

Chula Vista Elementary School District

Otay Elementary School

1651 Albany Ave., Chula Vista, CA 91911

(619) 425-4311

Website: <https://otay.cvesd.org/>

2026 – 2027

Parent and Student Handbook



Cristina Quiroga, Principal

Board of Education

**Delia Dominguez Cervantes • Keren Ramirez Dominguez • Lucy Ugarte
Francisco Tamayo • Jessica Tolston**

Superintendent

Eduardo Reyes, Ed.D.

EQUAL OPPORTUNITY EMPLOYER

The Chula Vista Elementary School District is committed to providing equal educational, contracting and employment opportunity to all in strict compliance with all applicable State and Federal laws and regulations. The District's programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics. (CVESD Board Policy 0410.) The District office that monitors compliance is the Human Resources Services and Support Office, 84 East J Street, Chula Vista, CA 91910, phone (619) 425-9600, Ext 1340. Any individual who believes s/he has been a victim of unlawful discrimination in employment, contracting, or in an educational program may file a formal complaint with the District's Human Resources Office.



A MESSAGE FROM THE PRINCIPAL

Welcome to Otay Elementary – Home of the Falcons! On behalf of our school community, we welcome you as partners in supporting your child’s academic, physical, and socio-emotional development. Please take the time to read the information contained in this Handbook as it outlines important school policies and procedures to help ensure a successful year for your child.

Your Partner in Education,
Cristina Quiroga

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

Our Vision

At Otay Elementary, we build character and empower students to reach their full potential.

Our Mission

The Otay School community is committed to providing a safe, nurturing environment that creates high achieving, innovative thinkers who realize their potential and become self-confident, life-long learners. We are devoted to the success of all. Together we soar!

2026-2027

DAILY SCHEDULE

Otay Elementary School

TK-6: School begins at 8:00 a.m. Supervision begins at 7:15 a.m.

Preschool	Times	Teachers
	7:45 am - 10:45 am	Ms. Elizabeth Rm 805 & TBD/SDC Rm 804
	11:45 am - 2:45 pm	Ms. Mila Rm 805 & TBD/SDC Rm 804

TK & K	Monday-Thursday	Fridays & Minimum Days
	8:00 am to 2:10 pm	8:00 am to 1:00 pm
1st - 6 th grade	8:00 am to 2:25 pm	8:00 am to 1:15 pm

Breakfast	Morning Breakfast	2nd Chance Breakfast
	7:15 a.m. to 7:50 a.m. A FREE nutritious breakfast is served to students every day	Students who did NOT receive breakfast before school can have breakfast during their recess

Recess			
TK	9:15 – 9:45 am	1st – 3rd	9:25 – 9:45 am
	1:00-1:15 pm	1st	1:15 – 1:30 pm
Kinder	9:25 – 9:45 am	4th – 6th	9:50-10:10 am
	1:15 – 1:30 pm		

Monday - Friday Lunch Schedule		Rainy Day Lunch Schedule	
TK	11:30am – 12:15am	TK	11:30am – 12:00am
K	11:00am – 11:45am	K	11:00am – 11:30am
1st	11:15am – 12:00pm	1st	11:15am – 11:45am
2nd	11:30am – 12:15pm	2nd	11:30am – 12:00pm
3rd	11:45am -12:30pm	3rd	11:45am – 12:15pm
4th	12:00pm -12:45pm	4th	12:00pm -12:30pm
5th	12:15pm – 1:00pm	5th	12:15pm -12:45pm
6th	12:30pm – 1:15pm	6th	12:30pm – 1:00pm

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ATTENDANCE

Regular attendance in school is required by law and is essential to ensure academic and language progress. When returning from an absence, the child must state the reason for their absence and bring a note from

home giving the reason. **If a note or phone call is not received, the absence will be considered unexcused.**

Education Code Section 48205 permits a pupil to be excused from school under the following certain circumstances:

- Illness including for the benefit of the pupil's mental or behavioral health
- Medical, dental, optometry, or chiropractic services
- Quarantine
- Funeral of immediate family member
- Participating in a cultural ceremony or event

The following is considered "justifiable personal reasons" and must be requested in writing by the parent/guardian and approved by a District-designated official:

- Court appearance
- Other funeral attendance
- Religious holiday or ceremony
- Religious retreats (must not exceed four hours a semester)
- "Take Your Child to Work" Day (must not exceed two days in a school year)
- Immigration appearances
- Other reasons pursuant to Board Policy

Please schedule medical appointments for later in the day. **If you must schedule an appointment for the morning, please send your child to school for part of the day.**

Absence Policy

Please report any absences by 9am. Call 619 425-4311 ext. 420110, email jocelyne.duarte@cvesd.org or text her Google Voice 619-573-6710. Provide the following:

- Your name and relationship to the student
- The student's last name and first name, grade, and teacher's name
- The reason for the absence

PERFECT ATTENDANCE

Otay recognizes students who have perfect attendance with awards. Perfect attendance means a student is never absent, never tardy, and never leaves school early, regardless of the reason. (Independent study contracts do not count towards perfect attendance.) At Otay, perfect attendance is celebrated monthly with incentives such as Falcon Bucks and a grade-level class trophy. Additionally, students are recognized at quarterly assemblies. The district honors students who have perfect attendance at the end of the school year.

