Parent and Student

Handbook

Welcome To Our School.





2026-2027

Visit Our Website
https://camarena.cvesd.org/

Welcome Message

Mr. Soileau- Principal

Hello Camarena Families! My name is Jason Soileau and I am a proud to start my fourth full year here at Camarena, home of the Robo Griffins! I attended McNeese State University in Lake Charles, Louisiana where I received my Bachelors of Arts in Special Education and Elementary Education and a Masters in Educational Leadership from Northwestern State University in Natchitoches, Louisiana. Going into my 32nd year in education, I have taught grades K-12 in three states (Louisiana, Texas, California), as well as serving as a teacher, assistant principal and campus principal.

All of my family is back in Louisiana but the ocean and sunshine called me to California! Family is very important to me and I travel back to Louisiana as often as possible. I have two brothers and five nieces and nephews that I get to spoil from afar. When not working, I enjoy laying on the beach listening to the ocean, playing volleyball and softball, and spending time with my friends out here in California. Palm Springs is my favorite place to sneak away to when I have a break from work.

I am proud to lead this school and the Camarena Elementary School Community as Principal. I look forward to meeting more students and families of Camarena, and working together to create the best place for students to learn. Go Robo!

Dr. Flores- Associate Principal

Hello, Camarena Community! My name is Alicia Flores, and I am excited to join Camarena as your Associate Principal. I am a San Diego native, having grown up in San Ysidro, and I am a proud graduate of Chula Vista High School.

This year marks my 26th year in education. I earned my Bachelor of Arts in Liberal Studies with an emphasis in Education from San Diego State University, a Master of Arts in Teaching with a specialization in Reading from National University, and a Doctor of Education in Educational Leadership (PreK–12 School Leadership) from San Diego State University.

Throughout my career, I have had the privilege of serving students and families in a variety of roles. I have taught in bilingual and dual language immersion classrooms, worked with high school students in a New Arrival Center, served as an English Learner Support Resource Teacher, and held leadership roles as an Assistant Principal and Principal. As a bilingual educator, I am passionate about supporting multilingual learners and building strong partnerships with students, staff, and families. I am truly excited to become part of the Camarena family and look forward to getting to know our amazing Robo Griffins. I can't wait to work alongside our students, staff, and families to support every child's success. Go Robo Griffins!

BLUE RIBBON SCHOOLS

School History



est.2013

Welcome to Camarena Elementary School, home of the Robo Griffins! Camarena Elementary opened in July 2013 and is proud to be Chula Vista Elementary School District's 45th school. Named after Enrique S. Camarena,

We are committed to making learning fun and meaningful for all students. Our school offers a two-way, 90/10, Dual Language Immersion program in Spanish, offering a Chula Vista Elementary School District Seal of Biliteracy to students meeting program objectives. It is the goal of Camarena Elementary to provide all students with the opportunity to reach their academic, social, emotional and physical potential, discover their gifts and talents, and grow up to be productive citizens in our community. Please take the time to read the information contained in this handbook as it will provide you with the school policies and procedures. It also contains information regarding the services and programs at Camarena. We look forward to serving you and providing your child/children with the best education possible.

Vision & Mission

Our Vision

The mission of Camarena Elementary School is to provide an educational experience for all children that promotes academic excellence, social responsibility, emotional strength, physical vitality and above all else a love for learning

Our Mission

At Camarena Elementary School, every student is inspired to dream big, work hard, and become their best self. We are a place where learning is exciting, friendships are strong, and each child feels valued, supported, and ready to make a difference in the world.

What
We Believe

- All children have potential therefore no mind should be left behind.
- All children experience academic, social, emotional and physical success.
- All children have equal access to a rigorous academic instructional program.
- All children have something to contribute.
- All members of the learning community have a role to play in the development of each child.
- All members of the learning community should be treated with respect.

Contact Information



Phone Number
(619) 591-5500

Website
CAMARENA.CVESD.ORG

Email
hello@reallygreatsite.com

Address
1650 Exploration Falls Drive
Chula Vista, CA 91915



REPORT ABSENCES TO: (619) 591-5500 x630110

ATTENDANCE

ARRIVAL

The supervision of the children who attend Camarena Elementary School begins at 7:45 am. Students should not arrive before this time as there is no supervision. The drop off area is located at the front of the school, students not having breakfast are to report to the blacktop area and line up behind their designated classroom number painted on the ground until the school bell rings at 8:15am. The bus loop may not be used to pick up or drop off students at any time. Once the morning start bell rings at 8:15am, all gates, including the gates in the bus loop area, will be locked. Students may have breakfast in the lunch arbor, or indoors during inclement weather, beginning at 7:45 am. Teachers will escort their students to their classrooms. Parents should not block thoroughfares or follow their child to the classroom. Children need to develop responsibility skills so parents should not help with backpacks or jackets, etcetera. Also, this is not the appropriate time to conference with the classroom teacher.

LATE ARRIVALS/TARDIES/ABSENCES

Students who are late will need to report to the Health Office to get a tardy slip. To support and minimize disruption to student learning, please plan medical appointments during school vacations or after school when possible. If your child is absent, it is important that you call the school Health/Attendance Office that day to report the absence. If you failed to call the Health/Attendance Office, please send a note with your child on the day he/she returns to school. This note should include the date of absence and reason.

