Chula Vista Elementary School District

Rice Elementary School

2026-2027

Family Handbook

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Board of Education
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EQUAL OPPORTUNITY EMPLOYER

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Lilian J. Rice Elementary School
915 Fourth Avenue, Chula Vista, CA 91911
(619) 420-7071
FAX (619) 420-6124
Jose Villegas, Principal
Yvette Castaneda, Associate Principal

Dear Rice Families and Students,

Welcome to the 2026-2027 school year!

This Family Handbook provides you with information about our school policies, procedures and expectations, the majority of which are based on CVESD Board Policy and Ed Code.

We are honored to be the Principal Team serving Rice Elementary School. As we begin a new school year, we look forward to collaborating with you as partners in your child's education in the success for our Rice School community. Our goal is to provide Rigorous Learning for All students. This year we will focus on literacy to help our students become independent readers who love to read and read to learn, while continuing our work in math instruction. As a proud Community School, we strive to provide a continuum of services and supports during and after school to meet the needs of our students and families.

We are excited about the coming school year and look forward to our continued collaboration and a successful school year. We will once again host many family events and invite you to join us throughout the year at fun family nights and parent meetings during the school day.

Please review all documents carefully. Afterwards, please sign and return the following:

- Rice Parent Handbook Acknowledgement
- Library Media Center Agreement

If you have any questions, please contact the school office at 619-420-7071.

We look forward to a fantastic year here at Rice.

Thank you,

Mr. Villegas	Principal
Ms. Castañeda	Associate Principal

Puede solicitar este paquete de información en español en la oficina de la escuela.

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LILIAN J. RICE ELEMENTARY SCHOOL

DAILY SCHEDULE 2026 - 2027

	Monday – Thursday	Fridays/Modified days
TK - KINDER SCHEDULE	**7:45 am – 2:00 pm**	**7:45 am - 12:30 pm**
1st – 6th SCHEDULE	**7:45 am – 2:15 pm**	**7:45 am - 12:45 pm**
SDC PRESCHOOL **MONDAY - THURSDAY**	**Morning class**: 7:45 am - 10:45 am **Afternoon class**: 11:45 pm – 2:45 pm **No Preschool on Fridays**	

SCHOOL OFFICE HOURS	7:15 am – 3:00 pm
MORNING BREAKFAST (FREE)	7:15 am – 7:40 am

MORNING RECESS SCHEDULES:	**SECOND CHANCE BREAKFAST SERVED** **SERVICE STOPS at 9:40**		
TK AM RECESS	8:30 am – 8:55 am		
KINDER	9:10 am - 9:30 am (201) 9:40 am – 10:00 am (301/302)		
1st – 3rd	9:10 am – 9:25 am		
4th – 6th	9:30 am – 9:45 am		
TK PM RECESS	12:30 pm – 12:45 pm		
M-F LUNCH SCHEDULES	**Lunch 45**	**Eat**	**Play**
SDC TK-1 902/802	10:45 - 11:30	10:45 - 11:05	11:05 - 11:30
TK	10:40 - 11:25	11:05 - 11:25	10:40 - 11:05
K Eng	11:00 - 11:45	11:25 - 11:45	11:00 - 11:25
K DI	11:00 - 11:45	11:00 - 11:20	11:20 - 11:45
1st	11:10 - 11:55	11:10 - 11:30	11:30 - 11:55
2nd	11:20 - 12:05	11:20 - 11:40	11:40 - 12:05
3rd	11:30 - 12:15	11:30 - 11:50	11:50 - 12:15
4th	11:40 - 12:25	11:40 - 12:00	12:00 - 12:25
SDC 2-4 905	11:45 - 12:30	11:45 - 12:05	12:05 - 12:30
SDC 4-6 903	11:45 - 12:30	11:45 - 12:05	12:05 - 12:30
5th	11:50 - 12:35	11:50 - 12:10	12:10 - 12:35
6th	12:00 - 12:45	12:00 - 12:20	12:20 - 12:45

Chula Vista Elementary School District

2026-2027 School Year-Round Calendar

JULY 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	**22**	23	**24**	25
26	27	28	29	30	**31**	

3 Minimum Days

		Days Worked per month			
		182-Days Classified	186-Days CNS II & III	185- Days Cert. Staff	200- Days School Staff
7/1	Fiscal Year begins				
7/3	Legal Holiday – Independence Day				
7/8	First Day for 200-day Employees/Principals & APs Report				
7/16	First Day for 186-day CNS II & III				
7/17 – 7/21	Teachers Report to Work				
7/20	First Day for 182-day Employees				
7/22	**Students Report to School – Minimum Day**				
	End of first school month, 8 days taught + 3 teacher workdays	10	12	11	18

AUGUST 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	**7**	8
9	10	11	12	13	**14**	15
16	17	18	19	20	**21**	22
23	24	25	26	27	**28**	29
30	31					

4 Minimum Days

		Days Worked per month			
		182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
	End of second school month, 21 days taught	21	21	21	21

SEPTEMBER 2026

S	M	T	W	T	F	S
		1	2	3	**4**	5
6	7	8	9	**10**	**11**	12
13	**14**	**15**	**16**	**17**	**18**	19
20	21	22	23	24	25	26
27	28	29	30			

8 Minimum Days

		Days Worked per month			
		182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
9/7	Legal Holiday – Labor Day				
9/9	CA Admissions Day (Recognized on December 30)				
9/10 – 9/17	Parent/Teacher Conferences – Minimum Days				
9/21 – 10/2	Fall Break				
	End of third school month, 13 days taught	13	13	13	13

OCTOBER 2026

S	M	T	W	T	F	S
				1	2	3
4	5	**6**	7	8	**9**	10
11	12	13	14	15	**16**	17
18	19	20	21	22	**23**	24
25	26	27	28	29	**30**	31

5 Minimum Days

		Days Worked per month			
		182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
10/1 – 10/2	Fall Break (Continued)				
10/1 – 10/2	Principals and APs workday				
10/5	Teachers Report to Work				
10/6	**School Resumes – Students Report – Minimum Day**				
	End of fourth school month, 19 days taught + 1 teacher workday	19	20	20	20

NOVEMBER 2026

S	M	T	W	T	F	S
1	2	3	4	5	**6**	7
8	9	10	11	12	**13**	14
15	16	17	18	19	**20**	21
22	23	24	25	26	27	28
29	30					

3 Minimum Days

		Days Worked per month			
		182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
11/11	Legal Holiday – Veterans Day				
11/23 – 27	Thanksgiving Week Break				
11/26	Legal Holiday – Thanksgiving Day				
11/27	Declared Holiday				
	End of fifth school month, 15 days taught	15	15	15	15

DECEMBER 2026

S	M	T	W	T	F	S
		1	2	3	**4**	5
6	7	8	9	10	**11**	12
13	14	15	16	17	**18**	19
20	21	22	23	24	25	26
27	28	29	30	31		

3 Minimum Days

		Days Worked per month			
		182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
12/21–1/11	Winter Break				
12/24	Declared Holiday (Christmas Eve)				
12/25	Legal Holiday (Christmas Day)				
12/30	In-lieu of Holiday CA Admissions Day (September 9)				
12/31	Declared Holiday				
	End of sixth school month, 14 days taught	14	14	14	14

LEGEND: SCHOOL DAYS (180) | MINIMUM DAYS (51) | TEACHER PREP DAYS (5) | BREAKS | LEGAL HOLIDAYS (17)

