

Ella B. Allen Elementary School
4300 Allen School Lane, Bonita, CA 91902
(619) 479-3662 *Phone*
(619) 267-6237 *Fax*

District Website: www.cvesd.org
School Blog: www.allenelementary.org



Family Handbook
2023 - 2024

Principal
Mr. John Greenwell, M.S.Ed.
john.greenwell@cvesd.org

Superintendent
Eduardo Reyes, Ed.D.

Board of Education
Kate Bishop • Delia Dominguez Cervantes • Cesar T. Fernandez
Francisco Tamayo • Lucy Ugarte

EQUAL OPPORTUNITY EMPLOYER

The Chula Vista Elementary School District is committed to providing equal educational, contracting, and employment opportunity to all in strict compliance with all applicable state and federal laws and regulations. The District office that monitors compliance is the Human Resources Services and Support Office, 84 East J Street, Chula Vista, CA 91910, phone 619-425-9600, ext. 181340. Any individual who believes they have 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.



Chula Vista Elementary School District
Ella B. Allen Elementary School
Together, we soar!
Mr. John E. Greenwell, Principal
www.allenelementary.org



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Dear families, students, and staff,

For over **76 years**, Allen Elementary has been serving the community in Bonita with pride! Although we are a small school, we have a big heart. We continue to provide a small school setting within the largest elementary school district in California. Students at Allen Elementary receive a high-quality education that includes the visual arts and music, as well as physical education. Every effort has been made to ensure that your child will thrive in a safe and nurturing environment this year.

This **2023-2024 Family Handbook** is current as of the start of the school year (in July 2023). *The purpose of this handbook is to provide you with general information about our school and an overview of school policies and procedures. It is also available on our school blog (www.allenelementary.org) and district website (www.cvesd.org).*

The Allen School Family Handbook is intended to be informative and provide you with policies, procedures, and other information pertinent to Allen Elementary. Please take some time to read through it, explain what it means with your child, and have it available for easy reference throughout the school year.

I am so grateful and fortunate to be serving Allen students and families as well as working alongside our exceptional staff this year. Together, we will ensure that children thrive at Allen Elementary.
Together, we soar! 🦅

Warmly,

Mr. John Greenwell, M.S. Ed.
Principal of Ella B. Allen Elementary School

Please discuss all handbook details together as a family. Afterwards, please **return the required signature page, which acknowledges your family's review and receipt of this information.**

Ella B. Allen Elementary School
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 (619) 479-3662 Phone
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Mr. John Greenwell, M.S.Ed
 Principal

Office Hours during 2023-2024 School Year:
 8 am – 3:30 pm, Monday through Friday

Please call (619) 479-3662 or email AllenSchool@cvesd.org for assistance at the school's office.

School Start Times:
 Grades TK – 6th: Warning Bell – 8:45am Tardy Bell – 8:50am

GATES: *Students should not arrive on campus earlier than 8:20 am as there is no student supervision on campus until after 8:20 am.*

Daily Schedule during the 2023-2024 School Year

	Monday - Thursday	Fridays/ Minimum Day
Preschool	AM Preschool PM Preschool	8:30 – 11:30 12:30 – 3:30
TK – 6 th grade:	8:50 – 3:10	8:50 – 2:00

Monday – Friday Recess Schedule

Grade	Time	
TK	10:40 – 11:00	TK Morning Recess
K – 3 rd	10:25 – 10:40	Primary Recess
4 th , 5 th , 6 th & SDC	10:45 – 11:00	Upper Grade Recess
K – 3 rd	2:00 – 2:20	Afternoon Recess
TK	2:20-2:45	TK Afternoon Recess

Monday – Friday Lunch Schedule

Grades	Lunch	Recess	Rainy Day
TK	12:15 – 12:45	12:45 – 1:00	12:15 – 12:45
Kindergarten	11:30 – 12:00	12 – 12:15	11:30 – 12:00
1 st and 2 nd	11:45 – 12:15	12:15 – 12:30	11:45 – 12:15
3 rd and 4 th	12:15 – 12:45	12:45 – 1	12:15 – 12:45
5 th , 6 th , & SDC	12:45 – 1:15	1:15 – 1:30	12:45 – 1:15

Breakfast is served every school day from 8:20 to 8:40 am. Students who wish to participate in breakfast should arrive before 8:40 am. Students will eat meals at the lunch arbor everyday, rain or shine, outdoors and should dress accordingly for the day's weather.



Chula Vista Elementary School District 2023-2024 School Year-Round Calendar

JULY 2023									Days Worked per month					
S	M	T	W	T	F	S	7/1	Fiscal Year begins	180-Days Classified	186-Days CNS II & III	185-Days Cert. Staff	200-Days School Staff		
						1	7/4	Legal Holiday – Independence Day						
2	3	4	5	6	7	8	7/6	First Day for 200-day Employees/Principals & APs Report						
9	10	11	12	13	14	15	7/14	First Day for 186-day CNS II & III						
16	17	18	19	20	21	22	7/17 – 7/18	Teacher Preparation Days						
23	24	25	26	27	28	29	7/19	Students Report to School – Minimum Day						
30	31							End of first school month, 9 days taught + 2 teacher workdays						
AUGUST 2023									Days Worked per month					
S	M	T	W	T	F	S								
				1	2	3	4	5						
6	7	8	9	10	11	12								
13	14	15	16	17	18	19								
20	21	22	23	24	25	26								
27	28	29	30	31										
							End of second school month, 23 days taught		23	23	23	23		
SEPTEMBER 2023									Days Worked per month					
S	M	T	W	T	F	S								
					1	2								
3	4	5	6	7	8	9								
10	11	12	13	14	15	16	9/4	Legal Holiday – Labor Day						
17	18	19	20	21	22	23	9/14 – 9/21	Parent/Teacher Conferences – Minimum Days						
24	25	26	27	28	29	30	9/25 – 9/29	Fall Break						
							End of third school month, 15 days taught		15	15	15	15		
OCTOBER 2023									Days Worked per month					
S	M	T	W	T	F	S								
1	2	3	4	5	6	7	10/2 – 10/6	Fall Break						
8	9	10	11	12	13	14	10/9	Teacher Preparation Day						
15	16	17	18	19	20	21	10/10	School Resumes – Students Report – Minimum Day						
22	23	24	25	26	27	28								
29	30	31												
							End of fourth school month, 16 days taught + 1 teacher workday		16	17	17	17		
NOVEMBER 2023									Days Worked per month					
S	M	T	W	T	F	S								
				1	2	3	4							
5	6	7	8	9	10	11	11/10	Legal Holiday – Veterans Day						
12	13	14	15	16	17	18	11/20 – 24	Thanksgiving Week Break						
19	20	21	22	23	24	25	11/23	Legal Holiday – Thanksgiving Day						
26	27	28	29	30			11/24	In Lieu of Holiday – CA Admission Day						
							End of fifth school month, 16 days taught		16	16	16	16		
DECEMBER 2023									Days Worked per month					
S	M	T	W	T	F	S								
					1	2								
3	4	5	6	7	8	9	12/18 – 1/8	Winter Break						
10	11	12	13	14	15	16	12/22	Declared Holiday						
17	18	19	20	21	22	23	12/25	Legal Holiday						
24	25	26	27	28	29	30	12/29	Declared Holiday						
31														
							End of sixth school month, 11 days taught		11	11	11	11		

LEGEND: SCHOOL DAYS (180)
 MINIMUM DAYS (50)
 TEACHER PREP DAYS (5)
 BREAKS
 LEGAL HOLIDAYS
 Approved 12/14/22
 Revised 04/12/23



Chula Vista Elementary School District 2023-2024 School Year-Round Calendar

JANUARY 2024							Days Worked per month
S	M	T	W	T	F	S	
	1	2	3	4	5	6	180-Days Classified 186-Days CNS II & III 185-Days Cert. Staff 200-Days School Staff
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				
1/1 Legal Holiday – New Year’s Day							
1/8 200-day Employees/Principals & APs Report							
1/9 Teacher Preparation Day							
1/10 School Resumes – Students Report – Minimum Day							
1/15 Legal Holiday – Dr. Martin Luther King Jr. Day							
End of seventh school month, 15 days taught + 1 teacher workdays							15 16 16 17
FEBRUARY 2024							Days Worked per month
S	M	T	W	T	F	S	
				1	2	3	180 Days Classified 186 Days CNS II & III 185 Days Cert. Staff 200 Days School Staff
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29			
2/16 Legal Holiday – Lincoln Holiday (observed)							
2/19 Legal Holiday – Washington Day							
End of eighth school month, 19 days taught							19 19 19 19
MARCH 2024							Days Worked per month
S	M	T	W	T	F	S	
					1	2	180 Days Classified 186 Days CNS II & III 185 Days Cert. Staff 200 Days School Staff
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							
3/7 – 3/14 Parent/Teacher Conferences - Minimum Days							
3/18 – 29 Spring Break							
3/29 Declared Holiday							
End of ninth school month, 11 days taught							11 11 11 11
APRIL 2024							Days Worked per month
S	M	T	W	T	F	S	
	1	2	3	4	5	6	180 Days Classified 186 Days CNS II & III 185 Days Cert. Staff 200 Days School Staff
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					
4/1 Declared Holiday – Cesar Chavez Day							
4/2 School Resumes – Students Report – Minimum Day							
End of tenth school month, 21 days taught							21 21 21 21
MAY 2024							Days Worked per month
S	M	T	W	T	F	S	
			1	2	3	4	180 Days Classified 186 Days CNS II & III 185 Days Cert. Staff 200 Days School Staff
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		
5/24 Declared Holiday							
5/27 Legal Holiday – Memorial Day							
End of eleventh school month, 21 days taught							21 21 21 21
JUNE 2024							Days Worked per month
S	M	T	W	T	F	S	
						1	180 Days Classified 186 Days CNS II & III 185 Days Cert. Staff 200 Days School Staff
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							
6/5 End of School Year for Students-180 Days Taught-Minimum Day							
6/6 Last day for 185-Day Certificated Staff-Teacher Prep Day							
6/6 Last day for 186-day CNS II & III							
6/17 Last day for 200-day Employees							
6/19 Legal Holiday - Juneteeth							
6/25 Last day for Associate Principals 205-day							
6/27 Last day for Principals 207-day							
6/30 Fiscal Year Ends							
End of twelfth school month, 3 days taught + teacher work day							3 4 4 11