Students miss important instructional time when late or absent. Students are encouraged to arrive to school on time with all belonging and be ready to learn. We will not interrupt student learning to deliver items.

Once a child has been tardy for 15 minutes, 3 or more times, it is counted as an absence. Once a child has been tardy 10 times or more, or missed more than 10 days of school, excused or unexcused, that child will be placed on the chronic attendance list and a School Attendance and Review Team (SART) meeting will be scheduled to discuss possible solutions. A letter will automatically be generated and sent for students who have 3 or more unexcused absences. The only excused absences are illness and doctor's appointments, the rest are considered unexcused.

DISMISSAL

TK and Kindergarten are dismissed 15 minutes before the end of the day (M-TH @2:30, Friday and minimum days @1:00). All children should leave their classroom once the bell rings and report to the pick-up/drop off area. Bus riders should report to the bus pick up/drop off zone. The bus loop may not be used to pick up/drop off students at any time. No child should be running around, climbing on railings, swinging backpacks or playing around once dismissed for the day. Students should be picked up within 15 minutes of dismissal. All persons picking up students are asked to wait outside of the school gates. Students in kindergarten and TK can be picked up in front of their classroom by an adult (their parent or guardian, or a designated adult who is listed on the student's emergency card). If they ride the school bus and are not met by an adult at the bus drop-off, the bus will return them to the school. Though we understand emergencies come up every now and again, chronic late pickups may receive a phone call from the school principal.

EARLY DISMISSAL/LEAVING SCHOOL GROUNDS

Students are not allowed to leave the school building and/or grounds with anyone other than their parent or guardian, or a designated adult who is listed on the student's emergency card. Students must be signed out in the office by the parent or designee prior to leaving the school grounds. 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 call the child to the office. Students will only be called to the school office upon arrival of the person picking the child up.

Students who leave school 30 minutes or less before the end of the school day will be marked as excused. Students who leave school early 30 minutes or more before the end of the school day will be marked as unexcused unless a doctor's note is provided. If a student accumulates 3 or more unexcused early dismissals they will receive a truancy letter.

INDEPENDENT STUDY CONTRACT POLICY FOR EXTENDED ABSENCES

If your child will be absent 2 or more consecutive days, please notify the health attendance clerk and classroom teacher at least one week prior to the absence, if possible. Please follow these guidelines:

- Contracts must have specific dates and be signed by all parties in advance.
- Beginning and ending dates are firm (no extensions).
- The assigned work cannot be done before or after the contract days.
- Contracts must be returned to the teacher the first day the student returns to school with the completed assignments.
- Study contracts may or may not be approved by administration.

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

- *DRIVE SLOWLY AND CAUTIOUSLY*
- *OBSERVE SIGNS AND CONES*
- *NO TEXTING OR TALKING ON CELL PHONES WHILE DRIVING*
- *USE THE CROSSWALKS AT ALL TIMES*
- *DO NOT DOUBLE PARK*
- *THE PARKING LOT IS NOT A PICK UP AND DROP OFF AREA*
- *DO NOT MOTION FOR YOUR CHILD TO WALK BETWEEN CARS OR DISREGARD THE SAFETY PATROL OFFICERS*
- *NO ANIMALS ON CAMPUS DURING DROP OFF AND PICK UP. SEE PAGE 16 FOR INFORMATION REGARDING PETS*
- *BE RESPECTFUL AND POLITE*
- *BIKES, SCOOTERS, SKATEBOARDS, HOVERBOARDS, ETCETERA, MUST REMAIN LOCKED ON THE BIKE RACK OR KEPT IN A SAFE PLACE IN THE CLASSROOM, TO BE DETERMINED BY THE TEACHER. STUDENTS MUST WALK THESE ITEMS ON CAMPUS DURING ARRIVAL AND DISMISSAL*



BEFORE/AFTER SCHOOL CARE

Childcare services available on the school campus before or after school include:

- YMCA Childcare: Fee based childcare services provided before and after school for Transitional Kindergarten through 6th grade children.
- LEAD HUB: A free after school program that provides structured activities for Transitional Kindergarten through 6th grade children.

ACCIDENT INSURANCE

Accidents do happen at school. The school does not carry medical insurance for students. However, a voluntary student accident insurance program is offered by the Board of Education. Information about the insurance program is included in your first day of school packet.