Approved: 12/13/23

Chula Vista Elementary School District

2026-2027 School Year-Round Calendar

JANUARY 2027

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

4 Minimum Days

1/1	Legal Holiday – New Year's Day
1/1 – 1/11	Winter Break (Continued)
1/7	Principals Report
1/11	200-day Employees & APs Report
1/11	Teachers Report to Work
1/12	**School Resumes – Students Report – Minimum Day**
1/18	Legal Holiday – Dr. Martin Luther King Jr. Day

Days Worked per month

	182-Days Classified	186-Days CNS II & III	185- Days Cert. Staff	200- Days School Staff
End of seventh school month, 13 days taught + 1 teacher workdays	13	14	14	14

FEBRUARY 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

3 Minimum Days

2/12	Legal Holiday – Lincoln Holiday (observed)
2/15	Legal Holiday – Washington Day

Days Worked per month

	182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
End of eighth school month, 18 days taught	18	18	18	18

MARCH 2027

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

8 Minimum Days

3/11–3/18	Parent/Teacher Conferences - Minimum Days
3/22–4/2	Spring Break
3/26	Declared Holiday
3/31	Legal Holiday – Cesar Chavez Day

Days Worked per month

	182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
End of ninth school month, 15 days taught	15	15	15	15

APRIL 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Minimum Days

4/1 – 4/2	Spring Break (Continued)
4/1 – 4/2	Principals and APs workday
4/5	**School Resumes – Students Report – Minimum Day**

Days Worked per month

	182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
End of tenth school month, 20 days taught	20	20	20	20

MAY 2027

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

4 Minimum Days

5/31	Legal Holiday – Memorial Day

Days Worked per month

	182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
End of eleventh school month, 20 days taught	20	20	20	20

JUNE 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

6/4	End of School Year for Students-180 Days Taught/1 Minimum Day
6/4	Last day for 185-Day Certificated Staff-Teacher Prep Day
6/4	Last day for 186-day CNS II & III
6/16	Last day for 200-day Employees
6/17	Last day for Principals and APs
6/18	Legal Holiday - Juneteenth
6/30	Fiscal Year Ends

Days Worked per month

	182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
End of twelfth school month, 4 days taught	4	4	4	12
Total Number of Days	182	186	185	200

LEGEND: SCHOOL DAYS (180) **MINIMUM DAYS (51)** **TEACHER PREP DAYS (5)** **BREAKS** **LEGAL HOLIDAYS (17)**

Approved: 12/13/23

SAFE CAMPUS INFORMATION

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.

ARRIVAL AND DISMISSAL INFORMATION

ARRIVAL PROCEDURES (MORNING)

- Students may arrive at school starting at 7:15 a.m. when front gate opens
    - There is no student supervision prior to 7:15 am
- All visitors wishing to enter campus before school must sign in on the Raptor app. Visitors can check in after 7:15 and must exit campus by 7:40
- Free breakfast is served daily starting at 7:15 a.m. Due to limited space only Kindergarten parents can accompany their child during breakfast
- **LINE UP PROCEDURES**
    - Playground equipment is closed before school.
    - TK and Kinder students line up outside their classroom doors
    - 1st - 6th Grade Students should stand/sit at their classroom letter
    - All visitors must exit campus at the first bell at 7:40 am
    - All campus gates will be locked at 7:45 am
    - Parents should not walk students to their classroom doors
    - Students arriving late need to report to the front office for a green tardy slip
    - Please help your child practice saying their first and last name clearly

CAR DROP OFF & PICK UP OPTIONS

To help reduce traffic and support a healthy lifestyle, we encourage our families to walk to and from school every day. If you must drive, please use the following drop-off area and drive safely and with precaution near the school.

4th Avenue Car Lane. Please:

- ***Pull all the way forward*** on 4th Avenue along the yellow marked curb
- Do not leave your car unattended in the yellow lane at any time. No parking.
- Do not cut in front of other cars who have been waiting in line
- Do not stop and drop off students from the lane of moving traffic
- Use caution when pulling back into the traffic lane.
- Do not use the Staff Parking Lot on 4th Avenue to drop-off students or to cut into the drop-off lane. This is a Staff-only parking lot.

Please do not park in yellow or red areas, or stalls painted STAFF.

WARNING: The Chula Vista Police Department may give tickets to cars stopping or parking illegally in front of the school (RED ZONE, YELLOW ZONE). Please do NOT stop or park in the red lane along L Street, which is also a lane of traffic. Violators may be fined. (CV Municipal Codes 10.52.060, 10.52.150)

WALKING TO/FROM SCHOOL

Walking is a great option to get to and from school. When walking, please:

- Follow all traffic and safety rules and laws to ensure student safety
- Cross streets at intersections with traffic lights
- Cross the street at the school crosswalk on 4th Avenue and Westby, which is supervised by a Rice Noon Duty Supervisor. Please obey the supervising adult at all times.
- Report cars or individuals who do not obey traffic regulations, as they may be cited by the Chula Vista Police Department.

DISMISSAL PROCEDURES (AFTER SCHOOL):
Thank you for following all traffic safety rules, being patient, and taking extreme care when picking up your child at dismissal.

STUDENT DISMISSAL TIMES		
	Monday – Thursday	**Fridays / Modified Days**
TK and Kinder	**2:00 pm**	**12:30 pm**
1st - 6th Grades	**2:15 pm**	**12:45 pm**

DISMISSAL PROCEDURES
Please arrange a dismissal meeting spot with your child. It is not possible to deliver messages to students unless it's an emergency.

- Students should take all belongings with them at dismissal including jackets, lunch boxes, etc. Classrooms are locked after school and are not accessible.
- Upon dismissal, students should immediately go to their after-school destination:
  - Leave the school grounds from the designated exit.
  - Check in to LEAD HUB or LEAD Clubs
- Students are not allowed to remain on campus after school and play.
- Students should be picked up promptly as staff supervision ends at 2:30 pm.
- Students waiting for car pickup should wait on the grass area by the 200 building
- All adults picking up students are asked to wait outside the school gates until the bell rings. The office is not a waiting area for dismissal, as confidential matters are being conducted.

EARLY DISMISSALS
Please try to make medical, dental and other appointments after school hours. We are an early dismissal school, so appointments can be made for 3:00 pm or after. Picking students up early causes disruption to the school day.

- Please allow extra time to sign your child out of school
- IDs are required
- Expect a 10-15 minute wait when students are picked up during lunch time or VAPA
- Early dismissals impact student attendance. Early dismissals before 1:45 pm are unexcused, unless a doctor's note is provided.

LATE PICK UPS

- Students who are not picked up by 2:30 will report to the school office and parents will be called. Students should know their guardians' phone numbers.
- Parents, or other authorized adults on the emergency card, will need to enter the office with identification to sign out late pick up students.
- Parents must make sure anyone picking up their child is on the emergency card, and they must present a valid ID. No exceptions will be made to ensure the safety of your child.
- A parent meeting with the principal will take place when students are frequently picked up late. Children may not use the phone in the office after school except in the case of an emergency.

ATTENDANCE POLICIES

ATTENDANCE

Regular attendance in school is required by law and is essential to ensure progress. School attendance plays a critical role in student achievement.

- Children must come to school each day unless they are sick, by law.
- Please schedule doctor and dentist appointments for late in the day.
- If you must schedule an appointment for the morning, please send your child to school and pick them up prior to the appointment.