LEGEND: SCHOOL DAYS (180) MINIMUM DAYS (50) TEACHER PREP DAYS (5) BREAKS LEGAL HOLIDAYS
 Approved 12/14/22
 Revised 04/12/23

Ella B. Allen Elementary School

SCHOOL MISSION, VISION, & VALUES:

Ella B. Allen Elementary School will prepare all students to be literate and responsible citizens with an enthusiasm for life-long learning. Allen provides a safe and supportive environment where all students reach their optimum academic, social, emotional, and artistic potential. Our school promotes a partnership between home, school, and community. We believe each child is an individual of great worth and strive to instill in each a life-long love of learning. The school is a child-centered school. It is the mission of the school staff to teach each child the skills necessary to be a productive member of society and to foster in each child good work habits, a positive self-concept, and a true sense of responsibility.

Through the implementation of a rigorous, standards-based academic program, Allen students will be prepared to confidently meet the challenges of middle and high school. Essential elements to our school's mission:

- High expectations for all learners.
- Strong parent involvement is valued and encouraged.
- A rigorous curriculum is driven by California Core State Standards (CA CSS).
- Instructional strategies reflect research-based best practices.
- Multiple sources of data and evidence are used to assess each student's progress.
- Technology is used as a tool to support teaching and learning.
- Professional development and systematic support are on-going for all staff members.
- Diversity and cultural sensitivity are celebrated and modeled.
- Critical decisions are child-centered.
- A safe and orderly learning environment is essential.
- A commitment to the district's vision and values.

Allen School believes that all members of the school community model behaviors and exhibit attitudes that promote courtesy, respect, and a positive learning environment. Teachers and parents work together and support each other as partners in education. The family is an integral part of each child's education. Each individual has unique qualities and experiences that enrich the school community. All children experience academic, social, and emotional success every day. All children are creative problem solvers who can work cooperatively toward shared goals. All children have equal access to a quality academic and technological program that prepares them for a rapidly changing world. We value respect, integrity, individuality, altruism, cooperation, creativity, responsibility, and diversity.

Guided by student achievement data and other forms of evidence, we will ensure that our academic instruction in language arts and mathematics actively works to close opportunity gaps between students identified as fluent English only and those in our identified target groups, including English Learners, Students with Disabilities, Foster Youth, Homeless Youth, Black, Indigenous and People of Color (BIPOC) youth, and Lesbian, Gay, Bisexual, Transgender, Queer/Questioning + (LGBTQ+ youth) and Socioeconomically Disadvantaged students.

General Information

ARRIVAL:

Students should **not** come to school before 8:20 am, *unless they are in a district designated school or district-approved program*. Supervision is not provided before this time, and we ask that families are mindful of this safety issue. The school, its staff, and the district are not responsible for the supervision of students prior to 8:20 am.

- When dropping off or picking up your children please remember the following safety guidelines:
 - Drive slowly and cautiously using the traffic loop on the west side of campus (in front of the 800 building) to drop off/pick up your child.
 - Observe all posted signs and cones.
 - Observe all directives from staff members, safety patrol, and law enforcement.
 - No texting or talking on cell phones while driving.
 - If walking to school, always use the crosswalks and sidewalks. We strongly discourage using Allen School Road to walk to school as there are blind curves and no sidewalk and no lighting to ensure student safety.
 - Do not double park and do not park in the traffic loop.
 - Parking spaces in the front of the school are designated for staff only. Do not park in these spots and do not use this area to drop off or pick up your student.
 - Parking lots are not pickup and drop off areas. This is for the safety of all children.
 - Do not direct your child to walk between cars or disregard the safety patrol.
 - No animals/pets are allowed on campus, per district policy.
 - Be respectful and polite. Please follow all Allen School Core Values and Common Courtesies.
 - Bicycles, scooters, roller skates, wheeled shoes, skateboards, hoverboards, etc... are not allowed on campus, per district policy.

Students taking the bus arrive via the bus drop off area in front of the school around 8:35 am and are escorted to the cafeteria and/or blacktop. When students arrive to school between 8:20 am and 8:45 am, they may eat a breakfast from the cafeteria at the lunch arbor tables, walk the track as part of our Allen Walking Club, or they may line up on the blacktop and read or study at their classroom's designated spot. All student meals (with the rare exception of instances of pouring rain and other extreme weather conditions) are eaten at the lunch arbor on a daily basis so students should dress in layers accordingly for the day's weather. When students are dismissed from breakfast at the lunch arbor, they will line up on the blacktop at their classroom's designated spot.

ASPIRE PROGRAM AT ALLEN ELEMENTARY:

The 6 pillars of this program are Agency, Safety, Positivity, Inclusion, Respect, and Equity. Students in the ASPIRE Program at Allen Elementary receive additional supports as designated through their Individualized Education Program (IEP). The ASPIRE Program at Allen Elementary is a compassionate therapeutic educational program that serves children with significant emotional, social, and behavioral needs. It is dedicated to the cultivation of life and academic skills with the goal of developing high-functioning individuals who have self-worth, dignity, hope, and resilience and who will contribute to society. These relationship skills allow students to discover their strengths, their ability, and their desire to learn and make academic growth and utilize skills to make safe and positive choices and function daily to their best ability. Please speak to the principal or the program coordinator with additional questions about this program.

BICYCLES:

Due to the traffic patterns in the surrounding community, students are discouraged from riding bicycles to school. There are no bike racks at Allen and the school is not responsible for lost, stolen, or damaged property. Bicycles, scooters, electronic vehicles, and bike riding are not allowed on campus, per AR 5142.

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. There will be no exceptions to this policy. The full wellness policy is available on the district's website, and we encourage families to review it each year.

In lieu of birthday celebrations, which interfere with instructional time, Allen has established a Birthday Book Club. Families may purchase a library book to honor a student's birthday, and the student will be the first person to check out the book from the library. Please contact your child's teacher or the school librarian for more information. Other alternatives for birthday celebrations include:

- Send non-edible party favors (e.g., stickers, jump ropes, pencils, crayons, books, classroom P.E. equipment)
- Reading a book to the class
- Donating items to the school with a commemorative sticker

Balloons and flower bouquets are ***not*** allowed on campus, as they pose a safety hazard and a disruption to class. We kindly ask that families respect this request for awards ceremonies, class celebrations, and our 6th grade promotion ceremony as they block the view of others and disrupt the enjoyment of the ceremony.

BREAKFAST & LUNCH:

The district's Child Nutrition Services department works hard to provide balanced, nutritious meals to students via our school cafeteria. Breakfast is available each morning from 8:20-8:40 am. Students who arrive later than 8:45 am may not be served breakfast as the kitchen prepares for lunch time and it will interfere with instructional time. Lunch is also available each day between 11:30 am and 12:45 pm, depending on your child's scheduled lunch time. Students will eat meals at the lunch arbor everyday, rain or shine, outside and should dress accordingly for the day's weather.

In the 2023-2024 school year, meals will continue to be free to all students in the state of California. If you choose to pack a snack or lunch for your child, please be aware that other students may have health concerns (such as dietary restrictions and food allergies). Please speak to your child about ***not*** sharing food items with others. Thank you for adhering to our district and school's wellness policy.

We ask that parents who choose to visit during meal times follow the school's visitation during mealtime guidelines. When visiting your child for meals...

- Please follow all sign in and sign out procedures from the office staff. You will need a valid, government-issued identification card to be scanned through the RAPTOR system during school hours. You will need to wear a visitor lanyard while on campus.
- Please sit with your child during breakfast or lunch and stay in the lunch arbor area. You are welcome to bring food for your child. However, ***please do not bring food or share food with other students.***

- Please allow your child to play with other children during recess. This is an important time for students to develop interpersonal and problem-solving skills. We respectfully ask that parents not accompany their child at recess time.
- Please respect the privacy of other families and their children: ***Please do not take photos or videos during this time.*** Please report any concerns to your child's teacher or the principal.
- Adults should use the adults-only bathrooms located in the 100 building or the health office bathroom. Adults may not accompany their children in the students-only bathrooms.
- Please support the school's wellness policy: You may not bring treats, such as cupcakes, brownies, and candy to celebrate a child's birthday at school. Junk food (such as chips and fast food) is also not allowed. Pencils, notepads, and other items are a great, healthy alternative to celebrate your child. These items may not be passed out at lunch time and may only be distributed at the end of the school day, one item for each child in the classroom.

We know that all students will benefit with your strong support of our school's guidelines and policies.

All children must eat lunch every day and stay seated for at least 20 minutes before going to recess. Children will not be permitted to go to recess earlier, even if they are finished eating. If your child does not choose to consume meals from our cafeteria, please send healthy food items to school with them. ***Do not send sodas, chips, candy, gum, or junk food.*** According to federal lunch program guidelines, all food from the school's cafeteria must be consumed by students on the campus. Students are not allowed to bring food from this program home.

