Chula Vista Elementary School District

LIBERTY ELEMENTARY SCHOOL

2026-2027

Student and Parent Handbook

July 2026

Board of Education

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EQUAL OPPORTUNITY EMPLOYER

The Chula Vista Elementary School District is committed to providing equal educational, contracting, and employment opportunity to all in strict compliance with all applicable state and federal laws and regulations. The District office that monitors compliance is the Human Resources Services and Support Office, 84 East J Street, Chula Vista, CA 91910, phone 619-425-9600, ext. 1340. Any individual who believes s/he has been a victim of unlawful discrimination in employment, contracting, or in an educational program may file a formal complaint with the District's Human Resources Office.

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HOURS OF OPERATION AND DAILY SCHEDULE

Office Hours: *Monday – Friday 7:15 AM – 3:45 PM*

School begins at 7:45 am. Students are expected to arrive at school no earlier than 7:20 to participate in the breakfast program, Liberty Laps, or Safety Patrol. Upon arrival, students are to line up on the blacktop playground area until the bell rings. **Students should not arrive or be dropped off at school before 7:20 AM if not participating in the above mentioned programs.**

Breakfast: Breakfast is **served** from 7:20-7:43 AM.

Breakfast will be eaten at the lunch tables (in Multi-purpose Room (MPR) on rainy days.)

Morning Bells

7:40 a.m. Warning Bell – students walk to assigned blacktop line, parents must exit at this time

7:45 a.m. Final Bell – 2nd-6th Grade students need to be lined-up on their assigned blacktop line ready to be picked by classroom teacher. 1st grades will line up in the MPR. TK and Kinder students will line up in the Kindergarten playground designated lines.

CLASSROOM HOURS

Transitional Kindergarten

7:45 AM- 1:50 PM	Monday – Thursday
7:45 AM- 12:20 PM	Fridays & Modified Days

All Transitional Kindergarten students line up in their assigned line no earlier than 7:30 a.m. ***Students may not play on the play structure. Dismissal will be at the TK/Kinder gate.*** Please be on time to pick up your child. Students who are not picked up on time will be taken to the office to be picked up there. **Once in the office, parent/guardian will have to sign to pick up their child.** ***On rainy days, TK students will line up outside their classroom under the building eave. ****Please note that the first two weeks of school will follow a daily modified dismissal (12:20 p.m.)*****

Kindergarten

7:45 AM- 2:00 PM	Monday – Thursday
7:45 AM- 12:30 PM	Fridays & Minimum Days

All Kindergarten students line up on their assigned line, no earlier than 7:30 a.m. ***Students may not play on the play structure.*** Please be on time to pick up your child. Students who are not picked up on time will be taken to the office to be picked up there. Once in the office, parent/guardian will have to sign to pick up their child. ***On rainy days, Kindergarten students will line up outside their classroom under the building eave. ****Please note that the first two weeks of school will follow a daily modified dismissal (12:30 p.m.)*****

1st-6th Grade

7:45 AM – 2:15 PM	Monday – Thursday
7:45 AM – 12:45 PM	Fridays & Minimum Days

1st Grade students: Morning line up will be in the MPR. Dismissal will be at swing gate, adjacent to the front office.
2nd-6th Grade students line up on the blacktop. ***On rainy days, 2nd -6th grade students will line up outside their classroom under the building eave. 2nd – 6th grade students may enter through the Circulo Coronado Gate or the designated 2nd –6th grade gate at the front of the school.

Recess Schedules:

Grade	Time	Location
Transitional Kinder AM Recess	9:15am – 9:35 am	Kinder playground
Transitional Kinder PM Recess	12:40 - 1:00 pm	Kinder playground
Kinder + primary SDC AM Recess	9:35am – 9:55 am	Kinder playground
Kinder + primary SDC PM Recess	1:00 – 1:20 pm	Kinder playground
1st - 3rd Grades+ Intermediate SDC	9:35 – 9:55 am	Blacktop playground
4th - 6th Grade + Upper SDC	10:00 – 10:20 **10:00-10:15 on Fridays**	Blacktop playground

Lunch Schedules:

Grade	Lunch Time	Recess Time
TK	10:30 – 10:55	10:55 – 11:15
Kinder	10:50 – 11:15	10:30 – 10:50
1st Grade	10:45 – 11:10	11:10 – 11:30
2nd Grade	11:00 – 11:25	11:25 – 11:45
3rd Grade	11:15 – 11:40	11:40 – 12:00
4th Grade	11:30 – 11:55	11:55 – 12:15
5th Grade	11:45 – 12:10	12:10 – 12:30
6th Grade	12:00 – 12:25	12:25 – 12:45

Rainy Day/ Extreme Heat Lunch Schedules:

Grade	Lunch Time	Recess Time
TK and Kinder	10:30 –10:50	10:50 – 11:00
1st Grade	10:45 – 11:05	11:05 – 11:15
2nd Grade	11:00 – 11:20	11:20 – 11:30
3rd Grade	11:15 – 11:25	11:25 – 11:35
4th Grade	11:30 – 11:50	11:50 – 12:00
5th Grade	11:45 – 12:05	12:05 – 12:15
6th Grade	12:00 – 12:20	12:20 – 12:30

MODIFIED DAYS

- *Every Friday*
- *First day of school* - July 22, 2026
- *Fall Conferences* - Sept. 10 – 18, 2026
- *Return from Fall break*- Oct. 6, 2026
- *Return from winter break* – Jan. 12, 2027
- *Spring Conferences* - March 11 - 10, 2027

OBSERVED HOLIDAYS

- *Labor Day-Sept. 7, 2026*
- *Veterans Day- Nov. 11, 2026*
- *Dr. Marting Luther King Jr. Day- Jan. 18, 2027*
- *Lincoln Holiday- Feb. 12, 2027*
- *Washington Day- Feb. 15, 2027*
- *Memorial Day- May 31, 2027*

Parent Teacher Conferences

(modified days-early dismissal)

- *Sept. 10, 2026 - Sept. 18, 2026*
- *March 11, 2026 - March 19, 2027*

School Breaks

- *Fall Break: Sept. 21, 2026 – Oct. 2, 2026*
- *Thanksgiving Week Break: Nov. 23, 2026-Nov. 27, 2026*
- *Winter Break: Dec. 21, 2026 – Jan. 11, 2027*
- *Spring Break: Mar. 22, 2027 – Apr. 2, 2027*

GATES

Morning

Please note, we are a safe campus school. Parents wishing to drop off their students and enter campus must sign in through the front office and exit campus by the first bell at 7:40 a.m.

- **Ramp gate (Circulo Coronado): In AM**, Mon. – Fri**.** The gate is opened 7:20 for breakfast and Liberty Laps/ **Locked** 7:45 a.m. **In PM**, Mon.- Thurs. opened at 2:15 and locked at 2:30. On Fridays, gate is opened at 12:45 and locked at 1:00 p.m.

- **Front of School Main Gate (2nd – 6th Grade Entrance): In AM**, Mon. – Fri**.** Opened 7:20. **Locked** 7:45 a.m. **In PM**, Mon.- Thurs. opened at 2:15 and locked at 2:30; Fridays opened 12:40 and locked at 1:00.

- **SDC gate (located by YMCA building): <u>In AM</u>**, Mon. – Fri**.** Opened 7:30. **Locked** 7:45 a.m. **<u>In PM</u>**, Mon.- Thurs. opened at 2:15 and locked at 2:30; On Fridays, gate is opened 12:40 and locked at 1:00. (Your child's teacher will email you information regarding your child's drop off and pick up time).

- **Kinder gate: <u>In AM</u>**, Mon. – Fri**.** The gate is opened 7:30 and locked 7:45 a.m. **<u>In PM</u>**, Mon.- Thurs. opened at 1:50 for TK and 2:00 for Kinder. On Fridays, gate is opened at 12:20 for TK and 12:30 for Kinder.
  Dismissal by TK and Kinder teachers will be hand-to-hand. Students not picked up within 10 minutes will be taken to the office and signed in to wait for pick up. Please note that if you have to pick up your child from the office, you will have to sign them out.

<u>SAFETY</u>

Parents, please assist us by reviewing the school rules with your child(ren) that are to be followed when on campus. Students should not be running around the courtyard, jumping off benches, climbing trees, etc. Please help us maintain a safe environment.