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 the child has missed. It is extremely important to instill the lifelong habit of being on time in children at this early stage in their

lives. Students who are tardy must obtain a green pass from the office before going to class. Students who arrive after 8:00 a.m. are considered tardy.

TRUANCIES

California State Ed Code states that any child may be reported as a **truant** if s/he has been Absent, Tardy more than 30 minutes, or had Early Dismissal of more than 30 minutes.

SART/SARB

In the event of excessive absences or tardies, or after three truancies, families will receive a Student Attendance Review Team (SART) meeting notice. The SART meeting is held with parents, student, and staff to develop an agreement to improve attendance. Should there be no improvement, a Student Attendance Review Board (SARB) meeting is held at the District Office.

INDEPENDENT STUDY CONTRACT

Vacations should be planned during scheduled school breaks, as the calendar is released months in advance. However, we understand that there are circumstances and situations that arise which require a child to miss school for an extended period of time. If your child is going to miss school for three-fourteen (3-14) days, please notify the office at least two weeks in advance to request an Independent Study Contract.

EMERGENCY AND DISASTER INFORMATION

This information needs to be **updated throughout the year** as changes occur, so please let us know immediately if you change your address, phone number, or emergency address or phone number. Unless specific written permission is received from you, your child will not be released to any undesignated adult. Your child will only be released to the persons you list, so please give this serious consideration.

ARRIVAL AND DISMISSAL PROCEDURES

MORNING ARRIVAL PROCEDURES:

- Students may start arriving at school at 7:15 a.m., when staff supervision and breakfast begins.
- Only students enrolled in *LEAD Hub* may arrive before 7:15 a.m.
- **If children are eating breakfast at school, they may arrive at 7:15 a.m.**
- When students arrive at school, they are to walk laps on the blacktop and then stand by their classroom letter. Playground equipment is closed before school, and phones may not be used as soon as students enter campus.
- Parents may walk students to the blacktop, however, please do not enter the main building.
- **TK/Kindergarten students** need to remain supervised by their families until 8:00 am.
- All campus gates will be locked at 8:00 am.
 - All students who arrive late need to report to the front office for a tardy slip.
 - Parents leaving campus after 8:00 am will need to exit through the cafeteria.

STUDENT DROP OFF & PICK UP

There are three options for student drop off and pick up: Walking, Car and Bus Transportation. Please obey all traffic signs, signals and instructions of our School Safety Patrol and staff.

1. WALKING

To help reduce traffic and support a healthy lifestyle, we encourage families to walk to and from school every day.

- Use crosswalks to safely cross the street at Zenith and Montgomery.
- Please use the crosswalks and traffic signals to cross Main Street.
- Please be respectful of our neighbors and do not cross through their property
- Please walk on the sidewalks and do not enter school through the parking lot
- Obey the directions of the Safety Patrol and staff.
- Walk, don't run, across the street.
- Do not cross the street between cars.

2. CAR

- If you drive to drop off your students, please follow all traffic flow guidelines
- Drive slowly and cautiously. Remember small children are present.
- Please PULL ALL THE WAY FORWARD at the curb to allow more cars to drop off at once.

3. BUS Transportation Services

The Chula Vista Elementary School District provides transportation for eligible students living beyond the following distances from their zoned schools. You must sign up for bus transportation through the district website: [CVESD Transportation Information](#)

- Kindergarten -- 3/4 mile
- 1st grade -- 1 mile
- 2nd and 3rd grade -- 1-1/4 miles
- 4th, 5th and 6th grade -- 1-1/2 miles

DISMISSAL PROCEDURES

- Safety is our greatest concern. Please take extreme care when picking up your child.
- Please ensure your child knows where to meet you at dismissal. It is not possible to deliver messages to students about dismissal unless it's an emergency.
- Upon dismissal from class, students should immediately exit the school grounds from the designated exits.
- Students are not allowed to remain on campus after school and play. All play structures are closed after school.
- Children should take their jackets, books, lunch pails, etc. with them when dismissed so they will not need to return to school to get them.
- Students who remain on campus after school **MUST** be signed in with the LEAD programs.

Student dismissal is at 2:25pm and students should be picked up promptly. We do not have staff to supervise after 2:30 pm.