CAMPUS VISITATION:

California State Law requires all visitors (including parents) to report to the office and sign in during school hours. All visitors (including family members) are required to present a government-issued identification card and scan into our RAPTOR system. While this requirement may be an inconvenience, it's designed to maintain the security and safety of all children while school is in session. *To minimize disruption of classroom instruction, our team respectfully requests parents to communicate to your child's teacher and school administration before a planned visit.* If a legal guardian or parent wishes to visit a child during meal time, the parent must adhere to the meal time visitation guidelines. Please see the school office staff for this information. Under California EdCode, the principal may limit visitors and volunteers to the school's campus at certain times of the school year.

Legal guardians and parents are welcome to come and observe a teacher by scheduling a time in advance with the Principal. District policy, however, requires that a parent/guardian call the school first to schedule your visit, and check in at the school office before going to the classroom. Visitor and/or volunteer badges are required to be worn at all times other than morning drop off and afternoon pick up. In order to volunteer in the classrooms, you must have a current TB test on file and meet the requirements of the district to volunteer, which may include proof of vaccinations, and fingerprinting/background checks. There may be other limitations to volunteering or visiting a classroom in order to protect the privacy and rights of all individuals in the classroom. Please see the section ***Volunteers*** in this handbook.

Observations may not be longer than 30 minutes, one day a week. Observations will be escorted by the Principal or other designee, unless communicated otherwise. California State Law requires all visitors,

including parents, to report at the office, present a government-issued photo identification card, and sign in. Although this requirement may be an inconvenience, it is designed to maintain the security and safety of all children while school is in session. Please be prepared to present a valid driver's license or government-issued identification card, upon request, to scan into our computer system and wear a visitor or volunteer badge on a lanyard. E.C. Section 49091.10.

The principal or designee may refuse to register any visitor whose acts or presence he/she judges would disrupt normal school operations, threaten the health and safety of students or staff, or cause property damage. (Penal Code 627.4). The Board recognizes that under California law, any person whose conduct materially disrupts classwork or extracurricular activities or cause a disturbance on 17 school grounds may be guilty of a misdemeanor and subject to a fine, imprisonment, or both. (EC 44811, Penal Code 415.5). When such conduct occurs, the Superintendent or designee may take action leading to the imposition of these penalties. AR 1250. No electronic listening or recording device may be used by any person in a classroom or on campus without the teacher and principal's permission. (EC 51512).

CELL PHONES, ELECTRONIC GAMES, & TOYS:

Students may bring cell phones to school; however, they may not use them on campus (defined as inside school gates) during school hours or on the school bus or at school events. Each teacher will utilize one of the following protocols:

- All phones must be turned off and placed in the student's backpack during the school day, or
- Teachers may collect cell phones at the beginning of each school day and return them at the end of the school day.

Students not adhering to the campus protocol and/or his/her teacher's protocol (bulleted above) will have his/her phone (or other electronic communication device) confiscated. **Students are not allowed to use cell phones, Apple Watches, or other communication devices on campus.** These devices will be returned only to a parent or guardian. Additional violations will result in a conference with the principal and further disciplinary actions.

Students may use the office telephones only in the case of an emergency or when instructed to do so by the office staff. If an adult is on campus volunteering or visiting the campus, kindly put your cell phones away when children are present. Find a private area to talk on the phone or send text messages - not around the students: We recommend the public sidewalk outside of the school gates for personal phone calls. 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.

Electronic games/devices and toys are not permitted. A confiscated electronic game/device or toy will be held in the school office until a parent/ guardian picks it up. Except with prior consent for health reasons, display or use of electronic devices (Education Code 48901.5) is not permitted during school hours. Electronic communication devices (including cell phones, iPads, Apple watches, etc..) must be kept in the backpack or in the class bin and turned off as soon as the student enters the school gate. If a student displays an electronic device or if the phone rings during the school day, the device will immediately be taken away and must be picked up from the office by a legal guardian or parent. It will not be released to the student. The school is not responsible for lost, stolen, or damaged electronic devices. **Cell phones and other communication devices may be used once students have left the school gates,** but may not be used on the school bus or on field trips.

CLASSROOM PLACEMENT:

Parent requests for specific teachers are *not* permitted. However, parents may provide educational information (in written form) about their child before May 1st, in order to assist teachers and school administration with classroom placement. **Once classroom rosters are created, students are not moved to another classroom unless student enrollment numbers dictate the necessity to do so.** We strive to keep changes to classrooms to a bare minimum. However, it is hard to predict exact growth patterns in our community and which grade levels will be affected. In the event changes do become necessary, we hope that we may count on your cooperation and understanding.

Allen Elementary is a small school that feels like a family for many of our students. Most grade levels consist of two classrooms per grade level and may involve a combination classroom (also called a combo class). Please know that we tend to group children in combination classes with similar learning needs in order to best support the academic and social-emotional development of students in the combination classes.

At the beginning of the school year, we ask families to please wait until the fourth week of school to discuss any possible class placement change. If a family wishes to talk about a possible change, they need to pick up a form from the office describing the rationale for the change. An appointment with the principal will be arranged to discuss the request and to consider all factors associated with a possible change in placement. Please note that we likely will not be able to make changes to classrooms unless school enrollment dictates the ability to do so. We will **not** make any changes to rosters in the first three weeks of the school year. Because our school is a small school, it is not possible to honor specific classroom requests. All of our staff are dedicated and caring professionals and paraprofessionals with the interest of all children in their hearts. Thank you for your cooperation and understanding.

Class placements are usually shared at a parent night, such as the Family Orientation Night in July, each year and also emailed to parents before school starts. For privacy reasons, we cannot post class lists, nor can we share the placement of another child with you.

CLOSED CAMPUS:

In an effort to ensure a safe campus, Allen Elementary is a closed campus. While we welcome families to escort their child or children at the start of the school day, when the bell rings at 8:50 am, all adults must exit the campus via the school office immediately. Families are allowed to come to classrooms to guide their students off campus at dismissal times. Preschool, TK, and Kindergarten students are required to be picked up by a legal parent or guardian. However, students in grades 1 through 6 are not required to be escorted off campus by an adult. Please ensure that your child knows where to meet designated adults and which adults have permission to pick them up. All gates remain locked during school hours. All persons picking up students are asked to wait in the area outside of the school office or gates until the dismissal bell rings.

Upon entering any school building or the school grounds, any person who is not a student of the school or a district officer or employee shall, when school is in session, report their presence and the reason for visiting the school to the principal or designee. Any person the principal or designee asks to leave school grounds shall promptly comply (A.R. 1250 & EC 32211). Staff shall inform the principal when anyone is present who refuses to comply with this requirement. The principal shall remove any individual who, by their presence or action, disrupts or threatens to disrupt normal operations at a school campus or any other District facility, threatens the health or safety of anyone on District property, or causes or threatens to cause damage to District property or to any property on school grounds, per BP 3515.2.

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 and report to their designated area. If a child is leaving early, the person picking up the child must come to the office to sign the child out and the office personnel will locate the child and have that child come to the office. Students will not be allowed to come to the office ahead of time and wait for the person picking them up.

CONTACTING THE CLASSROOM:

Phone calls to the classroom or teacher may *not* occur during instructional hours. Legal parents and guardians may not conference with the teacher while the teacher is responsible for instruction and supervision of students. Families may not text or call children during the instructional day. In the event of an emergency, please contact the school office and a message will be delivered to your child or your child's teacher. We encourage families to communicate with one another regarding family information (including dismissal information) before and after the instructional day.

The Allen Elementary staff is committed to maximizing the time-on-task we provide to our students. For this reason, the office staff will strictly limit the number of times we call into the classrooms. You can help work toward this goal too by leaving messages or items you need your child to receive in the school office. We also have an automated phone system that will allow you to leave messages for individual staff members using their voice mailbox number. In alignment with our wellness policy, bringing fast-food lunches for your child is discouraged. Parents are unable to deliver items to the classroom during the instructional day. If your child forgot their lunch, lunch is available at the cafeteria for free.

Some staff members use ClassDojo to communicate information to parents. We encourage families to download this app to help facilitate two-way communication between families and the school. Please also be sure to follow our school blog: <https://allenelementary.org/>

DISMISSAL:

Safety is our greatest concern. Please take extreme care when picking up your child. Upon dismissal from class, students should immediately leave the school grounds from the designated exits. Students who remain on campus must be involved in a supervised after-school program or activity. **Students and families may not loiter after school on the school's campus, including playgrounds, parking lots, and fields.**

The school's facilities are property of the Chula Vista Elementary School District. Students, parents, and community members do not have free access to the campus outside of school hours. Appropriate public use of the facility must be pre-arranged with the district and does incur a nominal fee. The school's play structures, fields, and other areas are closed to the general public outside of the appropriate public use of the facility.

The Dismissal Safety Rules are:

1. Stop, look, and listen.
2. Stay on sidewalks and cross **ONLY** at the crosswalk.
3. Obey the directions of the Allen Safety Patrol and school staff.
4. Walk, don't run, across the street.
5. Do not cross the street between cars.
6. Do not chase or follow items (such as balls or toys) into the street.
7. Never play in the street.

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

- Drive slowly and cautiously using the traffic loop in front of the 800 building to drop off/pick up your child.
- Observe all posted signs and cones.
- Observe all directives from staff members, safety patrol, and law enforcement.
- No texting or talking on cell phones while driving.
- If walking to school, always use the crosswalks and sidewalks. We strongly discourage using Allen School Road to walk to school as there are blind curves and no sidewalk and lighting to ensure student safety.
- Do not double park and do not park in the traffic loop.
- Parking in the front of the school is designated for staff only. Do not park in these spots and do not use this area to drop off or pick up your student.
- Parking lots are not a pickup and drop off areas. This is for the safety of all children.
- Do not motion for your child to walk between cars or disregard the safety patrol.
- No animals are allowed on campus.
- Be respectful and polite. Please follow all Allen School Core Values and Common Courtesies.
- Bicycles, scooters, roller skates, wheeled shoes, skateboards, hoverboards, etc... are not allowed on campus.