<u>School Parking Lot, Driving & Traffic</u>

- Please allow extra time for parking & walking to the line or classroom (on rainy days).
- Park only in designated areas, **NOT** in the drop off zones or "Staff" parking.
- **DO NOT** park in the Bus Loading circle, even if you don't see any buses.
- Cross only at the crosswalks & obey traffic laws.
- Drive SLOWLY, even if you are late!!!
- Your patience will keep all our students safe.

<u>AM Drop Off Routines:</u>

- Line up in grade level designated area and have a seat or participate in Liberty Laps
- Rainy weather: line up under eave in front of classroom
- TK/Kindergarten line up on the assigned line in the Kindergarten courtyard.
- 1st graders will line up in the MPR
- 2nd – 6th grade teachers pick children up at the blacktop. On occasions of rainy days, in front of their classroom.
- PARENTS/GUARDIANS – if you are coming on campus, you must sign in through the front office. All visitors will need to exit campus at the first bell (7:40).

<u>PM Pick Up Routines:</u>

- Park in marked stalls or on the street – arrive early for a parking spot.
- School gates will open at the dismissal bell.
- **Late pick-ups:** <u>All students not picked up by dismissal will be brought to the office and signed in to wait under supervision. Parents/guardians will have to walk into the office to sign-out their student.</u>

POSITIVE ACTION PLAN

EACH PERSON HAS THE RIGHT TO…

BE THEMSELVES

We will respect the unique qualities of each individual. We will adhere to the school dress code. We will not make hurtful or negative remarks about a person's physical appearance, ethnicity, religion, gender, language, dress, socio-economic status, academic performance, or any other personal characteristics. We will not put down or tease anyone.

BE TREATED WITH COURTESY

We will show respect, courtesy, and good manners towards other people. We will not use name-calling, put-downs, obscene language, or abusive gestures. We will not harass, bully, or cut in front of another person. We will never exclude another student.

THEIR OWN PROPERTY

We will not take or cause damage to other people's property. We will not vandalize or destroy school property. **We will leave all toys, candy, and personal belongings, unrelated to classroom learning, at home.**

BE SAFE

We will not play rough, hit, kick, bite, trip, pinch, choke, poke, push, throw anything, or engage in any other form of physical abuse. We will not bully another person. We know that sexual harassment, drugs, and weapons are illegal, and we will never bring them to school. We will follow all playground safety rules, and we will always use playground equipment appropriately. We will not play tag, chasing games, hitting games, or any games involving throwing balls at other students.
The following games, among others, are **NOT allowed** at school for safety reasons: tag, football, dodgeball, rough housing, and fighting. The list could go on but in general we have a hands-off policy. When children play these games in large numbers, they often lead to hitting, tackling, arguments, and injury. They **CAN** play soccer, basketball, kickball, four-square, volleyball, wall ball, tetherball, jump rope, hopscotch, and use the structure on the playground.

STUDENT BEHAVIOR EXPECTATIONS:

We have high behavioral expectations for students; our school's mantra is **Think. Act. Be a Legend!** The rules and regulations are set in order to ensure that all students are safe and that we can concentrate on academics and 21st century skills. Teachers will have classroom rules that will also be taught, displayed, and enforced.
We will also communicate with you if we have a concern or an issue arises. Our goal is to ensure that students are happy and safe so they can learn. There are student violation incident reports that will be sent home when an incident occurs. Consequences for physical aggression will be given and may include out of school suspension.

POSITIVE REWARDS

POSITIVE Rewards that will occur if students have appropriately followed the school rules and receive no Student Violation slips:

- Special recognition by classroom teacher
- “Bert’s Buck Ticket” given for a drawing with special awards given to individuals and classroom
- Quarterly awards assemblies (Legends Awards)

LIBERTY SCHOOLWIDE RULES:

- Keep hands, feet, and objects to yourself.
- Follow directions the first time.
- Walk quietly to and from all activities.
- Treat others and their property with kindness and respect.
- Electronics, such as cell phones and smart watches, are kept in backpacks or turned into teachers at the beginning of the school day. Cell phones must remain in backpacks until students are off campus

PLAYGROUND RULES

1. Follow the directions and rules for each game. You cannot make up your own rules.
2. Keep hands, feet, and any objects to yourself.
3. Stay in designated areas.
4. At the sound of the siren all students stop play, hold all playground equipment, dismount the play structure, freeze, put hands on knees, 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. Students must get permission to use the restroom from the classroom teacher or supervising staff after the whistle/siren.
5. A three-minute warning is given to notify students the end of recess before the end or recess siren is blown. This time should be used to use the restroom and get a drink of water.
6. Return all playground equipment to the ball cart
7. The use of profane or racist language and/or name calling is strictly prohibited.
8. Take turns on equipment and adhere to play structure, basketball, wall ball, and soccer field rules.
9. All games are open for everyone to play; invite others to join your game.
10. We do not throw objects at our peers.