- Students who are not picked up by 2:35 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 list, **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 list 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.

Early Dismissals: When students are picked up early, it counts against their attendance. Please avoid early pick-ups, especially during your child’s lunch time. It takes extra time to find students. Students who are picked up before 1:45 pm will be considered truant for the day, unless a doctor’s note is provided.

BEHAVIOR EXPECTATIONS

At Otay Elementary School, we practice Positive Behavior Interventions and Supports (PBIS). We have four simple yet important school-wide behavior expectations that apply to all areas of our campus.

The Falcon Four: Be Safe. Be Respectful. Be Responsible. Be Kind.

The following is the behavior expectation poster for the playground area:

 Playground Expectations 			
Be Safe	Be Respectful	Be Responsible	Be Kind
WALK on the blacktop	Keep your campus clean	Take bathroom and drink breaks during recess	Be a good sport
Use equipment appropriately	Play fair and care for your equipment	Stop playing and freeze when the bell rings	Include all students in games
Keep your hands and feet to yourself	Use appropriate language	Stand quietly in line and wait for your teacher	Encourage others

With PBIS, students are recognized for making positive choices and demonstrating appropriate behavior throughout the year with “Falcon Bucks” and recognition at awards assemblies.

We use **Restorative Practices** when conflicts arise that harm our learning community. Our School Counselor is an important part of the Restorative Practices process. 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. At Otay, adults 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:

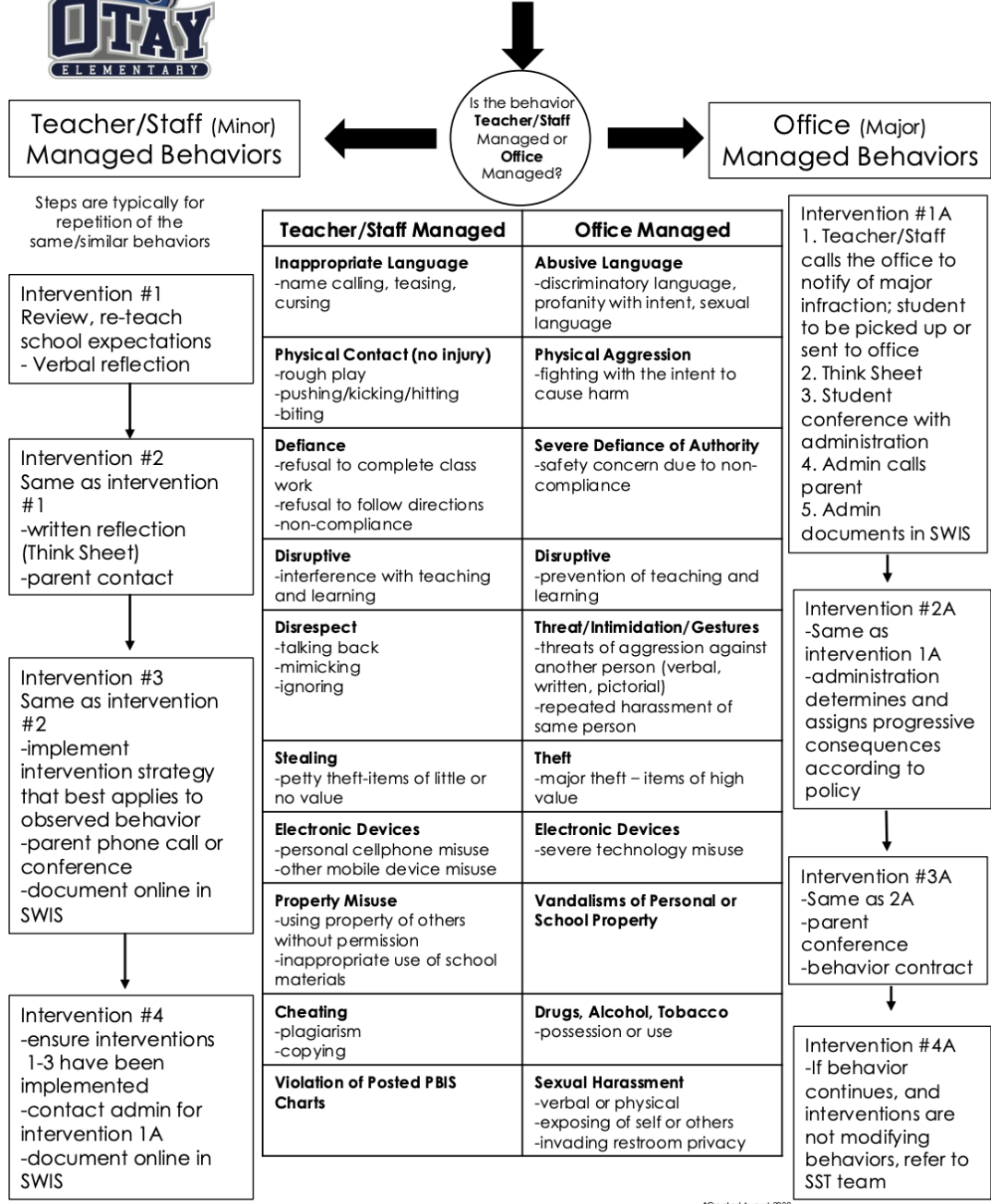
- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you need to do to make things right?