ABSENCE REPORTING PROCEDURES

- It's required that each absence be verified by a parent/guardian
- You must report or verify your child's absence the morning that they are absent. Absences that are not verified will prompt an automated phone call for absences at 11:00 am
- When reporting absences: please include the student's name, your name and relationship to the student, and the reason for the absence
  1. **Call** the school at 619-420-7071 ext. 450110
  2. **Email** our Attendance Health Secretary at susana.ruvalcaba@cvesd.org
  3. **Send** a Class Dojo message to Susana Ruvalcaba
- When returning from an absence, the child must bring a note from home giving the reason for the absence. If a note or phone call is not received, the absence will be considered unexcused.

ATTENDANCE INCENTIVES

Rice recognizes students who maintain perfect attendance with awards. Perfect attendance is a student who is never absent or tardy, and never leaves school early, regardless of the reason.

- Blacktop attendance rallies are held monthly, usually the last Friday of the month
- Perfect Attendance is celebrated at Rice with collectible monthly attendance tags, quarterly recognitions, raffles, and yearly trophies.
- The District honors students who have perfect attendance from Kinder – 6th grade.

TRUANCIES

California State Ed Code 48260 defines **TRUANCIES** as being

- Three full day unexcused **absences** in a single year
- Three unexcused **tardies** over 30 minutes in a single year
- Three unexcused **early dismissals** greater than 30 minutes
- Every three truancies will automatically generate a truancy notice letter

TARDIES: Tardies have a negative effect on both the late child and the entire class. When children come to school late, teachers must stop the entire class to review information or tests that the child has missed. It is extremely important to instill the lifelong habit of being on time at an early stage in children's lives.

- Students who are tardy must obtain a green pass from the office before going to class.
- Students who arrive after 8:15 a.m. are considered truant.

SART/SARB
SART: In the event of excessive or chronic absences (10% or more) or tardies, families will receive notice of a Student Attendance Review Team (**SART**) meeting. This meeting is held with parents, students and staff to develop an agreement with the mutual goal of improving attendance.
SARB: Should there be no improvement after a SART meeting, students and family will be referred to a Student Attendance Review Board (SARB) meeting at the district level.

INDEPENDENT STUDY CONTRACT
We understand that there are special circumstances and situations that arise which require a child to miss school for an extended period. If your child is going to miss school for three or more days, **please notify the office at least two weeks in** advance to request an Independent Study Contract. Please plan family vacations around the district' school calendar, which is available for the next two years.

EMERGENCY CONTACTS
When registering for school or completing continuing enrollment, please update all contact information for all parents, guardians and emergency contacts age 18 and over

- We use this information to make phone calls in case of an emergency
- This information needs to be updated throughout the year as changes occur, so please let us know immediately if there are changes to any phone numbers or addresses
- **Your child will only be released to the people you list as emergency contacts**. Accurate and complete information is absolutely essential.
- Unless specific written permission is received from you, your child will not be released to any adult not listed as an emergency contact.

HEALTH POLICIES

Our Health Office Staff works hard to ensure the health of our students and coordinates their efforts with a nurse and Attendance Health Secretary on site five days a week. We request the following:

1. Always bring special health issues or concerns to the school nurse's attention so we may support your child at school. Please keep the school informed of any new health problems identified by your physician.
2. To use any orthopedic or medical equipment (casts, crutches, wheelchair, etc.) on campus, the **"Orthopedic/Medical Equipment Orders For School"** must be completed by a California Physician and submitted to the Nurse before returning to campus.
3. Please keep school updated with current emergency names and phone numbers, in case we can't reach you in case of injury or accidents requiring the services of a doctor. Anyone picking up your child from the Health Office must be listed as an emergency contact and they **must show a valid ID**, for your child's safety. No exceptions.
4. **Medications**: Most medications are easily given before or after school. If it becomes necessary to give medication during school hours:
    - Parent and doctor's authorization must be provided on the District's **"Authorization for Medication Administration"** form which can be obtained from the health office. Medication can only be given at school when this form has been completed and is on file. **This form must be updated annually.**
    - Medication must be prescribed by a California licensed doctor and be in the original container given to you from a pharmacy.
    - All medication prescribed by a doctor must have your child's name and dosage that he/she is to receive while at school and must be kept in the health office.
    - Children are not permitted to carry medication, including inhalers or over-the-counter medicine.
5. Immunizations are required before a student can begin attending school. Verification of immunizations should be presented at the time a child is registered.
6. Vision and hearing screenings are conducted during Kindergarten or 1st grade. They are repeated in Grade 3 and Grade 5
7. Do not send a child with the following symptoms to school. Please notify the Health Attendance Secretary in the front office of the absence.

When to keep your child home:

- Fever of 100.5°F or more, taken orally (or 101°F taken by ear, rectally or temporal scan).
- 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/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 or vomiting more than once a day or accompanied by fever, rash or general weakness.

- Impetigo – (skin infection with yellow scabs around the mouth) Keep the child home for 24 hours after starting an antibiotic treatment.
- Ringworm (contagious skin fungus infection). Keep your child home until treatment is started.

Students with the above symptoms should stay home for at least 24 hours prior to returning to school. Students must be fever free for 24 hrs. without medication.

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, please 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. Students must have a completed doctor's medication authorization on file with the Health Office in order to keep an inhaler at school.

Seizures

If your child suffers from seizures, please work with the school nurse and your doctor to develop a written Seizure Action Plan. Students must have a completed doctor's medication authorization on file with the Health Office in order to keep seizure medications at school.

Diabetes

If your child has diabetes, please work with the school nurse and your doctor to develop a written Diabetes Plan. Students must have a completed doctor's medication authorization on file with the Health Office in order to keep insulin medications at school.

SCHOOL INFORMATION A-Z

AFTER SCHOOL LEAD CLUBS & TUTORING

A variety of after-school programs are offered through our LEAD program. Students will have the opportunity to sign up for different clubs and tutoring each quarter. Sign-ups for LEAD Clubs are posted on Class Dojo, and the registrations take place through Jumbula. For additional information, please contact Ceci Chacon at Cecilia.Chacon@cvesd.org

AFTER & BEFORE SCHOOL PROGRAMS LEAD HUB (FORMERLY STRETCH)

LEAD Hub offers free supervised childcare both before and after school through the YMCA. A lottery is held each Spring for the following school year, with priority given to unduplicated students. Please contact the LEAD HUB supervisor for more information on the application process. **Phone**: 619-730-8037 **Email**: rice@ymcasd.org

ADDRESS CHANGE

If you move and have a change of address, you must notify the office immediately and provide new proof of residency. The Chula Vista Elementary School District must verify the residence of all students attending any school within the district as per California State Law.

- If your new address is outside of the Rice or District's area of attendance, you must register at your new home school and you can apply for a Zone Transfer to Rice.
- Priority enrollment is given to students who reside in the Rice area, and Zone Transfers decisions are made by the Student Placement office at the district with consideration given to behavior, attendance and space in impacted programs.
- Home visits can be done at random to verify addresses. If it is established that you do not reside within school or district boundaries, or do not have a currently approved zone transfer, your child will need to attend their assigned home school.

ANNUAL CONTINUED STUDENT ENROLLMENT

Upon registering and every year after, parents must update the following information and forms. This is done online with a unique snapcode provided by the school for each child.