RESTROOM RULES

1. Come in, use the restroom, and leave promptly.
2. Keep the restroom clean and free of debris on the floors and/or in stalls.
3. Do not break soap dispensers or throw wet paper on the ceiling.
4. Inside voices are to be used at all times.

HALLWAY RULES

1. Follow your teacher's directions.
2. Keep hands, feet, and objects to yourself.
3. Walk at all times (walk in a straight line with your class).
4. No talking in hallways to avoid disrupting classes.
5. Hallway passes are required during class-time. If you help another classroom during recess or lunch recess, please make sure to acquire a hall pass from the classroom teacher you are helping.

LUNCH TABLE RULES

1. Stay seated at the assigned classroom table.
2. Keep voices at a respectful conversation level.
3. Wait for noon supervisor to excuse your table and dismiss you to line up for blacktop dismissal.
4. Clean up after yourself. The top of your lunch table and floor under table must be cleaned of trash before your table is excused.
5. Throw away trash in the trash can and stack your lunch tray neatly on the table.

LUNCH RECESS DISMISSAL

1. Once noon duty supervisor excuses your table, line up and wait for noon duty instructions.
2. No food is allowed on the blacktop in order to avoid possible choking hazard.
3. Wait quietly to be dismissed to the playground.
4. Keep your hands and feet to yourself.
5. Do not play with your classroom equipment.

UNACCEPTABLE BEHAVIOR:

- Fighting
- Arguing with another student
- Teasing or bullying another person
- Stealing any objects from staff or students
- Property Damage
- Unacceptable language and gestures
- Playing rough
- Talking back to an adult
- Inappropriate touching, kicking, or tripping others
- Food fight
- Making racist remarks

LIBERTY SCHOOL RULES AGAINST BULLYING:

1. I will not bully, tease, or bother others.
2. I will use kind words or none at all.
3. I will not spread gossip to others. I will let it stop with me.
4. I will include others at lunch, games, and special events.
5. My cell phone will be in my backpack or turned in to my teacher, while on school grounds.
6. Smartwatches will be placed on “School Mode” and cannot accept text messages or calls during school hours and while on school campus.
7. I will tell others to stop bullying or inform an adult.
8. I will walk away or get away.
9. I will ask for help.
10. I will tell an adult at school and/or an adult at home.
11. I will tell an adult again, tell a different adult, and/or tell the principal if my concern was not heard or resolved

PROCEDURES FOR ADDRESSING CONFLICTS/BULLYING BEHAVIOR:

Definition of bullying: Bullying is an ongoing and deliberate misuse of power in relationships through **repeated** verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. –National Center Against Bullying (www.ncab.org)

When a staff member witnesses an incident or a student/parent reports incident to a staff member, the staff member will immediately address the bullying behavior by

investigating the incident and will involve administration when needed. The incident will be documented through our SWIS system.

CONSEQUENCES

Consequences will be given appropriately according to the severity of the infraction. Consequences may include but are not limited to:

- Loss of recess
- Loss of privilege
- Apology note written
- Completion of a reflection form
- Restorative conference/conversation
- Sent to another room
- In-school suspension
- Out of school suspension
- Expulsion

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.

- Read carefully all newsletters and “Dates to Remember” notices that are sent home.
- Check your child’s binder/organizer for flyers, notices, and homework assignments.
- Sign-in through the Raptor System in the school office and receive a visitor’s badge before coming on campus. This is required of all visitors and volunteers.
- Send in all absence notes and permission slips promptly or contact our Health Attendant Secretary, Velia Gutierrez (619) 397-5225.
- Help your child to be prompt to school, courteous to others, and responsible for his/her actions.
- Make sure you discuss arrangements for pick-up on rainy days and modified days with your child.
- Bicycles & Scooters: Students must wear a helmet and have a lock for their bicycles. Bicycle or scooter riding is not allowed on campus at any time. Students on E-bikes should be at least 12 years old to ride to school and helmet must be worn.