Students who are not picked up by 3:15 pm should report to the school office and parents will be called. Parent conferences with the principal will take place when students are chronically picked up late from school. The school does not provide free childcare or supervision after instructional hours: The school office closes to the public at 3:30 pm.

Students are not allowed to remain on campus after school and play unsupervised. Students who remain on campus after school **MUST** be signed in with the YMCA or another supervised, district-approved program. Students may not play on the play structures, on the blacktop, or grass areas while waiting for their ride. Parents and legal guardians may not supervise the use of these facilities before or after school. We do not provide after school supervision for students who are waiting for parents or siblings.

DRESS CODE:

In order to provide a safe and orderly environment on our campus, students must be appropriately dressed at all times. Allen Elementary expects everyone to have high standards of conduct and appearance. Clothing and jewellery should be suitable and comfortable for normal school activities and should reflect respect, pride, and good standards. *Students should be dressed appropriately for the weather and the instructional activities of the school day.*

The dress code policy, adopted by the Chula Vista Board of Education in March 1995, states:

1. Shoes must be worn at all times. Sandals must have closed toes and heel straps. Thongs (flip flops) and 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.
3. Clothing and jewellery shall be free of writing, pictures or other insignia which are rude, vulgar, profane and/ or sexually suggestive or which advertise or advocate racial, ethnic or religious prejudice or the use of drugs, tobacco or alcohol.

4. Hats, caps and other head coverings shall *not* be worn indoors. Ball caps worn outside during the school day must be worn with the bill forward.
5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder, low-cut tops, tops with thin straps, bare midriffs and skirts or shorts shorter than mid-thigh are not acceptable. Pants that are baggy and sit low on the hips are unacceptable.

To further ensure safety of all students, pointed earrings, ear gauges/ plugs, eyebrow rings, and lip rings are not allowed at Allen.

Please note that while hats and hoodies are allowed outside, when students enter a school building they must remove the hat or hoodie from covering their head. This is to promote clear communication between students and others, as well as a sign of engagement. If a child enters campus wearing items that are prohibited by dress code, school staff will contact families and the child will continue to learn in a different setting until the dress code violation is corrected. Repeated dress code violations will result in a conference with families and the school, as well as additional consequences and loss of privileges for students.

EARLY DISMISSAL:

Early dismissal is *not encouraged* and results in your child missing important instructional time. Please schedule all doctor and dentist appointments outside of school hours. We suggest making these appointments during scheduled school holidays and breaks or in the afternoon on minimum days. Students dismissed early are not eligible for perfect attendance awards, but may be considered for excellent attendance awards if they qualify.

ELECTRONIC LISTENING OR RECORDING DEVICES:

The use by *any* person, including a student or parent, of any electronic listening or recording device in any classroom or on campus without the prior consent of the teacher and the principal is prohibited. Any person, other than the student, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation is subject to the District's disciplinary procedures. EC 51512

EMERGENCY INFORMATION:

The school office **MUST** have emergency information for each of our students on file. **Please update this using the district's online system as soon as possible.** If your personal contact information changes (addresses, phone numbers, or guardians), please notify the school office immediately.

EMERGENCY PREPAREDNESS & SAFETY PLAN:

An extensive Comprehensive School Safety Plan for emergency preparedness is in place at Allen. The school and district work with local agencies to ensure best practices. The district is continuously monitoring conditions in our community to ensure the safety of the school.

Video cameras and other safety measures are in place at Allen Elementary to support a safe school environment. Fire drills, lockdown drills, secure campus drills, bus evacuation drills, and earthquake drills occur on a regular basis for staff and students, per Ed Code 32282. If you happen to be on campus during a drill, please do not be alarmed as our entire school moves to our designated areas. All individuals on campus during a drill are

required to participate. If you arrive to campus and see a sign on the office door that reads, **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 area 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.

- In the event of any emergency, we ask families and students to follow all directives from school and district personnel and/or law-enforcement. If the evacuation of the school buildings is necessary, students will be escorted by a staff member to the blacktop or external evacuation site, depending on the circumstances of the event.
- If an emergency warrants a campus lockdown or evacuation, parents/legal guardians may pick-up their child(ren) at the *Family Reunion Area* located at the drop off area near the 800 building on the west side of campus.
 - Please note: Students may only be released to individuals designated on the Emergency Information Sheet. Siblings, neighbors, and other adults not designated on this sheet may **not** pick-up students.

EMERGENCIES & TALKING TO CHILDREN ABOUT THESE EVENTS:

As educators, we see firsthand that children are often times affected by violent events, even when the event is not local. Please note that the school and district reserve the right to communicate important health and safety information, including about emergency events, to children and their families as allowed by California state law and Education Code. Please know that we will always handle these matters in an age-appropriate way.

We encourage you as a family to allow children to talk about or demonstrate their emotions through writing, drawing, or singing. We recommend two resources that provide guidance on the best ways to talk to children and help them through traumatic events: *Talking with and Helping Children and Youth Cope After a Disaster or Traumatic Event: A Guide for Parents, Caregivers, and Teachers* from the Department of Health & Human Resources and *Talking to Children About Violence: Tips for Parents and Teachers* from the National Association of School Psychologists. These resources can be found at www.cvesd.org. Click this link: https://www.cvesd.org/parents/my_child_s_safety

FIELD STUDY TRIPS:

Classes occasionally attend instructional field trips throughout the school year. Off campus learning opportunities are offered throughout the year. These field study trips are an important compliment to classroom instruction and parents may not opt students out of core curriculum aligned trips because they are part of the school and district's curriculum. 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 safety 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. *Permission to attend by phone is not acceptable.* In the event that a child does not have permission to attend a field study trip, the school will make every effort to ensure learning continues and may place the child in another classroom. The school will also make every reasonable effort able to offer an alternate experience to match the precise learning objectives of the field trip. Please note, siblings and other family members 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. Parents and legal guardians not chosen to attend the field trip as a school-designated chaperone may not interact with the school group or interfere with the instructional outcomes of the field trip. Allen Elementary and the CVESD reserve the right to cancel a study trip at any time if guidelines are not followed or student behavior and/or safety becomes a concern.

GATES:

Students and community members enter and exit the campus through four gates before and after school:

- Front office gate
- Fire Road and 800 building gate
- Preschool/TK/Kindergarten gate and ramp (next to room 102)
- Bus gate (between rooms 204 and 301)

Mornings:

- Gates open at 8:20 am and close at 8:50 am. (M-F).

Afternoon:

- Gates open at 3:09 pm. (M-Th)
- Gates open at 1:59 p.m. (F)

HAND-TO-HAND POLICY:

Students in Preschool, TK, and Kindergarten are released hand-to-hand to a listed, responsible adult. This is for your child's safety. Students in these grades who ride the bus are escorted to the bus at the end of the school day. Please be sure a responsible adult is at the bus stop waiting to receive your child. Additionally, some children with an active IEP who qualify for district transportation may also be part of the hand-to-hand policy for safety reasons. Please plan for a responsible adult to be at the bus stop in advance of the scheduled bus stop time. Bus drivers cannot wait at bus stops and will return the child to the district offices or school. Failure to wait at the bus stop within the scheduled time period may result in the loss of transportation privileges.

INDEPENDENT STUDY CONTRACTS (ISC):

Please schedule all appointments and vacations around the school calendar. Should unforeseen circumstances and situations arise which require a child to miss school for an extended period of time, an Independent Study Contracts (ISC) may be an option for your child.

Independent Study Contracts (ISC) may be arranged in advance for absences when a parent knows a child will be out for a *minimum of five school days*. Students who are absent while on an ISC will receive a mark of "excused" for all absences covered under the contract, provided all assignments given under the contract are completed and returned when the student returns to school. Please call the school to make arrangements **two weeks prior to the start of the contract** in order for the teacher to have time to prepare the work. Parents/legal guardians are required to meet with school administration prior to approval of these contracts.

Procedures for Independent Study Contracts (ISC):

- Contact the school office to receive an ISC
- Parent(s) will meet with Principal to complete and sign the contract
- Teacher provides classroom work that will be missed
- Student will turn in all completed work upon their return

INSTRUCTIONAL FOCUS OF CVESD:

Through an equity lens, the CVESD community will work collaboratively to ensure that each student shows measurable growth, which will lead to reducing the achievement gap in literacy and mathematics. This will occur through the implementation of high impact language development strategies aligned to the California State Standards and driven by the District’s LCAP goals.

Target Groups – English Learners, Students with Disabilities, Socio- Economically Disadvantaged, Foster Youth, Homeless Youth, Black, Indigenous and People of Color, and Lesbian, Gay, Bisexual, Transgender, Queer/Questioning +.

CVESD is working towards eliminating opportunity gaps by providing equitable educational experiences for each student. Supporting and fostering students’ excellence in academic pursuits occurs by focusing on the whole child—their race, culture, language, heritage, gender/expression, and experiences. The unique aspects of each individual are valued by educators and used to inform students’ learning and develop.

The Chula Vista Elementary School District is a safe and welcoming district for all students and their families. We are conscious of providing age-appropriate and developmentally-appropriate lessons and activities around identity that meet all of our students’ needs when addressing the diversity of our community. This is in alignment with California state laws. Our goal is to work together as one community through this practice. We encourage you to reach out to us or our teachers throughout the year if you have any questions or would like further information as we support our students in this important work. Please visit this page for more information about equity and access: <https://www.cvesd.org/parents/equity-and-access>

INSTRUCTIONAL SUPPLIES:

Students are issued books and essential materials by the school and district. Students and their families are responsible for all books and materials entrusted to them. The cost of lost or damaged textbooks and district-provided technology will be billed to the student’s family, in accordance with school and district procedures.