While there are consequences for students breaking rules, consequences focus on restoring trust and making things right. We are committed to making sure that each and every student feels safe at school and know that restorative practices are the best way to fulfil this commitment. However, if student behavior continues, additional consequences may be necessary.



OTAY PBIS BEHAVIOR FLOWCHART

Observe Problem Behavior



*Created August 2023

BREAKFAST

Breakfast will be served from **7:15 - 7:50 am** for all students. Students must go through the cafeteria line by themselves. Second Chance breakfast is available to students during recess.

BICYCLES/SCOOTERS

To ensure student safety, children are **NOT** permitted to ride bicycles, scooters, skateboards/skates, shoe skates or heelies on campus. We do not have bike racks on campus to secure bikes.

BIRTHDAYS

Chula Vista Elementary School Board Policy 5030 *prohibits food items* in celebration of a student's birthday on the school site during the school day and/or 30 minutes after school. There will be no exceptions to this policy. Therefore, please do not send cupcakes to school with your child. You may choose to send a book to the class or school library, or send non-food items for your child to pass out.

BULLYING

Otay Elementary School does not tolerate Bullying. Bullying is defined as the *repeated actions* or *threats* of action directed toward a person by one or more people who have or are perceived to have more power or status than their target to cause fear, distress, or harm. While not all conflict is bullying, our entire school staff is committed to ensuring all students feel physically and social- emotionally safe while they are at school.

RULES AGAINST BULLYING

1. We will not bully others.
2. We will help ALL students who are bullied.
3. We will not exclude others.
4. When we know someone is bullied, we will tell an adult at school and at home.

CELL PHONES, ELECTRONIC GAMES & TOYS

Students may bring cell phones and smart watches to school; however, **they may not use them while on campus, including before school during morning line up.** 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 to keep them secured, or keeping them in their backpacks. Students may NOT keep their cell phones on their person during the school day.

Students not adhering to this policy will have his/her phone confiscated and may result in the revocation of cell phone privileges. Phones may be confiscated by noon duty supervisors, teachers, administrators, and other staff. Confiscated phones will be returned only to a parent or guardian after school. A second violation will result in a conference with the principal and further disciplinary action. Please note that the school is not responsible for cell phones that are lost, misplaced, broken or stolen.

Electronic games, radios, toys, games, and physical education equipment are **not** to be brought to school (Board Policy 5131). The rationale behind this policy is that items may become lost, misplaced, broken or stolen. The school is not responsible for these items. Listed items will be confiscated from students by a teacher or adult on campus and returned to a parent or guardian of student.

CLASSROOM ASSIGNMENTS

At the beginning of the school year, we ask families to please wait until the third week of school to discuss any possible class assignment change. If a family wishes to discuss a change, they need to complete a written request available from the office detailing the reasons 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.

CLASSROOM CALLS/DROPOFFS

To keep classroom disruptions to a minimum, **phone calls will not be transferred to the classroom during the instructional day.** You may leave a message on the teacher's voice mail, and they will return your call, you can message them on Dojo, or you can email them. Prior to coming to school each day, please make sure your child has all their belongings, including any snacks and lunch, and that they know where to go after school, and who is picking them up. It is challenging to communicate changes during the school day. To minimize classroom disruptions, any items dropped off for students will be given to them during their recess breaks.

COMMUNICATION HOME/SCHOOL

We truly believe that in order for our students to succeed there must be a strong and supportive partnership between the home and the school. In order to build and strengthen this relationship, it is important to communicate regularly. Please contact your child's teacher first for general information and when you have a concern or suggestion about your student, or if you do not understand a communication from the teacher. It is through direct communication with the teacher that the parent will gain the support needed to ensure success for their student. Student Attendants, Instructional Aides and Noon Supervisors are not permitted to discuss information about students with parents.

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. To stay informed about school events

- **Class Dojo:** your teacher will have a code to join their classroom
- **School Messenger:** Opt In to text messages by texting YES to 67587
 - Please make sure you always update us with your current email and phone numbers

CONCERNS

If you have any concerns about your child, please start by communicating with their teacher, who spends the most time with them. If you have any concerns about other students, staff, or parents, please contact your teacher or the principal immediately. While administration will investigate promptly, they may be unable to discuss findings and consequences with parents due to student confidentiality. Staff and students are encouraged to "say something if they see something". Your child should be able to identify at least one adult on campus, if not more, that they trust and can openly talk to about any problems they may have or know about. Please do not directly approach other students or parents about your concerns.