BEHAVIORAL STANDARDS

The students and staff at Camarena Elementary School believe that a safe and positive school environment is important to a child's learning in the classroom and to his or her growth as a citizen. To provide such an environment, Camarena Elementary School has established the following set of rights and behavioral standards:

- Each person has the right to an orderly environment.
  - Students are expected to follow all rules in the classroom and throughout the campus at all times. Everyone will walk quietly in the hallways. Running will not be permitted anywhere on campus with the exception of organized activities during P.E. or recess. Littering is not allowed and students will clean up after themselves. Yelling and loud behavior is not allowed in hallways or lunch area. Students will not play in the restrooms and will not invade others' privacy.
- Each person has the right to be different.
  - Students and staff will respect the uniqueness of each individual. Disparaging remarks are not to be made regarding a person's physical appearance, ethnicity, religious affiliation, gender, language, dress, socio-economic status, academic performance, or any other personal characteristics. Teasing is not allowed.
- Each person has the right to be treated with courtesy.
  - Respect, courtesy and good manners need to be shown toward other people at all times. Name-calling, put-downs, cutting in line, obscene language, abusive gestures, harassment, and bullying are not permitted. Exclusion of any student is not allowed.
- Each person has the right to use and own property.
  - Toys, candy, and personal belongings unrelated to classroom learning will remain at home. Taking or causing damage to other people's property is not permitted. Vandalism and destruction of school property is not allowed. Students will be neat in the restrooms.
- Each person has the right to be safe.
  - Rough play, hitting, kicking, biting, tripping, pinching, choking, poking, pushing, throwing objects, and any other form of physical abuse are never permitted. Bullying is not allowed. Sexual harassment is not allowed. Drugs are not allowed. Weapons are not allowed. All playground safety rules are to be followed during recesses including appropriate use of playground equipment. Tag and other chasing games are not allowed. Games involving throwing balls at other students are not allowed. All students will adhere to the school dress code.

If/when students are disciplined at school, parents may also receive a phone call from teacher and/or administration.

Locations	Be Safe	Be Respectful	Be Responsible
Hallway	● Walk on white and stairs ● Stay outside the yellow lines ● Keep hands, feet, and objects to yourself ● Wait for a clear path ● Walk in line	● Voices off ● Walk directly to your destination ● Follow all adult directions	● Hold the door for people behind you ● Stay on sidewalk and stay to the right ● Stay in line facing forward unless directed by an adult
Playground	● Use equipment appropriately ● Keep hands and feet to self ● Play an identified game (no tag)	● Follow the rules of the game ● Play fairly & include everyone ● Accept consequences without arguing ● Inappropriate language	● Use bathroom & get water at 5 min warning ● Tell an adult if someone is hurt ● Freeze at the siren & line up in classroom lines
Bathroom	● Walk to and from the restroom ● Keep water in the sink and off the floor ● Report problems: sink/floor/toilet	● Give people privacy ● Use quiet voices ● 3 in line ● Wait your turn	● Put toilet paper in the toilet ● Flush toilets ● Wash your hands ● Leave promptly
Cafeteria	● Walk in lunch area ● Face forward in line ● Keep hands and feet to self	● Stand in line quietly ● Say *please* and *thank you* ● Only take your lunch card	● Take the food you touch ● Inform an adult of any accidents or spills ● Lead by example
Lunch Table	● Sit on your bottom facing the table ● Only touch your food ● Keep all food on your tray ● No sharing/trading food	● Allow anyone to sit next to you ● Use quiet voices ● Listen to noon supervisors	● Sit at assigned table ● Wait to be excused by Noon Duty ● Throw away your trash

Arrival	● Keep backpacks & body parts to yourself ● Wait in assigned area quietly	● Provide enough space for you & your classmates ● Use quiet voices ● Use kind words and actions	● Arrive on time ● Get water & use bathroom before class begins ● Listen to adult supervisors
Dismissal	● Walk to the exit ● Walk down the stairs ● Keep hands & feet to yourself ● Stay off play structure ● Use crosswalks	● Follow adult directions ● Follow directions of Safety Patrol ● Use quiet voices	● Go directly home or to an adult supervised program ● Take proper care of all personal belongings ● Lead by example
Assembly	● Sit on bottom with legs crossed facing forward ● Walk in and out of event ● Keep hands in lap	● Sit silently when someone is speaking ● Eyes on presenter ● Clap with respect	● Follow adult directions ● Be *Robo Ready* ● Lead by example
Office/Health	● Keep hands and feet to self ● While seated, keep 2 feet and 4 legs of the chair on the floor ● Enter quietly	● Use polite language: “Please,” “thank you” ● Wait in a single file line ● Use a quiet voice	● State your purpose politely ● Wait patiently for your turn ● Have a green slip or pass
Library	● Walk at all times ● Use materials & furniture appropriately ● Always push in your chair	● Use quiet voices ● Clean up after yourself ● Listen to instructions and directions	● Use a shelf marker at all times ● Keep books clean, dry, and in a safe place ● Return books on time

BICYCLES, SKATEBOARDS, SCOOTERS & ROLLER-BLADES

To ensure student safety, riding bicycles, skateboards, scooters, and roller-blades on campus during school hours is strictly prohibited. This includes shoes with "heelies." Students may ride their bicycle to and from school and lock it up in the cycle rack in front of the YMCA room. Students must wear helmets when riding their bikes, skateboards, scooters and roller-blades to and from school.

BIRTHDAYS

Camarena Elementary School has a "NO FOOD" BIRTHDAY POLICY. Treat bags can be given to all students in the class to take home at the end of the day. Food/treats cannot be consumed during the school day. Please note that balloons are not allowed on campus. They cause a distraction to students in the classroom and can also trigger the alarm system.