LOST & FOUND:

Please mark **all belongings** with your child’s full name (first and last) in permanent marker. All unclaimed articles will remain at the school’s Lost & Found (located at the MPR) until the end of each quarter. Any unclaimed items are donated to charitable organizations at the end of each quarter. *Allen Elementary and the Chula Vista Elementary School District are not responsible for lost, damaged, misplaced, or stolen personal items of staff, students, and visitors.*

Items that are not able to be stored (damage, destroyed, mold, smell, wet, safety, lice, insects, rodents, etc.) will be immediately thrown away. If a lost item is left in the classroom after 3:20 pm and the teacher is not present for retrieval, students will have to wait until the teacher is present the next day. Due to confidentiality and safety, the custodian or other staff members cannot open the doors (before or after school) and allow students in classrooms to retrieve items.

PARKING:

Please remember to park in the parking lot on the west side of campus in front of the 800 building regardless of the time of day.

Parking spots in the front of the school are reserved for staff members only. This also prevents the stopping of traffic during busy times as people pull in and out of the spots at the front of the school. There are plenty of parking spaces in the parking lot located in front of the 800 building. Please do not double-park at any time as this is also a safety issue. Eagle Eye volunteers may assist with traffic flow and help to enforce school rules to ensure student safety. Thank you for complying with all posted signs and verbal commands from Allen staff members, law enforcement, Safety Patrol, and Eagle Eye volunteers.

PEDESTRIAN SAFETY:

Busy streets and intersections border Allen Elementary School. Please practice good pedestrian safety habits and review the information below with your child.

Accessing campus as a pedestrian from the north via *Allen School Road* is **not recommended** as there is not yet a sidewalk and there are blind curves for vehicles. Instead, children are encouraged to walk on the sidewalks on *Allen School Lane*. The intersection in front of the school is the place to cross to a parked vehicle on Allen School Road. Please use all marked pedestrian crossings and follow both verbal and written directions from staff, law enforcement, Eagle Eye volunteers, and safety patrol members.

Drop-off/ Pick-up Zone Expectations:

1. Follow all signs and traffic patrol instructions.
2. Pull your vehicle all the way forward to the curb in front of the 800 building where you may drop-off/ pick-up your student.
3. Do not leave your vehicle unattended in the Drop-off/ Pick-up Zone.
 - a. Unattended vehicles are only allowed in marked spaces in the 800 building parking lot.
4. **It is not permitted to make a left turn** out of the school parking lot and traffic loop onto Allen School Lane during pick up and drop off times as it slows the flow of traffic for all.

Plan ahead! The busiest time for traffic is between 8:35 and 8:50 am; therefore, arrive at school by 8:35 am daily. This will help us with traffic congestion and ensure that your child is not late to school. During the morning drop offs and afternoon pickups, Safety Patrol and Eagle Eye members assist with the safe crossing of students in designated areas. Please be respectful and courteous to our safety volunteers as they are responsible for ensuring everyone's safety to and from campus.

PETS:

For the safety of everyone, animals are not allowed on campus unless approved by the administration. This includes bringing dogs or other animals on the campus when dropping off or picking up your child. Emotional Support Animals are not allowed. In the case of service animals, please make prior arrangements with the principal in advance of your visit. To review the CVESD Service Animal in School policy, review BP 6163.2.

PRIVACY:

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents and legal guardians protections with regard to their children's education records, such as report cards, transcripts, disciplinary records/actions, contact and family information, and class schedules. Source: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

To protect your child's privacy, schools are prohibited from disclosing personally identifiable information about your child without your written consent. However, Allen Elementary may disclose appropriately designated

“directory information” without written consent, unless you have advised the school to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Allen Elementary to include this type of information from your child’s education records in certain school publications. Examples include:

- The annual yearbook
- Awards or other recognition lists
- Promotion programs
- Sports activity sheets, such as for basketball, soccer, kickball, etc. showing information of team members.

Please refrain from asking staff members about confidential information and the privacy of other students.

PROBLEMS:

Report concerns with students, staff, or parent conduct to the school’s administration immediately. Administration will investigate promptly, but may be unable to discuss findings due to confidentiality and privacy.

PROGRESS & REPORT CARDS:

Allen Elementary School will utilize the Chula Vista Elementary School District Standards-Based Report Cards and Progress Updates, as well as the Fall Conference Form. The report card measures and reports students’ level of mastery of the California State Standards. Please refer to the school calendar for dates of this year’s progress reports and parent/teacher conferences. Children identified as Multilingual/English Learners will also receive an English Language Development (ELD) progress report during each reporting period. Families with a child with an active IEP will also receive a progress update on goals, according to district protocols and state/federal laws.

RECESS PROCEDURES:

Recess procedures will begin on Day 1 of the school year. Please review these procedures with your child.

- Upon the sound of a bell or siren, students will freeze and get low to the ground (taking a knee or sitting).
- A second bell or siren rings and students line up on the blacktop by classroom letter.

Students are expected to follow all verbal and written directives from supervising teachers and/or noon duty supervisors. In addition, our Allen Peace Patrol team may be available to help students solve disagreements and conflicts in a safe manner.

RELEASE OF STUDENTS:

Students are expected to remain on the school grounds during school hours. For your child to be released from school during school hours, **you must come to the office to authorize their release and sign them out.** For your child’s protection, students are only released to *parents, guardians, or other authorized persons whose names are listed on the student’s emergency information.* Students will not be released by telephone requests.

Students will be released through the school office. Our school office team will contact the classroom teacher, inform the teacher of a child’s release, and instruct the child to meet his/her parent(s) at the school office.

RESIDENCY VERIFICATION:

State law requires ALL STUDENTS to have an updated proof of residency on file. Families who prove residency using an affidavit must reside at the address on the affidavit. *All families are required to do an annual update of contact and emergency information.*

Families with *Zone Transfers* must also prove residency each year. The Chula Vista Elementary School District will verify the residence of all students attending any school within the district as per California State Law. An audit is performed annually. Unfortunately, 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 (or School of Residence). **Classroom assignments will be withheld until residency is verified.** If you have any questions regarding residency verification, please contact the school office by phone at (619) 479-3662.

SAFETY and HEALTH:

Please report any safety concerns you notice on campus to the front office. Also, if someone reports witnessing inappropriate behavior or misconduct regarding any adult on the school's campus, please report it to administration immediately.

Students, staff, and visitors may choose to wear facial coverings or masks, but it is not required: Mask wearing is recommended indoors by the CDPH as of July 2023. Please refer to the latest guidance from the California Department of Public Health and check the school blog at www.allenelementary.org for the most updated health and safety information.

Please send your child to school with a reusable water bottle each day (with only water inside). Please be sure that all personal items are labelled clearly in permanent ink with your child's **first and last name**. Please be sure your child is dressed appropriately for the day's weather and activities. Please contact the school office with any updates to your child's health.

SAFETY PATROL and PEACE PATROL:

A school safety patrol established in any school as herein provided shall be composed of pupils attending Allen Elementary, per EC 49300. During the morning drop-off times and afternoon dismissal times, 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 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 patrol. If you have questions and or concerns regarding Patrol members, please direct concerns to the front office and not the students and staff on duty. Allen Elementary partners with CVPD for training crossing guards, per BP 5142.2. Any person who shall disregard any traffic signal or direction given by a member of a school safety patrol, shall be guilty of an infraction and subject to the penalties provided in subdivision (a) of Section 42001 of the Vehicle Code. EC 49307. CVPD will be contacted by the front office if there are concerns with drivers and the safety of patrol members.

In addition, Allen Elementary has a Peace Patrol to help facilitate student conflict resolution. This is intended to support students discussing issues with one another during recess time and to help build their confidence and social skills. In the event of a major conflict, an adult staff member will intervene to support student safety.

SIXTH GRADE CAMP:

Our Grade 6 students have the opportunity to participate in a four or five-day outdoor education program that takes place at a local sixth grade camp facility, such as Camp Cuyamaca, Mile High Pines, or YMCA Camp Marston/Raintree Ranch. For most students, attendance at camp is one of the key highlights of their elementary school years. Participation at sixth grade camp is optional, though highly encouraged.

The camp fee is generally between \$350 and \$400, which includes the week at camp and transportation. Grade 6 families will be notified with information of the exact camp dates and fees.

Note: The school district does not pay camp fees. Some parents choose to pay the entire fee for their child. Other parents insist that their child earn some of the funds for camp by saving allowance money or by doing chores around the house. If you have any questions about camp, please speak with your child's Grade 6 teacher. The school encourages attendance at sixth grade camp for all students as it is an important part of a child's experience in school. Should a family choose to not send their child to camp, the child will be placed in an alternate setting to continue learning. The school will make every reasonable effort able to offer an alternate experience to match the precise learning objectives of sixth grade camp.

SNACKS:

To encourage healthy eating habits, students may only bring nutritious snacks to school. Chips, sugary snacks/cereals, candy, energy drinks, sports drinks, and sodas are *not* permitted at snack time. The morning recess is considered a nutrition break. Students will be encouraged to eat nutritious snacks during this time, as well as at lunch 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. For the safety of everyone, we encourage you not to send items with peanuts or peanut products. Snacks are to be healthy in nature. Please see the District Wellness Policy or speak with your child's teacher if you are unsure of permitted snacks to send with your child.

STUDENT DISASTER INFORMATION:

Student Disaster Information is housed in classrooms with teachers in case of an emergency situation at school. This form is generated from the district's online system. If your personal contact information changes (addresses, phone numbers, or guardians), please notify the school office immediately.