DRESS CODE

In order to provide a safe and orderly environment on our campus, students must be appropriately dressed at all times. Uniforms are no longer required; however, we will be following the dress code policy adopted by the Chula Vista Elementary School District Board of Education.

1. **Shoes** must be worn at all times. Sandals must have closed toes and heel straps (Crocs are allowed if used with heel strap). Flip flops, other backless shoes, sandals, shoes with wheels, and heels are not safe or acceptable. All students are required to participate in daily P.E. activities and must wear shoes that are appropriate for physical activity.
2. **Make-up** is inappropriate in elementary school. Dangling earrings, chains, and keys worn visibly around the neck are unsafe and are not acceptable.
3. **Clothing and jewelry** shall be free of writing, pictures or symbols 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.
4. **Hats and caps** shall not be worn indoors. They may be worn only outside for the intended purpose of sun-protection.
5. **Clothes** shall always conceal undergarments. See-through or fishnet fabrics, halter tops, off-the-shoulder, low-cut tops, tops with thin straps, crop tops that show bare midriffs and skirts or shorts shorter than mid-thigh are not acceptable. Pants that sag and sit low on the hips showing undergarments are unacceptable.
6. Articles of clothing and accessories, including hats, belts, books, binders, lunch bags, etc. adorned with **graffiti and/or alleging gang affiliations** are not acceptable.
7. **Cell Phones and Smart Watches:** If cell phones and smart watches are brought to school, they must be turned off and kept in backpacks as soon as students enter campus. Cell phones are collected by some teachers for safekeeping during the day and returned to students at dismissal. Students should not use their devices to communicate during the school day, and if caught using cell phones or any other devices, their device will be collected, and they will only be returned to the parent.

FAMILY RESOURCE CENTER – RAYO

The Family Resource Center located next to the preschool program has many resources to support families.

FIELD TRIPS

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

- A district permission slip must be completed, signed and returned by a parent/guardian in order for students to participate. Parent verbal permission, phone calls or written notes may NOT be accepted in lieu of a signed permission slip.
- If your child has special needs, please notify the teacher prior to the field trip.
- Chaperones are selected at the discretion of the teacher. Parent chaperones must visit the office and check in on Raptor prior to leaving for field trip.
- Siblings are not allowed to go on field trips. Siblings should not miss class to join a field trip.

- 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, a child's parent may be required to chaperone.
- Otay Elementary reserves the right to cancel a field/study trip at any time if guidelines are not followed or student behaviors become a concern.

HEALTH OFFICE

Our Health Office Staff works hard to ensure the health of our students and coordinates their efforts with a nurse who is on site five days a week. Only minimal first aid can be given by school staff. Parents will be called at home or work if an injury or illness occurs that requires immediate attention or if the student is to be sent home. If a parent cannot be reached, school personnel will contact other persons on the emergency list.

We request the following:

1. It is essential that parents keep us informed of any change of family phone numbers as well as emergency names and phone numbers so we may quickly reach you in case of health concerns or medical emergencies.
2. Please keep the school informed of any new health problems detected by your physician. Always bring special health issues, diagnosis, and physical concerns to our attention so we can support your child's health needs at school. For example.
 - **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 medication prescription on file with the Health Office in order to keep an inhaler at school. Students are not allowed to carry an inhaler with them, and can keep their prescribed inhalers in the Health Office.
 - **SEIZURES** If your child has seizures, please work with the school nurse and your doctor to develop a seizures action plan for your child that includes your child's triggers, how to avoid them, and how to respond if they have a seizure during school
 - **ADD/ADHD** If your child has ADD/ADHD, please let the school nurse know. We will work as a school staff to develop a 504 plan to support your child's learning.
 - **ALLERGIES** Please alert the school nurse of any known allergies. If your child has severe allergies that may require an epi-pen, we must have a medication prescription on file with the Health Office in order to keep an epi-pen at school. Students are not allowed to carry their epi-pen with them; we keep their prescribed epi-pens in the Health Office.
 - **CHRONIC HEALTH CONDITIONS** Please see the nurse for a form to document Chronic Health Conditions, especially those with COVID-like symptoms.
3. **Medications:** Most medications are easily given before or after school at home. If it is necessary to dispense medication during school hours, such as an inhaler for asthma:
 - It must be prescribed by a doctor (licensed in California) and be in the container dispensed to you from a pharmacy.
 - District Policy also requires that we obtain a parent and doctor's authorization on a District medication form. The "Authorization for Medication Administration" form can be obtained in

the health office. No medication will be given at school unless this form has been completed by your child's doctor and is on file at school.