- **Skateboards/Hoverboards/Heely shoes**: These are not to be brought to school. They are not allowed on campus at any time.
- **Lost & Found:** All items (jackets, clothes, lunch boxes, etc.) should be carefully marked with student name.
- **School Withdrawal:** Please notify the office, in advance if possible, when a student is transferring to another school or location.
- Students are to go directly home after dismissal. Safety Patrol crossing guards are provided to assist students in crossing busy crosswalks before and after school

IMPORTANT NOTIFICATION

CONCERNS REGARDING YOUR CHILD AT SCHOOL

If you have concerns regarding your child, or a matter pertaining to your child, your child's teacher should be your first point of contact. Classroom teachers are busy during the school day and may not reply to you until after the day has ended. Please allow a 24-hour grace period.

If there is a conflict between students, let the teacher know. **Please DO NOT approach a child directly if there has been a conflict. That can cause you legal issues, including issuance of Stay Away letters, since this action is definitely an imbalance of power and inappropriate.** We want to assist you and your child. If we don't know what has occurred, we can't help.

Please ensure that we have your most up to date phone numbers and email addresses on file. We will notify you through the phone messenger and email messenger system for school events, attendance, and even for emergencies. You can also check our website for notices and the online calendar for times and dates of school events and vacations. Together we can ensure that our school and community is a safe and positive learning environment.

CLASSROOM INTERRUPTIONS

Make and communicate any special pick-up plans for the day with your child, before school. In an attempt to keep educational disruptions to a minimum and maximize learning, classrooms **WILL NOT** be interrupted by phone messages except in the case of an emergency. Instructional minutes are from 7:45 am to 2:15 pm. Please make appointments with teachers to discuss matters regarding your child during non-instructional time via email or phone.

ITEMS DROPPED OFF DURING INSTRUCTION TIME MUST BE LABELED WITH STUDENT'S NAME AND TEACHER/CLASSROOM #.

Teachers will be emailed to inform them of the item to be picked up by your child, however, this does not guarantee that they will receive the items at a particular time. In order to ensure that your child has everything they need in a timely manner, please be sure to put everything in their backpack before they depart to school. In the event that your child's lunch is forgotten at home, please rest assured that the school can provide your child with a school lunch, free of charge.

HOMEWORK POLICY

HOMEWORK SHOULD HELP A CHILD:

- Develop independent study habits and self-discipline.
- Reinforce classroom instruction by further application and experience.
- Enrich school experiences as a result of independent study, individual research, and experimentation.
- Homework is meant to review and practice concepts that have been previously taught (spiral review).
- Homework builds fluency through memorizing math facts and through reading accuracy.

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

PARENTS ARE ENCOURAGED TO:

- Provide a study place with minimal 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 in a reasonable time.
- Check to see that work is completed and school materials are returned.

STUDENTS ARE EXPECTED TO:

- Inform parents when assignments are made and when they are due.
- Bring necessary materials home and return materials on time.
- Complete the assignments neatly, accurately, and on time.

HOMEWORK MAY INCLUDE:

- Reading and response, optional spelling/vocabulary, mathematics problems that include in-depth word problems, such as performance tasks, and on-line programs, including Achieve 3000 and iReady.

DRESS CODE

The following policy, adopted by the Chula Vista Elementary School District Board of Education on March 3, 2003, describes the dress code expected at Liberty Elementary School.

1. Shoes must be worn at all times. Sandals must have closed toe and heel straps. Flip flops or other backless shoes or sandals are not acceptable. Shoes with wheels or made for stunts are not permitted. No high heels.

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.

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. Sun protection is encouraged. Students may use sunscreen and/or hats when outside. The use of hats inside the classroom will be determined by the teacher.

5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, spaghetti strap 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.