Please note that this form also includes an *Authorization for Treatment of Minors*. Parents completing this online form give permission to treat a student at a hospital/medical facility during an emergency.

TARDIES:

The first bell rings at 8:45 am each morning. This warning bell informs students that school begins in five minutes. Any student at the blacktop or another area of campus will walk calmly to their classroom door. When the second bell rings at 8:50 am, all students should be with their teacher at the classroom. Students arriving to campus after 8:50 am are considered tardy. Students with three or more tardies are considered truant per California state law.

TEACHER CONFERENCES:

Parent/ teacher conferences are scheduled during fall and spring. Teachers share the details of the School-Parent Compact at these conferences, as well as updates on a child's academics and behavior. If you feel an additional conference is needed, please respectfully contact your child's teacher directly. **Conferences, messages, and phone calls during instructional time are not appropriate as they disrupt the learning day for all students.**

VOLUNTEERS:

There are many opportunities to volunteer at our school: We welcome volunteers at Allen Elementary. All volunteers who work directly with students do so under the supervision of certificated staff and must have a current TB test and Volunteer Agreement filed in the school office. Arrangements for volunteering in a classroom are to be made with the teacher and/or principal in advance. Please do not bring siblings of students or other small children with you when volunteering.

Please note that volunteers on campus may be limited at any time by the school principal for any reason, including possible interference of normal school operations and in the interest of preserving the privacy and safety of students and staff on campus.

For the safety and security of our students, please follow all visitation and volunteering protocols. Please wear the visitor 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 in the event of a disaster or emergency. Under no circumstances should a visitor/volunteer interrupt classroom instruction. Volunteers are never permitted to be left alone with students without a staff member present. The Board recognizes that under California law, any person whose conduct materially disrupts classwork or extracurricular activities or cause a disturbance on school ground may be guilty of a misdemeanor and subject to a fine, imprisonment, or both. (Education Code 44811, Penal Code 415.5) When such conduct occurs, the Superintendent or designee may take action leading to the imposition of these penalties.

The requirements to sign in and complete fingerprinting remain the same. All parent volunteers are allowed to volunteer inside the classroom and buildings after having completed the required training with the school principal and meeting the District's volunteer requirements.

REQUIRED ITEMS:

- **Proof of TB**
- **RAPTOR ID Scan**
- **Fingerprint Clearance - DOJ & FBI**

Please contact the school office at (619) 479-3662 to be put on the volunteer list.

Our Eagle Eye volunteers may be present outside of the school in the parking lot or on sidewalks. Please follow any written or verbal directives from our volunteers as they are present to support student safety.

Code of Ethics for Volunteers - Classroom and student work is always confidential. Please do not discuss student concerns with anyone except the teacher. FERPA and HIPPA Law should be followed. Never make comparisons of children within the classroom. Since there are as many different methods as there are teachers, please do not compare different methods of teaching. There is no one best way to do anything. Work positively

for the good of the school. Constructive criticism should be directed only to the supervising teacher or school administrator.

What a good volunteer does:

Praises and encourages • Tells the child good things about himself • Tries to understand how the child feels • Commits to regular attendance and arranges a parent volunteer substitute if they cannot be present • Builds caring and supportive rapport • Speaks directly to the teacher about concerns regarding any student performance • Is considerate of the teacher's time

What a good volunteer does not:

Berates or belittles • Acts in a cold or indifferent manner • Acts in a way that does not consider the needs of the child or school • Fails to call and let the school know he or she is going to be absent • Gets physical with a child • Gossips about or criticizes the teacher, school, or students • Violates confidentiality by passing on information to the community • Loses control and says something that is inappropriate or disrespectful

WEATHER:

Allen Elementary was built in 1947. Our hallways and corridors are outdoors and open to the air. Please ensure that your child is dressed appropriately for the weather each day. We recommend that children dress in layers: Mornings are often chilly while the afternoons warm up. We recommend that you label all jackets, sweatshirts, and hoodies with your child's first and last name in permanent marker. Please note that students will eat meals on campus **outdoors** at the lunch arbor most days, even in the event of rain. In heavy downpours, students may congregate underneath the covered walkways or in the MPR before school starts. Rainy Day schedules may be used in the event of heavy downpours and students may eat either under the covered walkways or in the MPR in these rare instances.

Please note that no one indoor space has the capacity for the entire school population to remain indoors in the event of inclement weather. Please exercise extra patience and caution when picking up and dropping off your child during extreme weather events.

YMCA JUNIOR ACADEMY/DASH and AFTERSCHOOL CHILDCARE:

Onsite supervised childcare is offered after school hours through the YMCA. Also known as DASH, the mission of the Junior Academy program is to provide elementary school children with a variety of challenging, structured, and recreational activities in a safe after-school setting. Activities are designed to foster teamwork, athletic skills, positive attitudes, and self-esteem. South Bay YMCA, the organization that operates this program as a third-party community partner, should be contacted directly for information about their program, fees, and eligibility requirements.

ZONE TRANSFERS:

Families attending Allen on a *Zone Transfer* must complete an application on an annual basis. *Zone Transfers* are reviewed at the end of each school year and may be denied for the upcoming school year due to projected student enrollment, poor attendance record, or poor behavior record.

Attendance/ Health Information

Our Health Office Staff works hard to ensure the health of our students and coordinates their efforts with the school's nurse. Please note that our district will follow the latest guidance from the California Department of Public Health regarding COVID-19 related health concerns and the County of San Diego decision tree. If your child has a chronic health condition, such as allergies or asthma, please contact the school office for a form to have your child's doctor complete and send it back to the school's nurse. ***We recommend doing this in advance of a child showing symptoms of COVID-19.***

We also request the following:

1. Always bring **special health issues and physical concerns** to our attention.
2. **Absences:** Please call us early on the first day your child will be absent from school. Also, update the attendance/ health office on Day 3 of any continuing absence. Parents have 72 hours in which to justify an absence.
3. **Medications:** Most medications are easily given before or after school. If it becomes necessary to dispense medication during school hours, it must be prescribed by a doctor (licensed in the state of **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.
4. **Immunizations** are required before school attendance. Verification of immunizations should be presented at the time a child is registered.
5. **Vision and hearing screenings** are conducted during the Kindergarten or Grade 1 year. They are repeated in Grade 3 and Grade 5.

Attendance

School attendance plays a critical role in student achievement. Excellent Attendance means that your child only misses school for Excused Absences for reasons such as illness, medical appointments, funeral attendance, court appearances, or religious holidays. Contact the Attendance Specialist in the Office to excuse an absence and find out more information. We encourage parents to have their child come to school each day unless they are sick. Please schedule doctor and dentist appointments for late in the day or school breaks. **If you must schedule an appointment for the morning, please send your child to school and pick them up prior to the appointment.**

We understand that there are unforeseen 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 five or more days**, please come by the office and inquire about the possibility of an ***Independent Study Contract***.

It is our responsibility to communicate with parents if their child is tardy or absent more than normal. **California State Ed Code states: Any child may be reported as a truant if s/he has been absent from school without a valid excuse for more than three days, or tardy for more than three days.** We do, however, understand that some children may be affected with extended illnesses, such as the flu or chicken pox.

Tardies have a negative effect on the late child and the entire class. When children come to school late, teachers must stop the entire class to review information or tests that the late 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. In the event of excess absences or tardies, a Student Attendance Review Team (SART) meeting is held with parents, student, the

Principal, and other 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.

Perfect Attendance

Allen Elementary acknowledges those students who keep **perfect attendance** with awards. Guidelines for perfect attendance are below, but in short, perfect attendance is exactly what its names indicates.

The **Perfect Attendance** designation is a student who is:

- **Never absent**, regardless of the reason.
- **Never tardy**, regardless of the reason.
- **Never leaves school early**, regardless of the reason.

We celebrate **excellent attendance** as the school understands that students should stay home when they feel ill.

Emergency and Disaster Information

Please complete all parts of the online system as soon as possible so that Emergency and Disaster Information can be updated at the school. These forms provide us with important information as to whom we should contact in case of an emergency. **This information needs to be updated throughout the year as changes occur in your address, phone numbers, and other personal information. 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 on these cards, so please give this serious consideration when completing them. Accurate and complete information on both cards is **absolutely** essential so please make sure that the information on both cards match!

Guidelines for Sending Your Child to School

Symptoms	Course of Action
• Vague: “I don’t feel good” symptoms	School
• A single episode of diarrhea	School
• Vomiting (1 time) without any other symptoms	School
• Ear infection – no pain	School
• Vague complaints of aches, pains, or fatigue	School
• Sniffles, clear runny nose, or mild cough without fever	School
• Infestation of scabies or lice (after treatment/ no live lice)	School
• Cold sores (sores covered)	School
• Strep throat (after 24 hours on medication)	School
• Fever above 100.0° (measured, touchless)	Home
• Vomiting or diarrhea (more than once)	Home
• Chicken Pox (until scabbed over)	Home
• Undiagnosed skin rash, impetigo, or ringworm	Doctor
• Flu: Body aches, fever, headache	Doctor

Questions? Please call our Attendance Health Specialist or Nurse at (619) 479-3662.

Core Values and Common Courtesies

At Ella B. Allen Elementary School, the following *Core Values* and *Common Courtesies* provide common expectations for how all adults and students interact with one another in our school community and on our campus:

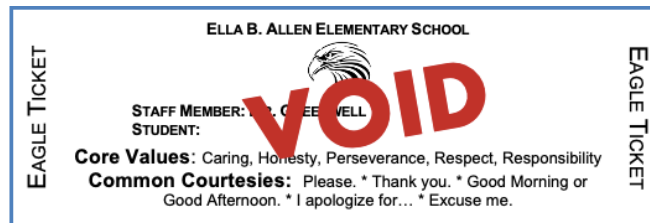
Allen School's Core Values:

- Caring
- Honesty
- Perseverance
- Respect
- Responsibility

Allen School's Common Courtesies:

- "Please."
- "Thank you."
- "Good morning" or "Good afternoon."
- "I apologize for..."
- "Excuse me."