- All medication prescribed by a doctor must have your child's name and dosage that he/she is to receive while at school.
 - All medications must be kept in the health office. Children are not permitted to carry medication, including inhalers, cough drops, or pain medicine.
 - If you have any questions, please discuss with nurse and health office personnel.
4. For any orthopedic or medical equipment (casts, crutches, wheelchair, etc.) use on campus, the "Orthopedic/Medical Equipment Orders For School" must be completed by a California Physician and submitted to the Health Office before returning to campus.
 5. Immunizations are required before school attendance. Verification of immunizations must be presented at the time a child is registered.
 6. Vision and hearing screenings are conducted during the Kindergarten or Grade 1 year. They are repeated in Grade 3 and Grade 5.
 7. Anyone picking up your child from school, including the Health Office, MUST have a valid ID and be listed on the green Emergency Form that was filled out at the time of registration. No exceptions.

Do not send a child with the following symptoms to school. Please notify the Health Attendance Clerk in the front office of the absence.

- **Fever of 100.5°F or more, taken orally (or 101°F taken by ear, rectally or forehead 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 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 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 child home until treatment is started.

Students with above symptoms should stay home for at least 24 hours prior to returning to school.

INSTRUCTIONAL MATERIALS

Students are issued all required textbooks and they may also use school materials including laptops, books, iPads, headphones, etc. They are responsible for all books and materials entrusted to them. The cost of lost or damaged textbooks or materials will be billed to the student's family, in accordance with School District procedures.

LEAD – HUB AND CLUBS

- Supervised care is offered both before and after school hours directly through LEAD Hub. The application period for LEAD Hub is in the Spring, and is a separate program from CVESD. Please contact the site LEAD Hub coordinator for more information on their application and selection process. To sign up for afterschool LEAD Clubs, visit: <https://leadotayelementary.jumbula.com/> If you have any questions, please contact Yessenia Lugo at Yessenia.Lugo@cvesd.org

LIBRARY BOOKS

Otay has a focus on reading, and it is our goal and hope that all students will become life-long readers who love books! It is the intent of Otay Elementary School to allow all students the opportunity to check books out from 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 ask for your cooperation in the care of library books. Please help your child to understand and practice the following:

- Keep books clean and protect books from weather, water, pets, babies, etc.
- Do not bend or tear the pages.
- Do not treat books roughly.
- If you borrow a library book, return it to school the following week. Books may be renewed.

It is the child's responsibility to take care of the books that he/she borrows from the library. If your child damages, destroys or loses a library book, you will be asked to pay for it. Replacement books are library bound editions that 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. We also encourage you to get a public library card, and to visit our Chula Vista Public Libraries so your child always has access to books to read.

LOST & FOUND

Please mark all your child's personal belongings with their full name, such as their backpack, lunch bag, water bottle, and especially, jackets. Should a student lose an item, please promptly check the Lost and Found located outside the auditorium. All unclaimed articles remaining after a school break will be donated to charitable organizations.

LUNCH

Teachers and students have a 45-minute lunch period. All students at Otay receive FREE LUNCH daily, that consists of a choice of main entrée, side dishes and milk. Students are expected to eat lunch every day and will be provided a minimum of 15 minutes to eat before they are released to play. This mid-day meal provides important brain fuel to keep your child ready to learn the rest of the day. If your child chooses to not eat a meal from our cafeteria, they should bring a healthy lunch from home that follows the District Wellness Policy. Please do not drop off snacks/lunch/water in the office during the school day, to help minimize classroom disruptions. *Do not send sodas, candy, or gum as part of your child's lunch.*

PARENT CODE OF CONDUCT

Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership to help their children succeed in school. Volunteers and visitors must remember to conduct themselves appropriately on a school campus with students, including using appropriate language. Please do not discipline or correct the behavior of other students or parents, except your own child. If you see

something that occurs involving another student or parent, please communicate it to the office or another staff member.

California Education and Penal Codes:

Education Code:

- | | |
|--------|--|
| 32210. | Willful disturbances of public school or meeting – Misdemeanor |
| 32211. | Threatened disruption or interference with classes – Misdemeanor |
| 49334 | Injurious objects – notice to law enforcement agency |
| 51101 | Monitoring attendance and tardiness of your child/children |

Penal Code:

- | | |
|-------|--|
| 243.5 | Assault or battery on school property |
| 415.5 | Disturbance of peace of school |
| 626.4 | Unlawful entry upon campus or facility |
| 626.8 | Disruptive presence at school |
| 658 | Loitering about schools or public places |

Potential Consequences: Any person guilty of improper conduct at school, any school events and fieldtrips may be suspended depending on the violation. Repeat violations may forfeit your privilege of attending school activities, being a volunteer, or a visitor on campus.