- Verification of residency (if applicable)
- Emergency contact information
- Important health issues
- Student disaster form (authorization to treat a minor)
- Annual parent notification agreement
- Student internet use guidelines/agreement
- FERPA directory information opt-out agreement
- Housing questionnaire

BREAKFAST

- Free breakfast is served daily from 7:15 am - 7:40 am for all students.
- Breakfast is eaten at the tables outside in the breakfast/lunch arbor
- Limited seating is available indoors for TK, Kindergarten, or SDC students. While parents may stay to supervise their children in the cafeteria, seating is for students only.
- Room 903 and 905 students are supervised by classroom staff in the cafeteria
- Students who did not eat breakfast on campus before school can have "Second Chance Breakfast" during the first five minutes of their morning recess. They may only have breakfast once per day.

BICYCLES/SCOOTERS

- To ensure student safety, adults and children are NOT permitted to ride bicycles, scooters, skateboards/skates, shoe skates or heelies on campus.
- We do not have bike racks on campus.
- Students who ride to school should wear a helmet by state law and for their protection.

BIRTHDAYS

Chula Vista Elementary School Board Policy 5030 **prohibits food items in celebration of a student's birthday at school**, both during the school day and 30 minutes after school.

- Please **do not** purchase and bring cupcakes or other food items for a child's birthday as they will not be accepted by the office or teacher.
- There are no exceptions to this policy.

BULLYING POLICY

At Rice, we are committed to providing a safe, respectful, and inclusive environment for all students. Bullying of any kind is not tolerated and will be addressed promptly and seriously.

While not all behaviors are classified as bullying, conflict between students is still inappropriate and will be addressed through our Positive Behavior Interventions and Supports (PBIS) systems and progressive discipline.

Please see the following chart on what Bullying is and is Not:

Every Conflict Is Not Bullying

What Bullying is…	**What Bullying is Not…**
Repeated aggressive behavior	Not liking someone
Intent to cause harm (physical or emotional)	Accidentally bumping into someone
An attempt by one or more individuals to **gain power** over another	A single act of telling a joke about someone
Physical: Hitting, kicking, pushing, destroying property	Expression of unpleasant thoughts or feelings regarding others
Verbal/Written: Threatening, name-calling, teasing, taunting	Arguments or disagreements
Social/Emotional: Terrorizing, spreading rumors, intimidating, humiliating, blackmailing, isolating	Being excluded from a game or group on the playground (unless being done regularly with intention to hurt the feelings of another)
Cyber-bullying: Using technology or social media to bully others verbally, emotionally and/or socially	Isolated acts of harassment, aggressive behavior, intimidation or meanness

REPORTING BULLYING

We encourage all students to speak up if they witness or experience bullying. Reports can be made to any teacher, support staff, social worker, or school administrator.

Remember: Reporting bullying is not tattling—it's standing up for yourself and others. Together, using PBIS and a shared commitment to kindness and respect, we can create a school culture where everyone feels safe, valued, and supported.

CELL PHONE & SMART WATCH POLICY

Students may bring cell phones and smart watches to school; however, they **may not** use them while on campus, including before school and during school.

- All phones must be turned off, and students must follow classroom cell phone policy during the school day, which may include cell phones being collected and locked up by the student's teacher for safekeeping.
- The school is not responsible for phones that are lost, misplaced, damaged or stolen
- Students may not keep their phones on them during the school day
- Students may not use their phone to text or call home during the school day
- To ensure clear communication, all calls home must be made from a school phone.

Students not adhering to this policy will have his/her phone confiscated and may result in the revocation of cell phone privileges.

- Phones being used on campus may be confiscated by noon duty supervisors, teachers, administrators, or other staff.
- Confiscated phones will be returned after school.
- A second violation will require parent to pick up phone, and a conference with an administrator to review Cell Phone policies

CLASS ASSIGNMENTS

Each class is created purposefully prior to the start of the school year, considering and balancing students' language, behaviors, academics, and work habits. Many grade levels only have one English class, and we have combos in the upper grades.

- We ask families to please wait until the third week of school to discuss any possible class assignment changes.
- If a family wishes to request a change, they need to pick up a form from the office detailing the reason for the change.
- An appointment with the principal will be arranged during the third week of school to discuss the request and to consider all factors associated with a change in placement.
- Due to our projected enrollment, we have two multi-grade or combination classes. Students placed in these classes were selected by their previous teachers

CLOSED/SECURED CAMPUS

To ensure student safety, all district schools are closed campuses before, during and after the school day.

- All gates will be locked during school hours of 7:45 a.m. to 2:15 p.m.
- All parents/guardians must exit campus once the morning bell rings at 7:40 a.m.
- After 7:45 am, parents/guardians should only pick up and drop off students from the main office. Parents/Guardians should not be entering the school grounds or the classrooms during the school day unless they have a scheduled meeting or if they are scheduled to be classroom volunteers.

- Students arriving tardy will walk on their own to classrooms, with few exceptions for TK and SDC students.
- All students must be signed in and out of the front office when leaving early and returning to campus.
- If a child is leaving early, the person picking up the child must come to the office to sign the child out, must be listed as an emergency contact, and show a photo id. Office personnel will contact the classroom and have the student come to the office.
- At dismissal, parents must wait for students outside the front gate. All students will exit through the front gates.

COMMUNICATION

We truly believe that for our students to succeed, there must be a strong and supportive partnership and regular two-way communication between home and the school. It is important that parents are well informed regarding their students' educational progress, campus policies, events, and activities as well as parent involvement opportunities.

- Please keep your phone numbers and emails up to date
- Check your email and Class Dojo regularly
- **Your first point of contact** should be your child's teacher first for general information or concerns about their learning or behavior, as they often have the greatest information
  - Please note that our classified staff, including Student Attendants, Instructional Aides and Noon Duty Supervisors, cannot discuss student concerns with parents
- Ways to contact teachers and staff:
  - **Class Dojo**: Download the app to view the weekly bulletin, notices, stories and messages from your child's teacher and the Principal
  - **Email** teachers and administrators
- Visit our school website: https://rice.cvesd.org/

COMMUNITY SCHOOLS

Rice Elementary School is proud to be a Community School. Community Schools seek to transform our schools into a place where students and families come first, and where everyone in the community joins to help students succeed. The mission of Community Schools is to improve students' lives by bringing more services into the school through four essential pillars:

1. Integrated Student Supports
2. Expanded and Enriched Learning Opportunities (after school, school breaks, etc.)
2. Active Family and Community Engagement (we see families as partners)
3. Shared Leadership and decision-making (Site Steering Committee)

Our Community Schools Coordinator, Ms. Adriana Gutierrez, is ready to support students and families by connecting you with the resources needed. You can contact her at adriana.gutierrez@cvesd.org and at (619) 678-1495.

CLASS DOJO

Our primary communication tool is Class Dojo. Please make sure you have signed up for Class Dojo for each of your students. You can message your teacher, office staff and the Principal through Class Dojo.

CLASSROOM INTERRUPTIONS: (BP 6116)

To maximize class time for student learning and keep classroom disruptions to a minimum, phone calls will not be made or transferred to the classroom during the instructional day.

- Please contact teachers via email or Class Dojo
- Make sure your child has all their belongings, including any snacks, water and lunch
- Take advantage of our early dismissal time to arrange appointments after school hours
- Please ensure students know where to go after school, and who is picking them up.