We try to catch students doing the right thing with *Allen Eagle Tickets* throughout the day. The tickets can be saved and redeemed for lunch with the principal, saved for the Eagle's Nest store, or can be placed into grade level tubs and names are randomly pulled each week to acknowledge students by name and reward them with school treats. Students usually shop at the Eagle's Nest once a quarter and may only "purchase" one item per visit.



As a reminder, students on campus cannot get these from their own homeroom teacher, but they can earn them from any other staff member. Students cannot trade, sell, or barter these tickets. They are not transactional tickets and become null and void if not used by the student who received the ticket. Students cannot ask for them or perform tasks in order to receive them. The tickets are intended to promote students demonstrating the school's Core Values and Common Courtesies.

Teachers will also engage students in Social-Emotional Learning (SEL) lessons at least 4 days a week using Sanford Harmony, Second Step, Inner Explorer, Community Circle/TEAMS, or other curriculums to discuss and share examples of kind, safe, respectful, and responsible behaviors.

Code of Conduct and Discipline Plan

Standards of Excellence

At Allen, we are committed to providing a quality education for our students. All children have the right to attend a comfortable and safe school. Allen Elementary kindly requests the support and cooperation of all stakeholders in making our school a pleasant and a safe place in which all children learn. In order to provide an atmosphere that is conducive to the best environment, students and staff, as well as visitors, must adhere to all school rules and regulations.

Allen School Rules and Code of Conduct

All members of Allen Elementary's school community follow these four overarching rules:

- 1) **Be Kind.**
- 2) **Be Safe.**
- 3) **Be Responsible.**

Students in our school come from diverse cultural norms and family dynamics. Many are learning to come together in one place and may have not learned school norms and codes of conduct. Our overarching rules are also goals as we know these are things all humans must strive for every day. We want students to have ample opportunities to learn expected positive behaviors at school. In order for students to be successful, grow, and learn, they must develop positive relationships with all adults and their peers. All adults will model positive relationships, teach appropriate behaviors explicitly, and provide positive reinforcement of behaviors expected at school. As students learn, they will have opportunities to be recognized for their positive behavior.

Expected Behaviors

- Showcase the Allen *Core Values* in actions and words.
- Utilize the Allen *Common Courtesies*.
- Treat others, and their property, with kindness and respect.
- Follow all directions the first time they are given.
- Behave in a manner that is safe for yourself and others.
- Show responsibility by doing your personal best every day.
- Demonstrate Eagle Pride.

Creating A Safe and Inclusive Learning Environment

Allen values, respects, and embraces all individuals. We believe *everyone* has the right to be safe, both psychologically and physically. In addition, The Chula Vista Elementary School District prohibits any discrimination, harassment, intimidation, and bullying of any student based on the student's actual 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 gender expression; 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.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening,

hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Bullying behavior (including physical and verbal aggression, social alienation, and intimidation) will not be tolerated at Allen. When bullying incidents arise, assistance will be made available to the victim. The bully will receive both assistance and a consequence. Restorative practices will be used; however, that will be done in conjunction with any applicable disciplinary measures.

Anti-Bullying

If school personnel witness an act of discrimination, harassment, intimidation, or bullying, he/she/they shall take immediate steps to do so, per Education Code Section 234.1 (b) (1). School personnel will follow district and school protocols.

All students will follow these four, simple anti-bullying rules at Allen Elementary:

- We will not bully others. We will not be passive bystanders and observe bullying either.
- We will try to help students who are bullied.
- We will include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

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

1. Staff member will immediately stop the bullying behavior and refer to school rules against bullying.
2. Staff member will support the recipient of the bullying behavior and remind them bullying is not tolerated at Allen.
3. Staff member will empower bytsanders with appreciation if they were supportive or with information on how to act in the future if they were not supportive.
4. Staff member will counsel the student who performed the bullying behavior and impose any appropriate consequences.
5. Staff member will report incident to Principal or admin-designee for investigation and/or to ensure further incidents do not continue.
6. After investigation, if bullying behavior is confirmed, the administration will contact the legal parents and guardians of both students to inform of the incident of bullying.

Bullying is very different from student conflict, although they can appear to be similar. Wondering how to support children if they experience a problem with another student? We suggest using “I feel...” statements, moving away from others, and seeking help from an adult nearby. Our staff prides itself in actively monitoring students at all times. Students in elementary school are learning how to interact with one another and often experience some problem or conflict. **This is not bullying.** The conflict may be caused by past trauma and other serious social-emotional issues with a child. Students must learn how to use their words to solve conflict.

If you have a concern about another child’s behavior and believe it is impacting your child, we suggest you first contact your child’s teacher.

What is bullying?

IS IT BULLYING? WHAT IS IT?



<p style="text-align: center;">TEASING</p> <ul style="list-style-type: none"> ★ Everyone is having fun ★ No one is getting hurt ★ Everyone is participating equally 	<p style="text-align: center;">CONFLICT</p> <ul style="list-style-type: none"> ★ No one is having fun ★ There is a possible solution to the disagreement ★ Equal balance of power
<p style="text-align: center;">MEAN MOMENT</p> <ul style="list-style-type: none"> ★ Someone is being hurt on purpose ★ Reaction to a strong feeling or emotion ★ An isolated event (does not happen regularly) 	<p style="text-align: center;">BULLYING</p> <ul style="list-style-type: none"> ★ Attacked physically, socially, and/or emotionally ★ Unequal balance of power ★ Happens more than once over a period of time ★ Someone is being hurt on purpose

For more information regarding bullying prevention or to report an incident of bullying, please refer to the district's website: https://www.cvesd.org/parents/my_child_s_safety/bullying_prevention

Is it bullying?

conflict (noun): con·flict | \ 'kän-, flikt
a problem; opposing actions or ideas

bullying (noun): bul·y·ly·ing | \ 'bü-lē-iŋ
continued mistreatment or abuse; a pattern of intentional, harmful behaviors




trauma (noun): trau·ma | \ 'tró-mə
an emotional upset or an event that causes emotional upset



Discrimination

Pre-existing state law prohibits public schools from discriminating on the basis of several characteristics, including sex, sexual orientation, and gender identity. AB 1266 requires a pupil be permitted to participate in sex-segregated school programs, activities, and facilities including athletic teams and competitions, consistent with his or her gender identity, regardless of the gender listed on the pupil's records. Education Code Section 51501 outlines prohibitions on material included in textbooks or other instructional materials. This section already included prohibitions on matter “reflecting adversely upon persons because of their race, sex, color, creed, handicap, national origin, or ancestry”; this bill added “sexual orientation” to the list. Education Code Section 60044 includes a similar prohibition; the language was added there as well, along with a prohibition on materials that contain materials that reflect adversely on persons on the basis of their occupation.

School Expectations

Allen Eagle Expectations						
	Classroom	Hallway	Cafeteria & Lunch Arbor	Bathroom	Playground	Library
 Be Kind	1. Use appropriate tone and kind words. 2. Use appropriate voice levels. 3. Listen to teacher & peers. 4. Share and be helpful.	1. Respect personal space. 2. Use appropriate voice levels. 3. Greet adults and peers respectfully using Common Courtesies.	1. Wait patiently for your turn. 2. Use Common Courtesies (say “please” and “thank you”). 3. Use appropriate voice levels (inside voices). 4. Throw away trash and leave the area cleaner than you found it.	1. Respect privacy of others. 2. Use appropriate voice levels. 3. Keep bathroom clean for others.	1. Play/fair, take turns, and follow school rules. 2. Share equipment. 3. Include others; look for someone who needs a friend. 4. Practice good sportsmanship (be a gracious winner or loser!).	1. Use Common Courtesies (greet librarian, say “please and thank you”). 2. Share books. 3. Work quietly without disturbing others and stay on task.
 Be Safe	1. Walking feet. 2. Chair legs on floor. 3. Hands and feet to yourself.	1. Walking feet. 2. Eyes forward. 3. Hands and feet to yourself. 4. Use appropriate voice level.	1. Walking feet. 2. Wait your turn. 3. Eat your own food. 4. Voice Level 2 (Normal Voice)	1. Walking feet. 2. Hands and feet to yourself. 3. Keep water in the sink. 4. Stay in your stall. 5. Wash your hands.	1. Stay in designated area. 2. Use equipment properly. 3. Seek Peace Patrol or adult on duty if there's a conflict. 4. Be active.	1. Walking feet. 2. Voice Level 1 (Whisper Voice). 3. Enter and exit in an orderly manner.
 Be Responsible	1. Follow directions. 2. Clean up after yourself. 3. Be an active listener. 4. Be prepared. 5. Do your best.	1. Use appropriate voice level. 2. Go straight to your destination. 3. Carry a pass.	1. Level 2 voices 2. Hands to yourself. 3. Use Common Courtesies. 4. Keep the area cleaner than you found it. 5. Follow directions.	1. Level 1 voices. 2. Use good manners. 3. Go- flush-wash. 4. Use assigned restroom only.	1. Use bathroom before you play. 2. After signal go straight to your line. 3. Play recess games following rules. 4. Return recess equipment properly.	1. Voice level 1. 2. Library is for library use only. 3. Use and take care of library materials appropriately (book markers).

Homework Policy

Research shows that homework has a place in reinforcing study habits and allowing students additional opportunities for practice of essential skills. Reading on a daily basis for at least 20 minutes a day has been proven through scientific research to help a child process and retain information, as well as build language skills. Homework at Allen is intentional and meant to support a child's educational growth.