ELECTRONIC DEVICE POLICY

In accordance with Board Policy CVESD BP5131 *Prohibited student conduct includes, but is not limited to: Use of a cellular/digital telephone, tablet, laptop, or other mobile communications device during instructional time. Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other District employee, and at any other time directed by a District employee. Any device with a camera, video, or voice-recording function shall not be used in any manner which infringes on the privacy rights of any other person.*

A student may have a cell phone/smart watch on campus with the following understanding and expectations about responsible use:

- Phone/Smart watch Policy is signed by parent and student. Signed document needs to be returned to teacher.
- Once a student passes through the school gates, the electronic device needs to be powered off and placed securely in their backpack or turned into the teacher, where the electronic device is to remain for the entirety of the school day.

Electronic devices are only to be taken out at the end of the day for the sole purpose of communicating pick-up arrangements with parents or guardians.

- Smart watches may be worn if put on “School Mode”, which disables the ability to send or receive text messages or calls.
- Smart watches may also not be used to take pictures.
- Students may not congregate after school to view or play with each other’s phones.
- Electronic devices may be used at end-of-the-day for pick-up purposes and to communicate arrangements with family members.
- To ensure student safety and privacy, electronic devices are **NEVER** to be taken to the restroom or playground by students.
- If a student is sick during the school day, they are to go to the Health Office, and the school nurse will call home and initiate communication with the parent/guardian.
- Any instance of cyberbully and/or inappropriate texting/sexting will not be tolerated and may involve an investigation by our School Resource Officer (SRO).
- The school is **NOT** responsible for any lost, damaged, or stolen cell phones/ electronics.
- **Violation of any of the terms listed above will result in the confiscation and/or revocation of electronic device privileges for the remainder of the hyear. A parent must come to the office to pick up the device.**

ATTENDANCE, ABSENCES, AND TARDIES:

Please arrive to the assigned line area **by 7:45 a.m.** Students will need to pick up a tardy slip from the attendance office if they are late to class. (See first day packet for explanation of absences, tardies, and the corresponding Ed. Code/district policies). If you fail to get a tardy slip, you may receive a call saying that your child has been marked absent and is NOT in school. Teachers **do not have the ability to** mark tardies, only absences.

TO REPORT AN ABSENCE AND/OR TO SPEAK TO THE ATTENDANCE/HEALTH SECRETARY DIAL: (619) 397-5225 EXT. 590110

Absences are only excused for the child’s sickness or medical appointments. Family transportation troubles, travel, and special events are not excused. Upon returning to school following an absence, students must check in at the Attendance/Health Office with a note from home giving the date and reason for the absence. If a note or phone call is not received, the absence will be considered unexcused. Informing the teacher of the reason for the absence does not guarantee that the attendance office will receive the information as well, therefore please communicate absence information with our attendance secretary. If you plan a family trip of 3 or more consecutive days, you can request an Independent Study Contract from our Health Attendant Secretary, Velia, and those days will be excused, as long as the work assigned is completed and returned. Independent Study Contracts must be requested in the Health Office **two weeks** before

the first absence. This allows time to draw up the contract and for teacher to assign work.

INDEPENDENT STUDY CONTRACT

- An Independent Study Contract can be obtained for a child who will be absent three or more days.
- The parent must notify the teacher of the absence and discuss the Independent Study Contract **at least two weeks prior** to the start of the absence.
- The parent must also notify the Attendance office of the absence and request the Independent Study Contract at least **one week** prior to the start of the absence.
- An Independent Study Contract **must be signed** prior to the start of the absence.

TRUANCY:

State law requires that elementary school attendance is compulsory. Parents/guardians are responsible for making sure that their children attend school every day, on time. Students with more than three unexcused absences in one school year shall be classified as truant. Students are considered Truant if any of the following apply:

- Three unexcused absences
- Three unexcused tardies (each over thirty minutes)
- Three unexcused early dismissals without a valid excuse (each more than 30 min.)
- According to California Education Code 48260, the student must legally be classified as truant if the attendance record reflects three or more unexcused absences/tardies/early dismissals as described. The parent/guardian will receive notification of their child's truancy status by letter. This formal communication includes language required by Ed Code. Should the student accrue additional unexcused absences/tardies/early dismissals, the principal will request that parent attend a "Student Attendance Review Team" (SART) meeting.
- If attendance continues to be an issued, the principal may refer the student to the Student Attendance Review Board (SARB) for a meeting at the district office. (Education Code 48263).