BREAKFAST/LUNCH PROGRAM

Camarena Elementary School offers breakfast from 7:45am to 8:00am. All students qualify for a free lunch in CVESD. It is particularly important that students participating in the breakfast program arrive on time, preferably by 7:45am, so they have sufficient time to eat breakfast before going to class. Students must report to their classroom line on the blacktop by 8:10am. Please note, breakfast service will end promptly at 8:00am.

Meal applications for free or reduced meals are available in the first day of school packets, or in the school office. This application needs to be filled out and returned to school. If your child qualifies for free or reduced meals, you will be notified by the Chula Vista Elementary School District. Completion of this form also helps Camarena Elementary secure more federal and state funding**!**

*Disclaimer: All students will receive a free school breakfast/lunch for the 2026-2027 school year.

CLOSED CAMPUS

In an effort to ensure a safe campus Camarena Elementary School is a closed campus. All students must report to the front office before leaving early or when returning to campus. All visitors and/or volunteers must report to the office to sign in and receive a visitor/volunteer badge. All gates will be locked during school hours. If a child is leaving early, individuals will be required to show a picture identification to office personnel before the child can be released. The person picking up the child must come to the office to sign the child out and the office personnel will locate the child and have him/her come to the office. Students will not be allowed to come to the office ahead of time and wait for the person picking him/her up.

COMMITTEES

Parent participation and involvement is one of the best ways you can ensure your child's success. Key committees where parents can be involved include:

- ELAC – English Language Acquisition Committee provides support for second language learners and their families.
- PTA – Parent, Teacher Association (PTA) supports school events and programs volunteering and fundraising.
- Safety Committee- oversees the Safe Schools Plan, MTSS, and Health and Wellness Policy.

- SSC – School Site Council provides oversight and input for the Local Control Accountability Plan (LCAP) and the Local Control Funding Formula (LCFF) or school budget. This committee advises and monitors the LCAP and LCFF throughout the school year.
- Military Support Committee – Oversees the Anchored 4 Life program and other support services/resources for military families.

COMPLAINT PROCEDURE

Report concerns with students, staff, or parent conduct to administration immediately. Administration will investigate promptly but may be unable to discuss findings due to confidentiality. Administration does NOT communicate via DOJO. Please call the front office or email the administration jason.soileau@cvesd.org or alicia.flores@cvesd.org after you have discussed your concerns with the classroom teacher.

COMPREHENSIVE SAFETY (DISASTER/EARTHQUAKE/FIRE DRILLS/PANDEMIC)

Fire, earthquake, and disaster drills are conducted throughout the school year in order to be prepared in the event of such an occurrence. If you arrive on campus and see a sign on the office door which reads, “FIRE, EARTHQUAKE, OR DISASTER DRILL IN PROGRESS” please wait off campus and return in 15 minutes. In the event of a real disaster or emergency situation, please report to the courtyard in front of the school and wait for a designee to give you further instructions. Students will be reunited with families once law enforcement and school officials deem appropriate.

EARTHQUAKES occur without notice and generally have aftershocks which are just as dangerous as the initial quake. Following a major earthquake, buildings will be evacuated due to the potential dangers of resulting fires or structural damage.

FIRE upon confirmation of a fire on campus 9-1-1 is called, the nearest fire alarm is pulled, and everyone evacuates the building to a location furthest from the fire.

LOCKDOWN means imminent danger is on or approaching campus. Lockdown is initiated to isolate students and school staff from danger when movement within the school and within rooms on the campus will put students and staff in jeopardy. It may also require employees to initiate Options Based Response Actions (Run, Hide, Fight; Escape, Barricade, Defend; etc.) Lockdown is used to prevent intruders from entering occupied areas of the buildings. This is considered a high-level threat.

SECURE CAMPUS is implemented as a precautionary measure to ensure the safety of students and staff when there is danger in the surrounding community. Classroom instruction and/or activity may continue as long as all classroom and office doors are locked and all students and staff remain inside through the duration of the event. This is considered a low-level threat.

SHELTER IN PLACE is used when environmental conditions necessitate occupants to get inside or remain indoors. This may occur when there are nearby wildfires and/or hazardous materials released in the atmosphere.

DRESS CODE

The following policy, adopted by the Chula Vista Elementary School District Board of Education describes the dress code expected of Camarena students:

1. Shoes must be worn at all times. Sandals must have closed toes and heel straps. Flip-flops or other backless shoes or sandals are not acceptable.

2. Make-up is inappropriate in the elementary school. Dangling earrings, chains, and keys worn visibly around the neck are unsafe and are not acceptable. Camarena is not responsible for broken, stolen, or lost jewelry. Good rule of thumb: if it is a special item, keep it at home.

3. Clothing and jewelry shall be free of writing, pictures or other insignia which are crude, vulgar, profane and/or sexually suggestive or which advertise or advocate racial, ethnic or religious prejudice or the use of drugs, tobacco, or alcohol.

4. Clothes shall be sufficient to conceal undergarments at all times.See-through or fish-net fabrics, halter tops, off-the-shoulder or low cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are not acceptable.