DRESS CODE

To provide a safe and orderly environment on our campus, students must be appropriately dressed at all times. Rice Elementary holds everyone to high standards of conduct and appearance. Clothing and jewelry should be suitable and comfortable for normal school activities and should reflect respect, pride, and good standards. If you have a special need, parents are advised to speak with the administration. The dress code policy, adopted by the Chula Vista Board of Education in March 1995, states:

1. Shoes must be worn at all times. Sandals must have closed toes and heel straps. Flip flops, other backless shoes, sandals, or heels are not appropriate or safe. All students are required to participate in daily P.E. activities and must wear shoes that are appropriate for physical activity such as sneakers or tennis shoes.
2. Make-up, artificial nails, and fragrance are not appropriate in elementary school.
3. Dangling earrings, chains, and keys worn visibly around the neck are unsafe and are not acceptable.
4. Clothing and jewelry shall be free of writing, pictures or other insignia which are rude, vulgar, profane and/ or sexually suggestive or which advertise or advocate racial, ethnic or religious prejudice or the use of drugs, tobacco or alcohol.
5. Students are prohibited from wearing gang-related apparel
6. Hats and caps are not allowed to be worn inside the classroom. They may be worn outside during recess and P.E. for sun protection.
7. Hoodies shall not be worn over the head inside the classroom.
8. Clothes must cover and conceal undergarments at all times and must cover the stomach. See-through or fishnet fabrics, halter tops, off-the-shoulder, low-cut tops, tops with thin straps, bare stomachs or midriffs, and skirts or shorts shorter than mid-thigh are not acceptable. Pants that are baggy and sit low on hips are unacceptable.
9. To further ensure safety of all students, pointed earrings, ear gauges/plugs, eyebrow rings, and lip rings are not allowed at Rice.

FAMILY HEALTH CENTER (RICE CLINIC)

Family Health Centers of San Diego (FHCSD) has a variety of programs that support our community members with their health needs. They provide a variety of options through different health plans and programs, for both insured and uninsured individuals, regardless of their immigration status. Their services include:

- Helping patients enroll in free and low-cost services, such as Medi-Cal, Medicare, and Covered California.
- Patients can also choose to pay through a sliding scale program that evaluates the cost of their treatment and services based on the patient's income.
- At our Rice FHC location (conveniently located right behind Rice Elementary), we provide a wide range of services such as pediatric care, primary care, insurance enrollment assistance, family planning services, chronic disease management, and mental health services.

- The FRC strives to provide quality and accessible health services to the Rice community to ensure that all individuals receive health care.
- For questions, please contact Javier Tamayo at (619) 866-2103 or Javiert@fhcsd.org.

FAMILY RESOURCE CENTER (NEW DIRECTIONS)

Rice has a Family Resource Center on the East side of campus off L Street. They are open Monday - Friday from 8:00 am to 5:00 pm. Family Resource Centers provide a safe and accessible place for families to connect with comprehensive, coordinated services that help them strengthen their families and become more self-reliant. Programs at each center are tailored to the resources and needs of the community they serve and focus on building on the strengths of each family and individual. Family Resource Centers adhere to the Standards of Quality for Family Strengthening & Support. You can contact them for an appointment at 619-691-5301.

FIELD TRIPS

Field trips are academically engaging and instructionally connected with curriculum being studied at specific grade levels. Field trips may take place throughout the school year.

- All students are expected to attend all class field trips.
- If there is a cost associated with a field trip, and a family cannot pay, the school can pay the cost upon request. Please let your classroom teacher know.
- A district permission slip must be completed, signed and returned by a guardian for students to participate. Parent verbal permission, phone calls or written notes are NOT accepted in lieu of a signed permission slip.
- **Students may not be signed out or released to guardians at the field trip site.** All students must return to school with their teacher via school transportation
- If your child has special needs, please notify the teacher prior to the field trip.
- Due to limits on chaperones, it is not possible for all interested parents to be selected to chaperone. Chaperones are selected either by lottery or at the teacher's discretion based on classroom needs. Priority is given to regular classroom volunteers who already know the students. Chaperones must stop by the office and sign in on Raptor prior to leaving for the field trip.
- Parents/Guardians not selected to be chaperones for field trips should not attend the field trip on their own and expect to chaperone.
- Siblings are not allowed to go on field trips.
- Although the goal is to provide each child with the opportunity to participate in these learning experiences, if a child's behavior is a chronic problem in the classroom or on campus, students may lose their opportunity to participate, and/or a child's parent may be required to chaperone for that student to attend
- Students/chaperones are not allowed to purchase items from gift shops or food stands.

INSTRUCTIONAL MATERIALS

Students are issued books and use school materials including laptops, headphones, textbooks, and all necessary school supplies. Students are expected to take care of all books and materials entrusted to them. The cost of lost or damaged laptops, textbooks or other materials may be billed to the student's family, in accordance with School District procedures.

LIBRARY BOOKS

It is the intent of Rice 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 library books clean and protect books from weather, animals, babies, etc.
- Do not bend or tear the pages or otherwise treat books roughly
- Turn pages carefully so the pages don't rip
- 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 library bound editions that are purchased by the school librarian. These are more costly than books that can be purchased in stores because of the quality of the binding required for books that will be circulated for many years.

LOST & FOUND

The Lost and Found is located outside the office. We typically have hundreds of unclaimed items that are donated to charities at the end of each quarter. We urge you to label all belongings with your child's full name with a permanent marker, so they can be reunited with your child. All unclaimed articles remaining prior to a school break will be donated. We welcome regular volunteers to sort, fold and organize our lost and found.

LUNCH

The Board recognizes that students need adequate, nourishing food to grow and learn and maintain good health. Students are offered free lunch daily, which includes a choice of three main entrees and a fruit and salad bar. All students should eat lunch daily

- Monthly lunch menus can be reviewed online
- If your child does not want to eat lunch from the cafeteria, they should bring a healthy and filling lunch from home that follows the District Wellness Policy
- Please avoid dropping off food during the school day to minimize classroom disruptions.
- Sodas, candy and gum are not allowed at school
- Administration will contact the families of students who regularly refuse to eat lunch
- Students are provided with a minimum of 20 minutes at the lunch tables to eat

PARENT-TEACHER CONFERENCES

School-wide parent teacher conferences are held two times a year, in September and March.

- This year, conferences will take place on September 10-17 and March 11-18.
- These days are early release to allow conferences to take place
  - 12:30 TK/K and 12:45 1st – 6th
- All parents should attend their parent teacher conference.
- Staff are available to translate if needed, and must be requested in advance

PARENT INVOLVEMENT OPPORTUNITIES

Parent participation and involvement are one the best ways you can ensure your child's success. We have many different parent involvement opportunities, ranging from classroom volunteering, preparing materials at school or home, making copies, to elected positions at the school and district levels. We have an active Parent Teacher Association (PTA) and many committees such as DAC/DELAC, ELAC, SSC, and Garden. For more parent involvement

opportunities, please contact your teacher to volunteer in class, or the front office or Principal for elected positions. Elections for SSC and ELAC are held during Back to School Night each year.

PETS

For the safety of everyone, animals are not allowed on campus. This includes bringing dogs or other animals onto the campus when dropping off or picking up your child. While some dismissal areas are on public sidewalks, please be mindful that large dogs may scare small children and can become aggressive if approached by multiple students. Service Animals require appropriate documentation to be on campus.