EARLY DISMISSAL – LEAVING SCHOOL GROUNDS:

Students are not allowed to leave the school building and the grounds with anyone other than their parent, guardian, or designated adult who is listed on the student's emergency information. Students must be signed out in the attendance office by the parent or designee prior to leaving the school grounds. **All individuals will be required to show a picture identification to office personnel before the child can be released.** Parents and designees will be asked to wait in the office while school personnel calls the child to the office. Unexcused early dismissals, greater than 30 minutes, will affect your child's attendance. Three unexcused early dismissals are considered a truant. A valid excuse note must be provided in order to excuse "Early Dismissals".

AUTHORIZED RELEASE:

Teachers and staff members will only release children to adults authorized on the emergency card. **ALL VISITORS ON CAMPUS MUST WEAR THEIR RAPTOR STICKER.**

MEDICATION:

Medications are not permitted at school except when kept in the school office. Parents/guardians of any student who, during the regular school day, is required to take medication prescribed for him/her by a physician, must complete an "Authorization for Medication Administration" form which is kept on file in the school health office. This form authorizes us to administer medication to your child. This requirement applies to both prescription and non-prescription medication. You will need to submit a new form at the beginning of each new school year. Medication must be sent in the original container with the prescription label, including the doctor's name. If you have any questions about these procedures, please contact the School Attendance Secretary/Nurse at extension 590110.

PHONE MESSAGES:

In an effort to maximize instruction and decrease classroom interruptions, Liberty Elementary School observes the following policies:

- If your child forgets their lunch, homework, house keys, etc., please bring them to the office. Your child's teacher will be notified via email.
- Messages to students will only be taken from individuals listed on the student's emergency card. If the person is not listed, the message will NOT be delivered.
- Except for emergencies (illness, accident, death), we cannot guarantee a quick delivery of a message.

CLASSROOM OBSERVATIONS:

We welcome your participation in your child's education. Our goal is to provide quality instruction for **ALL** children. To insure that the teaching/learning process is not interrupted, we need to establish the following **procedures for classroom visitation:**

- All visits must be cleared with the school office staff at least 24 hours in advance and will be kept to a maximum of 30 minutes.
- All visitors must sign in at the office, obtain a visitor's badge, and sign out when leaving school.
- Visitors are asked not to disrupt classroom instruction. If questions arise, you may request an appointment with the teacher or principal at a later date.
- If you have any questions about the above information, please contact our main office: (619) 397-5225.

VOLUNTEERS:

- All volunteers must sign in at the office and wear a badge while on campus.
- Liberty Elementary School welcomes parent and community volunteers. Volunteering in our school is very important for our students. Assistance is

needed in the classroom (making copies, cutting art projects, etc.), library, and in office. Please contact your child's teacher or school office to arrange a schedule.

- In order to volunteer at Liberty Elementary School, parents and family members must attend our Parent Volunteer training at the beginning of the school year. Please keep an eye out for this important training session.
- Visitors and volunteers must log in the main office via the Raptor System and must wear a badge at all times while on campus. If you volunteer in your child's classroom, you must have a current TB certificate on file at the office. ***If you volunteer three days or more per month***, you must be fingerprinted by the San Diego County Office of Education or through Chula Vista Elementary School District office. Please contact the school office for more information.

DISASTER PREPAREDNESS:

In case of a school 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. Your cooperation and patience is essential to our plan. Parking will be very limited so be prepared to park at least one or two blocks from the school. **DO NOT DOUBLE PARK** in the school parking areas as it may interfere with emergency vehicles.

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, come to the entrance by the office at our "Check in Area" and please do the following:

1. Sign "Student Release Log" and complete a "Student Release Form".
2. Give the form to the staff member who will check it against the emergency card completed by you earlier this year for proper identification.
3. Be prepared to present a picture identification card if requested.
4. After completing the Student Release Form, go to the Release Gate and wait for your child.
5. A runner will go to the student supervision area, get your child, and take him/her to the Release Gate.

It may take some time for the orderly dismissal of over 500 students, so please be patient and be prepared to wait. The less confusion the staff has, the quicker students will be united with parents/guardians. 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, or when circumstances warrant, it is in the best interest of your child to place him/her in an alternative place of safety.
These procedures should be shared with everyone you list on the emergency card so they are familiar with our procedures.