5. Articles of clothing and accessories, including hats, belts, books, binders, lunch bags, etc. adorned with graffiti or alleging gang affiliations are not acceptable**.**

DUAL LANGUAGE IMMERSION

Camarena offers a two-way, 90/10, Dual Language Immersion (DLI) program with the Spanish language as a focus. The purpose of this program is to build bilingual, biliterate, and bicultural ability in participating students. Students participating in this program are eligible to receive the Chula Vista Elementary School District Seal of Biliteracy, in Spanish. An enrollment requirement of the program is that at least 1/3 of the classroom makeup is comprised of native Spanish speakers. The DLI program at Camarena tends to be in high demand, as such, wait lists are created, as needed, each school year. Upon entering the program, parents are committing to following through the entirety of the elementary strand. This is NOT an enrichment program. Instruction of academics is immersed in the Spanish language.

English speakers on the wait list may enter the DLI program through the 2nd quarter in 1st grade, provided space is available and student is identified as a good candidate for the program. When considering the DLI program factors that may impact student learning and progress include: the child's primary language is something other than English or Spanish, has diagnosed speech/language delays, or the family is in the military and may not be able to commit to the preferred seven years for the program. Spanish speakers may enter in later years provided they speak, read, and/or write in Spanish as demonstrated through entry assessments administered by Camarena staff.

EMERGENCY AND HEALTH INFORMATION

The student Emergency and Health Information sheet is an important source of information for the school office. It provides the child's address, phone number, school identification number, and emergency contact numbers. When necessary, teachers, administrators and other office and

and health personnel use this information to contact families. It is imperative that a new sheet be completed each year for each child in attendance and that it is done in a timely fashion, at the beginning of the school year. Please inform the office of any changes in student information throughout the year, most importantly work, cell, and emergency numbers.

ENTERTAINMENT PERMITS

Please note that administration will not sign off on Child Entertainment Permit Forms if there are attendance concerns or the child is not performing at grade level in all academic subjects. If a child has more than 3 excused or unexcused absences or any unexcused tardies administration will not sign off on these forms.

HEALTH

Our schools have students who are very susceptible to infection and viruses and have a reduced ability to fight off disease.

Do not send a child with the following symptoms to school:

- Fever of 100.4°F or more, taken orally (or 101°F taken by ear, rectally or temporal scan). Note that ear temperatures are inaccurate and temperature should be taken using another route, if the temperature is high. When fever is accompanied with a rash, earache, sore throat, sluggishness, or nausea, the fever may be a signal of a contagious infection. Keep the child home until fever free. Child should remain at home until fever has been gone for at least 24 hours without the use of fever-reducing medications.
- Cough and difficulty breathing - keep home if child has labored breathing (heaving of chest muscles with each breath), rapid breathing at rest, blue color to skin, wheezing (if never previously evaluated and treated), a diagnosis of pertussis / whooping cough (unless 5 days of antibiotics have been received), or a diagnosis of tuberculosis (until treated).
- Rash that is undiagnosed, especially when there is a fever and behavioral change.
- Chicken pox - keep home until all blisters are scabbed over and no signs of illness.
- Diarrhea - keep home if there is blood or mucous in the stool (unless from medication or hard stool), if the stools are all black or very pale, or if the stools are very watery and are increasing in frequency. Also, see a doctor immediately and do not bring child to school if diarrhea is accompanied by: no urine output for 8 hours, jaundiced skin, or child looks/acts very ill.
- Vomiting more than once a day or accompanied by fever, rash or general weakness.
- Ringworm (contagious skin fungus infection). Keep child home until treatment is started, if in an exposed area. Ringworm on the body can be treated with a cream applied directly to the affected area and covered with a bandage. Ringworm on the scalp requires an oral medication, but child may return to school if treated with appropriate cream or covered.
- Cold sores - Cold sores can be passed from one person to another, but only through direct contact. Children who drool or place toys in their mouths when they have cold sores should stay home. Other children can come to school.

Students with above symptoms need to be absent for at least 24 hours prior to returning to school. 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 ha**ve further questions, please contact your school site to speak to the school nurse.**

MEDICATIONS

Medications are not permitted at school except when kept in the school Health Office. Parents of students who require medication prescribed for him/her by a physician during the regular school day must complete an "Authorization For Medication Administration" form and keep it on file in the school Health Office. This form authorizes office personnel to administer the medication to your child. A new form will need to be submitted at the beginning of each school year. This includes inhalers and Epipens which must be kept in the health office.

Antibiotics

Children who are placed on antibiotics for the above ailments should be on them for a FULL 24 hours (longer for Pertussis/Whooping Cough) before returning to school to prevent the spread of infection.

Asthma

If your child has asthma work with the school nurse and your doctor to develop a written asthma action plan for your child that includes your child's asthma triggers, how to avoid them, and how to treat an attack.

Allergies/Anaphylaxis

If your child has a history of any allergies such as food, bee stings, etc that may cause a mild to severe or anaphylactic reaction, work with the school nurse and your doctor to develop an Allergy and Anaphylaxis Emergency Action for your child which will include type of allergy, reaction and medications needed to be kept in the school Health Office.

Other healthcare needs

If your child has significant of chronic health problems, contact school nurse to develop an Individualized School Healthcare Plan.