RAINY DAYS

It is important for students to attend school every day, even during rainy or inclement weather. On rainy days, students may eat breakfast inside the cafeteria. Only parents of TK/Kinder and SDC students may be inside the cafeteria as it is especially crowded on rainy days. Rainy day student line ups as following designated areas:

- TK: Room 202
- K: Room 301
- 1st, 2nd, 3rd grade, 910: Cafeteria, lined up near the stage
- 4th, 5th, 6th grades: In covered hallways in front of their classrooms in 700 building

RECESS

Morning recess & lunch recess procedures begin on the first day of school. Please review these procedures with your child.

- If your child does not get a school breakfast before school and would like to have Second Chance breakfast at recess, they must do so the first five minutes of recess
- Students are expected to play games such as basketball, wall ball, four square, tetherball or soccer
- Students may also play on the play structures or on the grass areas
- **Students may not play tag or chase games at any time or any place, including grass area**
- At the sound of the first bell or siren, students will briefly freeze. This is the 5-minute warning
- At the sound of the second bell or siren, students will freeze and squat
- Students will then be called to line up by grade level
- Students will walk to line up on the blacktop by his/her classroom number

REPORT CARDS

Rice Elementary School utilizes 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.

- Academic progress is reported three times a year, in December, March and June.
- Please refer to the school calendar for dates of this year's parent/teacher conferences.
- Children who have a primary language other than English will also receive an English Language Development (ELD) progress report.

REPORTING PROBLEMS

Together we keep our school and surrounding community safe. If you see something, say something. Please report concerns about students, staff, or parent conduct to teachers and/or

administration immediately. Administration will investigate student conflict promptly but may be unable to discuss findings and consequences with parents due to student confidentiality. We appreciate being given the opportunity to resolve problems or concerns at the school site before matters are escalated to the district.

SAFETY PLAN & EMERGENCY STUDENT RELEASE

Rice Elementary works with the District to develop a Comprehensive School Safety Plan. The full public plan is available for review in the school office.

- Fire, earthquake and emergency drills are conducted throughout the school year 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 case of a real school emergency or natural disaster, such as an earthquake, we have a plan in place for releasing your child. Instructions for reunification with your child will be communicated to you by the school or District. Students will be reunited with families once law enforcement and school officials deem appropriate. Following is a brief description of our reunification plan:

RICE ELEMENTARY SCHOOL REUNIFICATION PLAN

During an emergency our concern is for the safe and orderly dismissal of our students. If as many as 500 parents arrive at our school at approximately the same time to pick up students, your cooperation and patience are essential to our plan. Parking will be very limited, so be prepared to walk or park away from the school and under the direction of first responders.

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, you will be directed to our “Request Gate/Check in area” at the main gate of the school. A runner will be sent to the student supervision area and escort your child to the “Release Gate” in the back of the school, where you can reunite with your child. In extreme circumstances, a student reunification area may be set up off-campus, and generally in collaboration with emergency responders.

It is imperative that you keep all information on your child’s Emergency Card up to date. Your child will only be released to those listed on the card. You will be required to sign for the release of your child. This is extremely important as it is our only means of ensuring that all students are always accounted for. Be prepared to present a picture identification card if requested. You will not be able to take your child without signing for their release. We recognize that you may be worried and want to be reunited with your child as quickly as possible. However, this system has been established to ensure your child’s safety. Please share these procedures with all your Emergency Contacts.

SECOND CHANCE BREAKFAST/MORNING SNACK

Students may choose to bring a healthy snack OR have Second Chance breakfast during morning recess if they did not eat breakfast at school. Students should bring only nutritious snacks that foster healthy eating habits. Chips, sugary snacks, candy, cookies, gum and sodas are discouraged. Please see the District Wellness Policy or speak with your child’s teacher if you are unsure of permitted snacks to send with your son/ daughter.

STREET VENDORS

Please discourage students from buying ice cream from the ice cream vendors that sell in front of the school. It slows down traffic and parents have difficulty finding their children when it's time to pick them up. Students attending any LEAD program may not leave campus at any time, especially to purchase items from ice cream vendors.

SURVEILLLANCE CAMERAS

To help increase campus safety and security, surveillance cameras are installed at several strategic locations throughout the school. Signs are posted indicating surveillance is taking place. Recordings may be used in disciplinary proceedings in accordance with Board Policy, state law, and/or applicable collective bargaining agreements. Matters captured by cameras may be referred to local law enforcement as appropriate. (BP 3515)

TESTING

Testing and assessment are important tools that help us measure student growth and inform our teaching. Attendance is always important, but especially during testing periods. Following are some of the assessments your child may have throughout the year:

Assessment	**Description**
Quarterly School Assessments	Teachers give a variety of reading, math and writing assessments to measure student growth and plan instruction. These start with back-to-school assessments in August.
ELPAC: English Language Proficiency Assessments for California	The ELPAC is the test that is used to measure how well students in kindergarten through grade twelve understand English when it is not their primary language. Reclassification of English Learners will be based on ELPAC, CAASPP, and Level Set Lexile scores.
Physical Fitness Test PFT	All 5th grade students take this health-related fitness test in the Spring.
CAASPP: California Assessment of Student Performance and Progress	These assessments are used to determine 3rd – 6th grade students' progress on California State Standards in English language arts and mathematics. 5th Grade also takes a Science Test (CAST).
Local Measures	District assessments are given at the end of the year in math and reading to gauge student progress towards California State Content Standards.

TOYS AND GAMES

Electronic games, toys and personal sports equipment are not to be brought to school (Board Policy 5131). Items may become lost, misplaced, damaged or stolen. The school is not responsible for these items. Items will be confiscated from students by a teacher or adult on campus and returned to a parent or guardian.

VISITORS & VOLUNTEERS

Increased family engagement is one of our Community School pillars. We encourage you to volunteer in your child's classroom.

- All visitors and/or volunteers must report to the office to sign in and receive a badge
- Staff are instructed to question adults on campus who do not have a visible badge
- Visitors & volunteers may not be left alone with students without a staff member

- Visitors & volunteers must use the adult single use restrooms only, not student restrooms
- Visitors & volunteers should not share information about students with other parents
- Visitors & volunteers should not talk on cell phones and/or record any students
- Under no circumstances should a visitor or volunteer interrupt classroom instruction

VISITORS

- To ensure minimum interruption of the regular classroom program, school visits should be first arranged with the teacher and principal or designee.
- If a conference is desired, an appointment should be made with the teacher for a time before school, after school, or when coverage for the teacher can be arranged.
- To maintain the security and safety of all children while school is in session, all approved visitors must check into the office and sign in to the Raptor System before entering campus. All visitors must wear a badge while on campus.

VOLUNTEERS

There are many opportunities to volunteer at school and we welcome families to volunteer on our campus. Please note the following:

- All volunteers who work directly with students do so under the supervision of certificated staff. Volunteers must meet the most recent Volunteer Guidelines, available in the office.
- Prior to volunteering, families must attend a Volunteer Orientation
- Arrangements for volunteering in a classroom are to be made in advance.
- For the safety and security of our students, all volunteers must stop by the school office, sign in and obtain a volunteer badge. Please always wear the badge in a visible location while on campus. If a staff member notices you are not wearing a badge, you will 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.
- Any outside food or drink must follow the district Wellness Policy. Food may not be shared with or provided to other children.

VISITOR/ VOLUNTEER DISTURBANCE

The Board recognizes that under California law, any person whose conduct disrupts classwork or extracurricular activities or causes a disturbance on school grounds 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.