PERSONAL ITEMS:

Students should not bring any toys, games, keychains, or personal items to school. This is to prevent them from being lost, stolen, or damaged. **Students are not allowed to use cell phones during the school day.** Please reference Liberty Electronic Device policy, sent home by your child's teacher.

COMMUNICATION:

Please let us know when something happens. We want to assist you and your child. If we don't know, we can't help. If there is a conflict between students, let the teacher know. Teachers will be able to handle it. If need be, the principal will address the situation and involve the needed personnel. **Also, please DO NOT approach a child directly if there has been a conflict. This action can cause you legal issues and is definitely an imbalance of power (i.e. bullying behaviors).**

Together we can ensure that our school and community is a safe and positive learning environment.

REGISTRATION INFORMATION:

Registration of new students for the upcoming school year typically begins in March. Students are placed in classes on a first come, first served basis. On occasion, we encounter the circumstance in which we cannot accommodate students. When this occurs, the District Office arranges for the students to be temporarily 'overflowed' to a nearby school. Students have the opportunity to return to Liberty as spaces become available.

CLASS ASSIGNMENTS:

Class assignments for the new school year are typically posted before the first day of school in July. The assignment of students is a collective decision made by the principal, teachers, support staff, and the Student Study Team. The unique needs of each student are considered as well as the need to maintain balance and equity among all classrooms. Changes will not be considered in the first three weeks of school while we work to ensure balance in all areas. Parents may request a meeting with the principal after 21 school days to discuss their child's placement.

RESIDENCY VERIFICATION:

State law requires that we renew residency verification for every student on an annual basis. Our district allows us to conduct residency verification no earlier than 60 days prior to each school year. Please watch for information about this important process at the end of each school year through the Continuing Student Enrollment notification sent out by the district. It is very important that you complete the student enrollment to ensure that your child is placed in a classroom the following school year.

STUDENTS SUPPLIES:

The school will provide the basic supplies for the teacher and students. You may send a backpack, folder, 2 large pencils and an eraser. Your child's teacher may post a wish list for special projects and classroom supplies during Curriculum Night. ***Please note

that you are NOT required to purchase or donate any supplies, however donations are greatly appreciated. On occasion, we ask for donations for field trips, etc. If there is ever a time that you need assistance, please advise the teacher or main office.

BREAKFAST, SNACK, & LUNCH:

Breakfast is served from 7:20 – 7:40 a.m. Students who arrive late should not take breakfast as they will be marked tardy. Students should not have food or drinks on the playground.
Lunch menus are available online only found on our district website **(cvesd.org<Parents<Child Nutrition Services<School Menus)**. Our lunch menus meet the nutritional guidelines for calorie, fat, protein, carbohydrates, vitamins, and minerals. We encourage you to send food in your child's snacks and lunches that meet these guidelines! **Students may not share their food as we have many students who are allergic to certain foods, or who should not be consuming certain foods due to religious or dietary restrictions.**

*****PLEASE NOTE: Parents wishing to eat lunch with their child (to bring them a special lunch on their birthday) may do so by informing the office 24 hours prior to the lunch. A table will be set up in the auditorium for you and your child to enjoy this special lunch together.******

BIRTHDAY PARTIES & FOOD:

We have a **"no food"** birthday policy. If you want to share something with your child's class, you might consider donating a book to the classroom, celebrate by hosting a "Popsicle Party" via our PTC, or check the treat bag ideas list below. Birthday celebrations are not allowed during school time, including lunch. All food items will be returned home if brought to school for a birthday. ***Food is not allowed to be distributed to students before and/or after school.***

TREAT BAG IDEAS……

- Coloring books and/or crayons
- Jump ropes, mini-Frisbees, balls
- Books, school supplies such as fun pencils, notepads, rulers or stickers
- Donate a book to the school library in your child's name
- Child's choice for a fun game or classroom activity

Please refer to the CVESD Board Policy on Wellness

School Website:

Visit our school website to get the most updated information and events:
https://liberty.cvesd.org/

Please feel free to contact the principal, Mrs. Diaz, with any questions or concerns: elizabeth.tucker@cvesd.org or 619-397-5225.

THINK. ACT. BE A LEGEND.