print a sticker and wear the sticker while you are on campus.
 - Please silence your cell phones when entering the school office, classrooms or anywhere on campus. If you need to make or answer a phone call please do so in the courtyard in front of the school office or off campus.
 - Please do not peek in windows and/or disrupt the classroom teacher while he/she is instructing students.
 - Please note that we are an elementary school. Please dress appropriately and pay attention to the wearing of conservative clothing while on campus. Please keep body parts covered properly.
 - **SIBLINGS: Due to liability visitors and volunteers may not bring younger siblings with them while they are on campus.**
 - Please refrain from using bad language. **CURSING AND SWEARING ARE NOT ALLOWED.**
 - Please **DO NOT GIVE STUDENTS CANDY or FOOD** for any reason.
 - Smoking on campus is not allowed.
 - Gum chewing is **NOT ALLOWED** on campus.
 - Please follow instructions of staff and/or the announcements during a lockdown, earthquake or fire drill.
 - In the event of an evacuation drill or a real evacuation, please proceed to the blacktop area of the upper playground. There are emergency backpacks located under the sinks in all classrooms that must be taken out during evacuations.
 - Selling things and passing out flyers of any kind must be approved by district and school.
 - Inappropriate jokes and humor are not permitted.
 - If you have concerns or need help with anything while on campus please notify the school office or principal.
- SMILE.**

Thank you and have a great day!

Print Name:_____

Signature:_____

Date:_____



300 East Palomar Street, Chula Vista, CA 91911

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Ms. Amber MacDonald, Principal

Volunteer Agreement Form

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 the following items submitted to the front office:

- 1) **Raptor ID Scan**
- 2) **Volunteers working with children more than two days a week, need to have a fingerprint clearance. See the office for information on how to do this.**
- 3) **Volunteers going on a field trip as a chaperone or working in the classroom on a regular basis need a TB test. The results from the doctor must be submitted to the office.**

Volunteer Welcome to Palomar Elementary School –

Please take note of the following information regarding our campus:

- If using the machines in the copy room, please let Palomar staff have priority.
- Please notify the school office (ext. 430100) if a copier or other equipment breaks or jams.
- **SIBLINGS: Due to liability visitors and volunteers may not bring younger siblings with them while they are on campus or to any fieldtrip.**

Thank you and have a great day!

Print Name: _____ **Signature:** _____ **Date:** _____

Relationship to the Student: _____

Phone Number: _____ **Is your address the same as your ID?** YES NO

If not, please write your address: _____

Name of Student: _____

Teacher: _____

Name of Student: _____

Teacher: _____

Name of Student: _____

Teacher: _____

Name of Student: _____

Teacher: _____