PARENT PARTICIPATION COMMITTEES

Parent participation and involvement is one of the best ways you can ensure your child's success. We have many different parent involvement opportunities. Committees that need parent participation include DAC/DELAC, ELAC, SSC, Safety, PBIS, and PTO.

PETS

For the safety of everyone, pets are not allowed on campus per district policy. This includes bringing dogs or other animals onto campus when dropping off or picking up your child. Service Animals require appropriate documentation in order to be on campus.

RAINY DAYS

It is important for students to attend school every day, regardless of the weather. On rainy or inclement weather days, follow the designated areas:

- TK/Kindergarten/1st: Hallway Entrance by room 201
- 2nd grade: Cafeteria
- 3rd & 4th grade: Cafeteria
- 5th & 6th grades: Cafeteria

RECESS PROCEDURES

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

- **First Bell:** At the sound of the first bell or siren, students will briefly freeze and touch their knees. This is the 5-minute warning.
- **Second Bell:** At the sound of the second bell or siren, students will freeze and touch their knees
- Students will then be called to line up by grade level.
- Students will *walk* to line up on the blacktop by their classroom number.

REPORT CARDS

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

RESIDENCY VERIFICATION

Upon registering and every year after, parents must provide proof of current 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 you have a change of address, you must notify the office immediately and provide new proof of residency.
- If your new address is outside of the Otay area of attendance, you must register at your new home school.
- You may fill out a Zone Transfer after registering at your new home school, however, priority enrollment is given to students who reside in the Otay area. Zone Transfer approvals consider student attendance and behavior.
- An audit is performed annually, and 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 be returned to his or her designated home school.

SAFETY INFORMATION

SAFETY PLAN

Otay Elementary works closely with the District to develop a detailed Comprehensive School Safety Plan. All aspects of school safety are covered in the safety plan, including review of local crime, review of our programs and strategies that provide school safety, safe ingress/egress procedures, goals and objectives to have a safe and orderly environment, disaster and emergency procedures.

A public copy of the complete Safety plan is available for your review in the office. You can also provide input on our Safe Schools Plan and form part of the Safety Committee.

SAFE CAMPUS

In order to ensure a safe and secure campus, Otay Elementary School is a closed campus.

- **All gates and doors will be locked during school hours of 8:00 a.m. to 2:25 p.m.**
- All students must go through the front office when leaving early or when entering campus late.

- 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.

[Apple App Store](#) [Google Play Store](#)



PRACTICE DRILLS

Fire, earthquake and emergency drills including secure campus and lockdowns, 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.

REUNIFICATION PLAN

In case of a **real** school emergency or natural disaster, such as a fire or 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:

Otay Elementary School Reunification Plan

During an emergency situation 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 accounted for at all times. 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.

These procedures should be shared with everyone your list on the Emergency Card, so they are familiar with our procedures.

Also, we ask that you please report any safety concerns you notice on or near campus, as well as any inappropriate behavior or misconduct to administration immediately.

SNACKS

Students are able to eat a healthy snack during their morning recess. If they did not have breakfast at school in the morning, they can go to the cafeteria for Second Chance breakfast.

Students should bring only nutritious snacks to school in order to promote healthy eating habits. Chips, sugary snacks, candy, gum, sodas, and hot/warm drinks are *not* permitted. Please reference the Wellness Policy below or speak with your child's teacher if you are unsure of permitted snacks to send with your son/daughter.

TEACHER CONFERENCES

Parent/teacher conferences are scheduled during September and March and are indicated on the school calendar. At any time if you feel an additional meeting or conference is needed, please contact your child's teacher. We encourage you to communicate frequently with your child's teacher.

TESTING:

Testing and assessments 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:

- Quarterly School Assessments: Teachers give a variety of reading, math and writing assessments to measure student growth and plan instruction.
- English Language Proficiency Assessments for California (ELPAC)
- 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.

- **The Physical Fitness Test PFT** is given to all 5th grade students. This health-related fitness test is a valuable tool in assessing and tracking a young person's fitness. Additionally, the test provides important information to help monitor individual health-related fitness.
- **The California Assessment of Student Performance and Progress (CAASPP)** – These assessments are used to assess 3rd – 6th grade students' progress on California State Standards in English language arts and mathematics. 5th Grade also takes a Science Test (CAST). The purpose of these assessments is to determine if students are meeting the grade level benchmarks towards college and career readiness.
- **Local Measures** – District assessments are given three times a year in math, reading and writing to gauge student progress towards California State Content Standards. These include Smarty Ants (K-2nd) and Achieve Level Set (2nd – 6th) for reading and iReady for Math K-6th.