HOMEWORK POLICY

Homework is part of the educational experience. Students develop life skills such as self-discipline, problem solving, time management and responsibility when homework is valued and adhered to. Homework varies in grades. To ensure the success of all students, Camarena Elementary School has established the following homework policy:

Homework should help a child:

- Develop independent study habits and self-discipline.
- Reinforce classroom instruction by further application and experience.
- Enrich school experiences as a result of independent study, individual research and experimentation.

Your child's teacher is committed to:

- Explaining and clarifying assignments with students at the time homework assignments are made.
- Periodically providing assignments other than pencil and paper activities.
- Evaluating, monitoring, and providing feedback on homework assignments when necessary.
- Informing parents when students consistently fail to complete assignments.

P**arents are encouraged to:**

- Provide a study place with a minimum of distractions and interruptions.
- Monitor the student as needed.
- Communicate with the teacher if there are questions about homework assignments or if students have difficulty in completing assignments in a reasonable time.
- Make sure that school materials are returned.
- Check to see that work is completed.

A student is expected to:

- Complete the assignments neatly, accurately and on time.
- Bring necessary materials home and return materials on time.

Time allotments:

- The suggested time allotments are based on the weekly homework packet:
  - Grades K - 1: 5 days per week for approximately 30–45 minutes per night (at least 15-20 min. of reading per night)
  - Grades 2 - 6: 5 days per week for approximately 45 minutes–1 hour per night (at least 30–40 min. of reading per night)

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

- Effort grade is affected.
- Counseling by the pupil's teacher.
- The teacher will contact the parent and/or principal may be asked to participate.

I**NTERNET POLICY**

Internet access is available to Camarena Elementary School students in the classroom and the school library. Students and teachers are able to use this resource as a powerful tool to gather information and perform research in a worldwide electronic library.

No student or adult is permitted to utilize the Internet prior to reading and signing the Chula Vista Elementary School District Internet Use Guidelines/Agreement. After reading this document thoroughly and reviewing it with your child, please sign (student and parent) and return it to school if you wish to allow him/her to participate in the use of this technology. This Agreement is in the First Day of School packet.

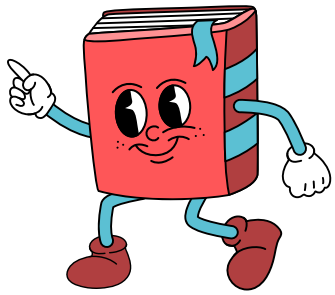


LIBRARY BOOKS

Camarena Elementary School Library provides an excellent collection of books from which your child may borrow. Our wish is that you enjoy these books with your child. Read and reread them as many times as they ask. Let them tell you about the pictures. You can also set aside a family reading time at home. Such pleasant times with good books will help develop in your child a love for reading and provide many happy memories.

Please help your child remember the following things:

·Find a safe place they can keep their library book so it will not get lost or damaged.
·Do not loan your library books to friends, siblings or classmates.
·Use clean hands when reading library books.
·Do not bend or fold pages.
·Do not eat or drink while reading library books.
·Do not write or color in books.
·Use a bookmark to save your place in the book.
·Return all library books to the school library on time.



We encourage students to be responsible for books they borrow. Please help us by reinforcing this message at home. Be aware that you are expected to pay for all lost and damaged materials.

The standardized book replacement fee as established by the school district is below. (Note: these are approximate prices, the actual price may vary depending on the book.)

- Paperback books - $10.00
- Hardback books:
- Primary $20.00
- Fiction $20.00
- Non-fiction $25.00
- Reference $50.00

Outstanding balances will follow your child to each school he/she attends within the Chula Vista district and he/she will not be allowed to check out books until the matter is resolved. If your child is in 6th grade, their promotion certificate will be on hold until library fees are paid.

LOST AND FOUND

Please label all clothing items, book bags, and supplies with your child's name. By doing so, most lost items can be returned to their owners promptly. If an item has been misplaced, please encourage your child to check the "Lost and Found" bin located inside the auditorium. Unclaimed and/or unmarked "Lost and Found" items are sent to a local charity at the close of every quarter throughout the school year.

PETS

For the safety of everyone, animals are not allowed on campus unless approved by administration. This includes bringing dogs or other animals on the campus when dropping off or picking up your child. In the case of service animals please make prior arrangements with the principal.

PROGRESS REPORTS

Camarena Elementary School will utilize the Chula Vista Elementary School District Standards-Based Progress Reports. The progress report measures and reports students' level of mastery of the California State Standards. Student progress is reported four times a year at the end of each quarter. Children whose primary language is something other than English will also receive an English Language Development (ELD) progress report during each reporting period.

RAINY DAYS/INCLEMENT WEATHER

On rainy or inclement weather days all students report directly to the classrooms, once the gates open at 7:45 am. During dismissal on rainy days, parents may go directly to the classroom once the gates are opened and the bell has rung, to pick up their child/children.

SAFETY

Please report any safety concerns you notice on campus. Also, if someone reports witnessing inappropriate behavior or misconduct regarding any adult on campus, please report it to administration immediately, or contact the Chula Vista Police Department at (619) 691-5151.