WELLNESS POLICY: (Board Policy 5030)

The District, in partnership with parents and the community, is committed to providing a healthy school environment. The District has the opportunity to be a positive influence on its students by offering the healthiest foods, beverages, and physical activity opportunities possible and by providing other health-supporting programs and opportunities.

Snacks

- Snacks served during the school day or in after-school care or enrichment programs should make a positive contribution to children's nutritional needs with an emphasis on serving healthy snacks that include fruits and vegetables and water as the primary beverage.
- The District strongly encourages parents to send healthy snacks that comply with California Nutrition Standards, are a portion appropriate for a child, and refrain from sending foods and/or beverages that are of low nutritional value (such as soda).

School Lunch and Breakfast Program

- To maximize the District's ability to provide nutritious meals and snacks, all District schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs.
- School Meals Nutritional Information The nutritional content of meals will be shared through school menus, cafeteria menu boards, placards, newsletters, handouts, parent/guardian meetings, the District website, and other communications. All menus are available online.
- Meal Time, Scheduling, and Environment Schools shall require students to sit down and eat breakfast for at least 10 minutes and require students to sit down and eat lunch for at least 20 minutes before being released.

Rewards

- The use of food as a reward for a student's academic performance, accomplishments, or classroom behavior is strongly discouraged.

Sharing of Food and Beverages

- Students should not share food or beverages with one another during meal or snack times, due to concerns about allergies and other restrictions on some children's diets.

Special Dietary Concerns

- Children with special needs related to their ability to eat or nutrition requirements must have written instructions from a doctor about food(s) that are to be omitted as well as safe alternatives.

Celebrations/School Events:

- All food items brought on campus by parents/guardians or other volunteers or school staff for celebrations should be store bought and pre-packaged items with a label listing ingredients so students with food allergies are protected from exposure.
- Schools shall limit celebrations that involve food during instructional time to no more than two times per school year. If possible, the celebration should take place during the last half hour of the school day.
- **Birthday Celebrations:**
  No celebratory food items are 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 can provide suggestions to schools and parents.

To view the complete 25-page Wellness Policy please visit: http://www.cvesd.org

PBIS – Positive Behavior Intervention and Supports Parent Handbook

Rice is a PBIS School.

Our Schoolwide Expectations are: BE SAFE, RESPECTFUL, AND RESPONSIBLE
Respect all people and property.
Follow directions the first time they are given.
Follow all school safety rules.
Come prepared and on time.
Make POSITIVE CHOICES every day!

Schoolwide Expectations by Area

Common Area	Be Safe	Be Respectful	Be Responsible
Arrival	• Cross the street at crosswalks and stop lights • Enter and stay on campus • Walk to your line or cafeteria	• Say good morning to those you pass • Use a quiet voice • Follow adult instructions the first time	• Say good morning to those you pass • Use a quiet voice • Follow adult instructions the first time
Classroom	• Make sure an adult is always with you • Use materials appropriately • Keep hands, feet, bodies, and objects to yourself	• Use inside voices • Use positive and kind words • Show whole body listening	• Enter and exit your classroom calmly • Have grit and never quit • Use time correctly
Hallways	• Always walk • Watch for yellow lines • Look out for doors	• Leave room for others to pass • Use quiet voices • Stop, look and listen to all adults	• Walk directly to your destination • Look for others around you • Walk facing forward
Big Toy	• One at a time on slides and monkey bars • Walk on and around the big toy (No tag) • Only slide DOWN the slides	• Follow all rules • Listen to the adult the first time • Solve problems: Walk, Talk, or Rock-Paper-Scissors	• At the bell, come off the big toy, then kneel and freeze • Use bathroom, wash hands & get water at 5-minute warning • Line up right away

Soccer	• No slide tackling • Stop play if ball leaves the field • Be aware of where you kick the ball	• Follow school style rules and play fairly • Include everyone • Accept consequences	• Kneel and freeze at bell • Use bathroom, wash hands & get water at 5-minute warning • Walk with equipment and line up when your grade level is called
Bathroom	• Keep water and soap off floor • Walk to and from the restroom • Report problems	• Give others privacy • Wait your turn • Use quiet voices	• Wash your hands • Put toilet paper in toilet & flush • Keep bathroom clean
Blacktop	• Use play equipment appropriately Walk on the blacktop • Walk on the Blacktop (No tag) • Keep hands, feet, and body to yourself	• Follow the rules of the game • Include everyone • Solve problems: Walk, Talk, or Rock-Paper-Scissors	• Freeze and kneel at bell • Use bathroom, wash hands & get water at 5-minute warning • Walk with equipment and line up when your grade level is called
Cafeteria	• Walk at all times • Be aware of people around you • Follow the flow of traffic	• Wait your turn to get your lunch card • Stand in line quietly • Be patient and kind	• Only take your own card • Take the tray you first touch • Choose one main food and a fruit/vegetable
Lunch Tables	• Sit on your bottom facing the table • Touch only your own food • Keep food off the floor	• Allow anyone to sit next to you • Use quiet voices • Clean up your area	• Sit at assigned table • Wait to be excused • Pick up trash around you-even if it is not yours
Makespace/ Media Center	• Enter quietly • Use materials safely • Only visit with your class or a pass	• Respect other people's space • Use indoor voices • Respect materials	• Keep food & drinks outside • Clean up your area and materials • Leave books on the shelf where you found them

Assemblies	• Sit on bottom with legs crossed • Walk in and out quietly • Keep hands, feet and body to yourself at all times	• Keep body still • Eyes on presenter • Active Listening	• Follow adults' directions • Be a quiet listener • Be supportive to others
Dismissal	• Walk to your exit • Follow directions of Noon Duties and Staff • Go to designated pick-up area	• Be aware of people around you • Be mindful of others still working • Use appropriate voice level	• Go directly home or to adult-supervised program (LEAD) • Remember that play structures are closed after school • Stay where you are to be picked up if not walking home
Office	• Walk at all times • Sit appropriately • Be mindful of the swinging door	• Use quiet voices • Wait patiently • Say please and thank you	• Clean up after yourself • Attend to your given task • Be mindful this is a working space
Health Office	• Walk at all times • Sit or lay appropriately • Be calm	• Use appropriate voice level • Sit quietly and patiently • Respect the privacy of others	• Bring a green slip with you • Be honest and clear about how you feel • Follow nurse/staff instructions

Students are recognized for making positive choices and demonstrating appropriate behavior throughout the year with "ICU Messages" and recognition at awards assemblies.

Restorative Practices

At Rice, we use Restorative Practices when issues arise that harm our learning community. By using Restorative Practices, we help students see that rules are in place to keep everybody safe and relationships strong. If a rule is broken, it is viewed as a relationship that has been damaged and needs repair.

- Adults on campus take the time to work with students to determine who was affected, how they were affected, and what needs to be done to restore the positive learning environment and move forward.
- Typically, we will ask students the following questions, so students reflect on the harm they may have caused and to begin to restore trust:

    1. What happened?
    2. What were you thinking at the time?
    3. What have you thought about since?
    4. Who has been affected by what you have done? In what way?
    5. What do you need to do to make things right?