VISITORS

It is mandatory for all visitors to stop in the office before visiting the classrooms or any area of the school to sign in and receive a VISITOR'S PASS. No one is allowed to go directly to any location on campus, including classrooms, without permission from the school office (California Education Code 32211). This requirement is designed to maintain the security and safety of all children while school is in session.

VOLUNTEERS

- There are many opportunities to volunteer at school and we welcome families to volunteer on our campus. Please note that all volunteers must meet all volunteer criteria. Please see the school secretary for the most recent Volunteer criteria, including TB Testing and Fingerprinting.
- All volunteers who work directly with students do so under the supervision of certificated staff
- Volunteer opportunities are available in classrooms, work room, outside supporting recess and lunch duty, and before and after school supporting arrival and dismissal
- Arrangements for volunteering in a classroom are to be made in advance with the teacher, so the teacher can be prepared with work for the volunteer.
- 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.
- Under no circumstances should a volunteer interrupt classroom instruction. Volunteers should not expect to conference with the teacher about their child during the instructional day
- Volunteers may not be left alone with students without a staff member present.
- Volunteers must use the adult restrooms located in the main office area.
- Volunteers should not have conversations on their cell phone in classrooms
- Any outside food or drink brought for a student must follow the district Wellness Policy. Food may not be shared with or provided to other children.
- *The Board recognizes that under California law, any person whose conduct materially disrupts classwork or extracurricular activities or cause 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 - CVESD

“Chula Vista Elementary School District recognizes the link between student health and learning and is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity for all District students.”

Summary of Key Wellness Policy Guidelines – District and School Community

- Integrating health education into K-6 core academic subjects during the school day and before-and after-school programs as well as providing professional development in health and physical education highlighting healthy behaviors.
- Supplying a standards-based K-6 physical education (PE) program emphasizing physical fitness, positive health practices, and skill development,
- Giving all students opportunities to be **physically active** throughout the day with activities such as classroom mini-breaks, P.E., recess, school sports, special events, and before-and after-school programs.
- Implementing **nutrition guidelines** for all foods available on each campus during the day (one hour before and after school), with the objective of promoting student health and reducing childhood obesity.
- Delivering foods and beverages through federally mandated reimbursable school meal programs that meet or exceed federal regulations.
- Prohibiting the marketing and advertising of non-nutritious foods and beverages on school sites. School staff are strongly encouraged to use non-descriptive containers for food and beverages they consume while with children.
- **Prohibiting food items in celebration of a student’s birthday** on the school site during the school day.
- Permitting no more than two parties/celebrations with food for each class, per school year, to be scheduled after lunch whenever possible. All food items should be store-bought, pre-packaged, and/or pre-wrapped for food safety and allergies.
- Restricting school staff and other entities from using non-compliant food as a reward for academic performance, accomplishments, or classroom behavior. The District emphasizes non-food incentives as alternatives to all school staff.
- Encouraging school organizations to use non-food items and/or healthy food items for fundraising purposes and special events. If food is used, there should be an effort to balance healthier, appropriate portion-size food choices with non-nutritious items.
- Encouraging parents/guardians to support student wellness by considering the nutritional quality and portion-size of items they send for snacks/lunch and complying with new District guidelines for non-food birthday parties, healthier celebrations and special events.
- Encouraging staff to serve as positive role models by promoting health and wellness resources that support positive lifestyle practices among employees.
- Fostering consistent health messages between the home and school environment by disseminating information through District menus, school newsletters, handouts, websites, parent meetings, and/or other communications.

- Inspiring schools to develop intergenerational programs involving active older adults as role models to support children's healthy lifestyle behaviors.
- Establishing a plan for promoting, implementing, monitoring and evaluating wellness policy practices in each school, and throughout the District.

*The complete Wellness Policy can be found at:

<https://www.cvesd.org/cms/one.aspx?portalId=412034&pageId=885190>

ZONE TRANSFERS

The staff at Otay believes that in order for your child to have the most successful experience at school, it is extremely important for them to attend school on time, every day. Students miss out on valuable instruction when they are absent or arrive to school late. Families attending Otay on a Zone Transfer must complete the Zone Transfer application annually.

As a condition of accepting a Zone Transfer, it is an expectation that all students maintain satisfactory attendance and behavior. Students who receive 3 or more unexcused absences or tardies in one school year will have their zone transfer denied for the following year. In order to prevent your child from being tardy, please be sure to leave your home in the morning with plenty of time for you to arrive on time to school. School begins at 8:00 am. Students entering the gate after 8:00 am will be required to have a late slip. Please schedule all doctor and dentist appointments after school.

Students on Zone Transfers are guests at Otay, and must follow the rules at all times. Students who are unable to follow the school rules will have their Zone Transfer denied for behavior, and the student will return to their home school.