SAFETY PATROL

During the morning drop offs and afternoon pickups, student Safety Patrol members will help direct traffic and assist with the safe crossing of students in designated areas. Please be respectful and courteous to our Safety Patrol members as they are responsible for ensuring everyone's safety to and from campus. Please remember to observe the crosswalks and follow the directions of the safety patrollers.

SCHOOL NEWS/COMMUNICATION

Communication between the school and home is important to ensure that parents are well informed regarding their student's educational progress, all campus policies, calendar activities and parent involvement opportunities. For complete information regarding our school policies and procedures, visit our school website:
http://www.schools.cvesd.org/schools/camarena

Highlights of each week's events are programmed to go out on our school messenger automated email system each Sunday between 4:00 pm and 9:00 pm so make sure your phone numbers and emails are kept up to date with our school office staff. All flyers from clubs and organizations are posted on an application called "Peachjar." Click the icon on our blog or download the free "App."

Always discuss concerns, suggestions, general information, etc. with your child's teacher. Student Attendants and Aides are not permitted to discuss information about students with parents.

SNACKS

The morning recess is considered a nutrition break. Students will be encouraged to eat nutritious snacks during this time. Candy, cakes, cookies, chips, soda, etc. are not appropriate snack items for nutrition break. Foods such as crackers and cheese, pretzels, fruit, veggies, granola bars are examples of nutritious snacks. There is much research that directly connects poor nutrition with poor academics. Children may not bring food to share with other children. Camarena is a PEANUT FRIENDLY campus, so we encourage you not to send items with peanuts or peanut products.

STUDY/FIELD TRIP POLICY

Off campus learning opportunities are offered throughout the year. Although the goal is to provide each child with the opportunity to participate in these learning experiences, students may jeopardize their opportunity to participate, or a child's parent may be required to chaperone if that child's behavior becomes a chronic problem in the classroom or on campus. Parents must complete and sign the Chula Vista Elementary School District permission slip prior to the field trip in order for their child to participate in an off campus study/field trip (no exceptions). Please note, siblings are not allowed to go on field trips. Also, parents may not pick their child up at any location except the final meeting area for the class. Chaperones are selected at the discretion of the teacher. If your child has special needs, please notify the teacher prior to the field trip. Camarena reserves the right to cancel a field/study trip at any time if guidelines are not followed or student behaviors become a concern.

CELL PHONES/DEVICES

Students may use the office telephones only in the case of an emergency or when instructed to do so by the office staff. If you send a cell phone with your child, that phone must be kept in the child's backpack. Camarena Elementary School is not responsible for lost, stolen or broken devices (i.e., cell phones, i-Pads, air pods, watches). Devices should not be used on the school bus. Devices may not be used once students are on school grounds. Devices may be confiscated by school staff if students do not adhere to the guidelines and policies for use at school. Parents will be notified and may stop by the school office to retrieve the device after meeting with the school principal. If you are on campus volunteering or having lunch with your child please put your cell phones away when you are in the classrooms and children are present or at the lunch tables. Find a private area to talk on the phone or send text messages - not around the students. Please do not hold conversations on your cell phone in the school office as it makes it difficult for the office staff to hear when they are answering the school phones.

TOYS, GADGETS, JEWELRY, HAIR ORNAMENTS, ELECTRONIC DEVICES, SPORTS EQUIPMENT, TRADING CARDS, ETC.

Students should not bring toys or unnecessary gadgets to school unless this has been approved by the classroom teacher. Toys, iPods, mp3 players, gadgets, jewelry, excessive hair ornaments, etc. may be a distraction to your child's learning and the learning of others. Camarena Elementary School is not responsible for lost, stolen or broken personal items. Please discuss digital conduct with your child.

TESTING – DISTRICT

The District Local Measures are the district wide assessments that measure students' progress and achievement towards state and district initiatives. School wide assessments monitor student progress and achievement regularly and inform instruction to ensure progress is being made towards school, district, and state grade level benchmarks towards college and career readiness. District assessments given at the end of the year in mathematics, reading and writing are also given to gauge student progress towards California State Content Standards. All students in grades K-6 are given reading diagnostics and math iReady assessments three times a year to measure growth. Students in the Dual Immersion program take the reading and writing assessments in both English and Spanish.

TESTING – STATE

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

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

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

2.California Alternate Assessment (CAA)

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

3.California Science Test (CAST)

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

4.The Physical Fitness Test (PFT)

- PFT is given to all students in grades 5 and 7.This health related fitness test, developed by The Cooper Institute, is a valuable tool in assessing and tracking a young person's fitness. Additionally, the test provides important information to students, parents, and school staff in monitoring individual health-related fitness.

5.The English Language Proficiency Assessments for California (ELPAC

- ELPAC is the successor to the California English Language Development Test (CELDT). The ELPAC is the required state test for English language proficiency (ELP) that must be given to students whose primary language is a language other than English. State and federal law require that local educational agencies administer a state test of ELP to eligible students in kindergarten (or year one of a two-year kindergarten program, sometimes referred to as "transitional kindergarten") through grade twelve (ages 3-21). The ELPAC is aligned with California's 2012 Language Development Standards and is comprised of two separate ELP assessments:
  - Initial Assessment (IA)—an initial identification of students as English learners
  - Summative Assessment (SA)—an annual summative assessment to measure an English learner's progress in learning English and to identify the student's ELP level

English Learner Roadmap The Chula Vista Elementary School District promotes English-language proficiency and high academic achievement, and ensures equal access to education for English Learners. A process and criteria, including English Learners' academic achievement, progress towards proficiency in English, and the progress of students who have been reclassified as fluent English proficient, are used to evaluate program effectiveness. The English Learner Roadmap serves as a framework that explicitly outlines services and support for English Learners in the District.