Consequences

- We use a buddy classroom system for students to reflect on their behavior.
- We believe that punishments do not address the root causes or restore trusting relationships between those involved.
- While there are consequences for students breaking rules, consequences focus on restoring trust and making things right.
- We are committed to making sure that all students feel safe at school, and we know that restorative practices are the best way to fulfill this commitment.
- However, if a student continuously has behavior challenges, additional consequences may be necessary according to progressive discipline.
- **SEVERE CLAUSE:** Biting, threatening to hurt, hitting any person, causing harm or injury, endangering others, possessing a dangerous object, and participating in sexual harassment may result in an immediate disciplinary action including suspension.

Behavior Management Chart

Some behaviors are managed by teachers,
while others are managed by the school administrators.

Behavior	Minor (Teacher Managed)	Major (Administrator Managed)
Disrespect	• Not working/unfinished work • Not participating in group work • Making faces/rolling eyes • Huffing, sighing, etc. • Arguing/defiance—inappropriate response to teacher request • Uncooperative behavior • Talking back • Cheating/Lying • Leaving assigned area • Minor object stealing	• Blatant or excessive non-compliance • “F--- you”, flipping off, etc. • Leaving campus/hiding from staff • Forgery • Theft of major objects or pattern of minor stealing that is ongoing
Disruption	• Making noises • Constant talking • Yelling out or blurting • Disruption during instruction • Throwing objects • Out of seat • Not listening • Not following directions • Leaving class without permission	• Screaming/yelling excessively • Teacher cannot teach • Students cannot learn • Out of control behavior in the extreme • Throwing objects with the intent to cause harm • Excessive pattern of absence, tardy or truancy
Dress Code	• Overly suggestive or offensive clothing • Clothing with inappropriate language • Open-toed shoes or heels	• Gang related apparel • Ongoing pattern of dress code violations

Inappropriate Language	• Negative talk • Name calling • Teasing • Swearing • Verbal arguments • Impolite talk • Talking back • Dishonesty/lying • Peer conflict (balance of power) • Mean comments that hurt feelings	• Blatant or excessive swearing • Offensive language • Excessively vulgar language • Severe verbal threats against anyone • Gang harassment • Harassment (racial, sexual, religious, gender, ability) • Intimidation • Bullying (imbalance of power)
Property Damage/ Misuse	• Defacing books, pencils, pens, crayons, classroom supplies, PE equipment • Minor vandalism (such as writing on desk or other's property) • Stealing minor items	• Excessive defacing of peer/teacher/school property • Vandalism (breakage, spray paint or permanent damage) • Stealing major items from peers/adults • Pushing over furniture • Use of combustibles • Setting fires
Physical Contact	• Bumping into another person • Play hitting/horseplay • Touching someone else • Pushing/shoving • Poking • Tripping • Reckless Physical Behavior such as: play hitting/horseplay/flicking/ pinching/teasing/messing around	• Fighting • Loss of control out of anger • Hitting/punching with intent to harm • Physical intimidation • Spitting/scratching/biting with intent to harm—anger related • Sexual misconduct • Physical aggression/assault
Technology Violation	• Texting • Cell phone use in or out of class • Earbuds in at inappropriate times • Off-task computer behavior • On websites	• Accessing "off limit" and inappropriate websites on school computer • Bullying/harassment type messages on school tech equipment
Other		• Bomb threat • Alcohol/drug/tobacco possession • Possession of weapons

RICE HOMEWORK AND READING POLICY

Your child's teacher strives to:

- Explain and clarify assignments with students when the homework assignment is made.
- Provide a variety of activities, in addition to pencil and paper assignments.
- Evaluate and monitor all homework assignments.
- Provide students with access to school materials that are basic to completing the assignment.
- Inform a student's parents when the student repeatedly fails to complete assignments.
- Assign work in time allotments appropriate to individual needs and differences.

A parent is encouraged to:

- Provide a study place with a minimum of distractions and interruptions.
- Ask your child about homework and to monitor the student as needed.
- Communicate with the teacher if there is a question about homework assignments.
- Make sure school materials are returned.
- Review assignments before the assignment is returned to the school.

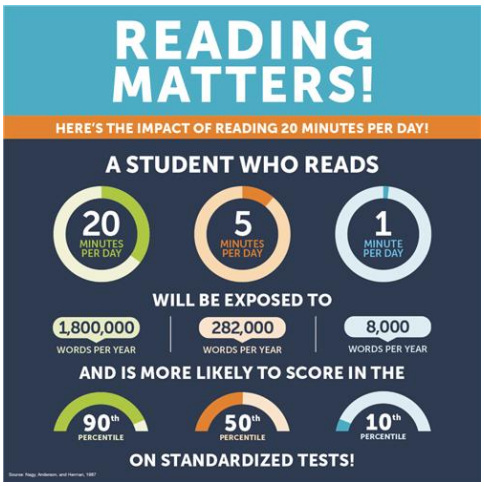
A student is expected to:

- Tell his/her parents when an assignment is given and when it is due.
- make a note of homework assignments.
- Bring appropriate materials home and return the materials to school on time.
- Complete the assignment neatly, accurately and on time.

Recommended time allotments for homework:

- Grades K-1 20-30 minutes daily
- Grades 2-3 30-40 minutes daily
- Grades 4-6 40-60 minutes daily

Students are encouraged to read 20-30 minutes at home. Reading is considered the gateway for all other learning to take place. Students can access books and read many different ways: school library and through the Chula Vista Public Library, Libby (digital books with library card), RAZ Kids, Achieve 3000, Get Epic, and more. We encourage students to have a goal of reading 100 books this school year and will be rewarding our readers with free books!





RICE PARENT HANDBOOK ACKNOWLEDGEMENT

PLEASE SIGN AND RETURN THIS SHEET TO YOUR CHILD'S TEACHER.

I have read the information within the Parent Handbook with my child, including Attendance, A-Z General Information, PBIS Handbook and Discipline, and the Wellness Policy.

I have read and understand the General Information about school policies.

I agree with the Discipline Plan.

I understand and will abide by the terms and conditions outlined in the District Wellness Policy.

_____	_____
Child's first and last name	Teacher's name
_____	_____
Print parent/guardian's name	Room #
_____	_____
Signature of parent/guardian	Date

LIBRARY MEDIA CENTER PERMISSION SLIP

Dear Parents:

During the school year, your child will be allowed to check out library materials from the Rice Elementary School Library Media Center. Please read the following guidelines and discuss them with your child. Then complete and return the bottom half of this borrowing agreement to your child's teacher.

Proper care of library books will lengthen their shelf life. Please use the following guidelines to help your child develop good borrowing habits.

- Clean your hands before reading a book.
- Avoid eating or drinking when reading a book.
- Use a book marker or other flat item to save your place in a book. Do not use pencils or fold down the corners of a page.
- Do not write or draw in your library book.
- Create a safe, consistent place to store the book. The child will always know where it is and it will stay out of reach of younger siblings and pets.
- Return the book on time.

If your child loses or damages library materials, you will be expected to pay for replacement and/or repair of those materials. Current replacement costs vary but can be as much as $25 per item.

I look forward to meeting you soon. If you have questions or require additional information, please feel free to contact me at the number listed above.

Thank you,

Robert Jackson
Library Media Technician

2026-2027 Library Media Center Agreement

I have read the guidelines and explained them to my child. I agree to the above conditions and consent to my child's borrowing library materials from Rice School's Library Media Center. I understand I will pay for any lost or damaged items that my child may be responsible for while materials are in his/her possession.

_____	_____
Child's first and last name	Teacher's name
_____	_____
Print parent/guardian's name	Room #
_____	_____
Signature of parent/guardian	Date