Reclassification Reclassification signifies that English learners have the:
·Ability to meet the state's proficient level of achievement on state assessments
·Ability to successfully achieve in classrooms where the language of instruction is English
·Opportunity to participate fully in society in English

The California Department of Education (CDE) has developed several resources to help students and parents understand the grade expectations of the Smarter Balanced Summative Assessments:

§ The Parent Guides to the Smarter Balanced Assessments (in English and Spanish) are posted on the CDE's CAASPP web page under the Students and Parents tab: http://www.cde.ca.gov/ta/tg/ca/index.asp?tabsection=3#ssr

§ The practice and training tests, which can be found on the CDE's Smarter Balanced Practice and Training Tests Web page at http://www.cde.ca.gov/ta/tg/sa/practicetest.asp

As the parent or guardian, you have the option of excusing your child from any part of the CAASPP. If you would like to excuse your child from the test, you must submit your request in writing to the school administration listing each test specifically that you wish to excuse your child from (see list of tests above) [Education Code 60615]. Please notify the school as soon as possible so alternative arrangements can be made for your student during the testing period.

TESTING – REPORTING
1.Dashboard – The California Department of Education Reporting Platform The Dashboard contains reports that display the performance of local educational agencies (LEAs), schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement. California has a new accountability system reported through the California School Dashboard, or the "Dashboard." This accountability system is an online tool that reports on multiple measures, including local and state indicators.
2.School Accountability Report Card (SARC) A SARC is an annual report to parents of California's school children and is required by the State of California. The SARC provides parents with valuable information about the overall performance of the school their child attends. Camarena's SARC is located on Camarena's school blog at https://camarenarobogriffins.blog/parent-resources/.

TRANSPORTATION
Transportation must be furnished by parents/guardians for students approved to attend a school outside their home school area. The school office has a schedule of bus stops and times for Camarena Elementary School neighborhood routes. Students who attend Camarena Elementary School on a Zone Transfer typically are not approved for transportation and it is the responsibility of parents/guardians to get their child/children to school on time.

Only authorized bus riders are permitted to ride the buses. Students are required to get on and off at their designated stops. An authorized bus rider who desires to get off the bus at a stop other than their normal stop is required to have a note signed by his or her parent and endorsed by the school Principal. Kindergarten bus riding students must be met by an adult or they will be brought back to school.

Good safety habits and appropriate behavior are very important when riding the school bus. Students who fail to follow transportation rules may be denied school bus transportation. Please refer to the Chula Vista Elementary School District Riding the School Bus brochure for specific rules and regulation, it can be located on the Chula Vista Elementary School District website (www.cvesd.org).

VOLUNTEERS

There are many opportunities to volunteer at school. All volunteers who work directly with students do so under the supervision of certificated staff and must have a current TB certificate of completion and Volunteer Agreement filed in the school office. Arrangements for visiting or volunteering in a classroom are to be made with the teacher and office in advance. For the safety and security of our students, any time anyone, other than staff and students, are on campus, we ask that you stop by the school office, sign in and obtain a volunteer badge. Please wear the badge in a visible location while on campus at all times. If a staff member notices you are not wearing a badge, you 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. If you wish to speak with your child's teacher, please email the teacher directly and/or leave a message for the teacher with the school secretary expressing your desire to schedule an appointment to talk with the teacher. Classroom observations must be arranged in advance with the school office and classroom teacher. Observations may not be longer than 15 minutes, once a month, and instruction must not be interrupted. A follow-up meeting may be scheduled to answer any questions you may have. Visitors and Volunteers are never permitted to be left alone with students without a staff member present. Please visit with your child's teacher on ways you can volunteer!

VISITORS

For the safety of everyone you must stop by the school office, sign in and obtain a visitor badge. Visiting during school hours (8:30-2:30) requires prearrangement with the teacher and administration. Please wear the badge in a visible location while on campus at all times. If a staff member notices you are not wearing a badge, you 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. Under no circumstances should a visitor interrupt classroom instruction. If you wish to observe in a classroom you must pre-arrange this visit in advance with the school office and classroom teacher. Observations may not be longer than 15 minutes, once a month, and instruction must not be interrupted. A follow-up meeting may be scheduled to answer any questions you may have.

Ø Please do not hold conversations on your cell phone in the school office, classrooms, or other areas where students are present.
Ø Bringing younger siblings on campus during the school day is not permitted.
Ø Eating and drinking (other than water) are not permitted in the office, classrooms, or areas where children are present, unless due to a class celebration organized by the teacher.
Ø Balloons are not allowed on campus as they can trigger the alarm system.
Ø Bringing food for other people's children is not permitted

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