Your child's teacher strives to:

- explain and clarify assignments with students at the time the homework assignment is made.
- provide a variety of activities, in addition to pencil and paper assignments.
- evaluate and monitor all homework assignments.
- provide students access to school materials that are basic to completing the assignment.
- inform a student's parents when the student has repeatedly failed to complete assignments.
- assign work in time allotments appropriate to individual needs and differences.

A parent is encouraged to:

- provide a study place with a minimum of distractions and interruptions.
- ask your child about homework and to monitor the student as needed.
- communicate with the teacher if there is a question about homework assignments.
- make sure school materials are returned.
- review assignments before the assignment is returned to the school.

A student is expected to:

- tell his/her parent when an assignment is given and when it is due.
- make a note of homework assignments.
- bring appropriate materials home and return the materials to school on time.
- complete the assignment neatly, accurately, and on time.

Students are usually assigned homework on Monday through Thursday. However, there may be times when a student will need to use Friday evening, Saturday, or Sunday to complete the assignment. Monitoring of this policy will be left to the individual teachers.

Student Services

At Allen, key elements are in place to ensure the healthy development of each child. Steps are taken to provide curriculum that promotes self-esteem, decision-making skills, and the ability to peacefully resolve conflict. We equip students with tools to help them deal with stressful situations, like teasing or bullying. Our staff is encouraged to be fair and caring listeners.

The following services are in place to assist students:

ASSESSMENT SERVICES

English Language Proficiency (ELPAC)
GATE
Hearing and Vision Screening
Physical Fitness (PFT)
Psychoeducational Evaluation
Local Measures district assessments
CAASPP state assessments

OTHER INTERVENTION SERVICES

Classroom strategies and RtI
Counseling Referrals
School Attendance Review Team (SART)
School Attendance Review Board (SARB)
Student Study Team (SST) Process
Intervention and impact teacher support
EL-IA support for building skills
CVCC Family Resource Center Referrals
Parent Intervention Program (PIP)

DISCIPLINARY OPTIONS

Campus Clean Up
Alternate Recess
Community Service
Alternate Assignments
Reflection Time
Parent Conference
Modified Schedules
Outside Agency Support
Law Enforcement Support
In-School Suspension
Out-of-School Suspension
Expulsion

SKILLS COMPONENT

Cross-age tutoring
Classroom interventions
CVESD Talks (also known as the Speech Contest)
Student Council
Service Clubs (such as Junior Optimist)

AFTER-SCHOOL CARE

YMCA Junior Academy/DASH
Other childcare programs and fee-based programs

POSITIVE ACTIVITIES

Classroom Incentives
Allen Eagle Tickets and the Eagle's Nest
Lunch with Teacher
Lunch with Principal
Perfect and Excellent Attendance Awards
Quarterly Awards
Sports Teams
Extra Recess Time
Safety Patrol and Peace Patrol
Student Council
Extra Reading Time
Allen Beautification Crew
Other Leadership Opportunities

DRAFT: SCHOOL-PARENT COMPACT

Ella B. Allen Elementary School

Parent and Family Engagement Policy

Pending approval by Allen's SSC on August 7, 2023

2.0 With approval from the local governing board, *Ella B. Allen Elementary School* has jointly developed with, and distributed to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents, and updated periodically to meet the changing needs of parents and the school. (EC Section 11503; 20 United States Code [U.S.C.] Section [§] 6318[b][1-4])

Ella B. Allen Elementary School jointly develops the Parent and Family Engagement Policy and School-Family Compact through School Site Council. A Title I Annual Parent Meeting is held at the beginning of the school year to share information about Title I, the programs at the school, and how parents can provide input into this policy and the compact. The Parent and Family Engagement Policy is distributed during the first quarter of the school year at Family First Friday (Allen's version of Coffee with the Principal), School Site Council, ELAC, and at the fall Parent-Teacher Conferences. Additionally, the Parent and Family Engagement Policy and School-Family Compact is distributed to parents via School Messenger and is posted on the school website and school blog (www.allenelementary.org) and embedded in the Family Handbook.

2.1 Involvement of Parents in the Title I Program

The school-level parent and family engagement policy shall describe the means for how *Ella B. Allen Elementary School* shall carry out the following requirements: (20 U.S.C. § 6318[b][1])

- a) The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 U.S.C. § 6318[c][1]).

The Title I Annual Parent Meeting takes place during the first ELAC meeting in August at the beginning of each new school year. Additionally, information regarding Title I is also presented at the first Family First Friday. A copy of the Title I Annual Parent Meeting presentation is also available on the school's website and blog.

- b) The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child-care, or home

visits, as such services relate to parental involvement. (20 U.S.C. § 6318[c][2])

Ella B. Allen Elementary School offers monthly Family First Friday coffee chats in the morning, monthly hybrid (in-person or virtual) School Site Council meetings in the afternoons, and monthly hybrid (in-person or virtual) ELAC meetings. Additionally, parent education workshops may be offered virtually in the evenings once per quarter. Childcare is provided for in-person parent meetings after school.

- c) The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan. (20 U.S.C. § 6318[c][3])

Parents have the opportunity to participate in School Site Council to assist in the development of the School Plan for Student Achievement (or SPSA). Five parents/community members are elected to serve on the SSC as educational partners in our school plan as well as in development in the School Parent and Family Engagement Policy and the School-Parent Compact.

- d) The school provides parents of participating children with the following:

- i. Timely information about the Title I program. (20 U.S.C. § 6318[c][4][A])

This information is presented at Curriculum Night and the first Family First Friday of the school year. The Title I Annual Parent Meeting presentation is also available on our school website.

- ii. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards. (20 U.S.C. § 6318[c][4][B])

This information is presented at Curriculum Night and at the first Family First Friday of the school year. Teachers also provide a more detailed explanation of grade level curriculum and assessments during their classroom Curriculum Night presentations and during Parent-Teacher Conferences.

- iii. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. (20 U.S.C. § 6318[c][4][C])

A calendar of SSC meetings, ELAC meetings, Family First Fridays and parent workshops will be provided to parents on a quarterly basis to provide

opportunities for parent participation and input regarding the education of their children. This information is also posted on the school blog.

- e) If the schoolwide program (SWP) plan is not satisfactory to the parents of participating children, the school submits any parent comments on the plan when the school makes the plan available to the local educational agency (LEA). (20 U.S.C. § 6318[c][5])

Educational Partner Involvement is a critical component of the School Plan for Student Achievement and input is documented on the plan prior to submitting for local board approval. Parents have the opportunity to provide input during monthly SSC meetings and monthly ELAC meetings throughout the school year.

2.2 Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under Title I, Part A shall carry out the following requirements: (20 U.S.C. § 6318[e])

- a) The school provides assistance to parents of children served by the school or LEA, as appropriate, in understanding such topics as the challenging state academic standards, state and local academic assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 U.S.C. § 6318[e][1])

Title I programs and services provided to students at Ella B. Allen Elementary School include: After School Clubs through ELOP, certificated Impact and Intervention Teacher, an EL-IA to support language acquisition, 1:1 devices for all students in grades 2-6, a part-time school counselor, and supplemental instructional materials such as diverse classroom libraries and family literacy books for at-home use.

- b) The school provides materials and training to help parents work with their children to improve their children's achievement, as appropriate, to foster parental involvement. (20 U.S.C. § 6318[e][2])

Parent workshops and trainings that may be offered include: Family Literacy, How to Help your Child with Homework, Supporting Language Acquisition at School and Home, Social Emotional Supports for School and At Home, and Understanding Conceptual Math. Additional workshops based on parent input may also be provided.

- c) The school educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and

coordinate parent programs, and build ties between parents and the school. (20 U.S.C. § 6318[e][3])

Frequent, open, two-way communication between school staff and parents is an expectation and is communicated regularly during School Site Council, ELAC, Family First Fridays, and Parent-Teacher Conferences. The school uses ClassDojo and other forms of 2-way communication to support families.

- d) The school, to the extent feasible and appropriate, coordinates and integrates parent involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318[e][4])

Ella B. Allen Elementary School utilizes Title I Parent Participation funds to support programs that encourage parent involvement. For example, parents of English Learners are encouraged to attend our local Mini-CABE Conference every year, and guest speakers are funded to provide valuable parenting workshops. Ella B. Allen Elementary School also houses the ASPIRE Program to support students with district offer of FAPE, and we regularly collaborate with staff from various agencies, such as the FRC and SBCS, on services to support parents and families.

- e) The school ensures that information related to school and parent programs, meetings, and other activities is sent to parents of participating children in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318[e][5])

A calendar of SSC meetings, ELAC meetings, Family First Fridays, and parent workshops will be provided to parents on a quarterly basis to provide opportunities for parent participation and input regarding the education of their children. Interpretation in Spanish, and any other language as needed, is provided to provide access to the content and information. This information is also posted on the school blog and district website.

- f) The school provides such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318[e][14])

Parents are welcome to have meetings and conferences with school administration and their classroom teacher upon request, and staff is asked to reach out to parents to encourage involvement for classroom activities, field trips, projects, and support regarding their child's learning and progress. Parents are invited to volunteer at the school.

2.3 Accessibility

In carrying out the parent and family engagement requirements of Title I, Part A, *Ella B. Allen Elementary School*, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 of the ESEA (20 U.S.C. §

6311), as amended by ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

All communication to parents is provided in English and Spanish, and interpretation services are provided in Spanish and other languages as needed during parent meetings, workshops, IEP meetings and parent-teacher conferences. Handouts and materials from parent workshops and trainings are also provided in English and Spanish to ensure accessibility to our parent community. Other accommodations, such as American Sign Language, amplified audio, etc. will also be provided as needed to ensure that parents have access to the content and information.

2.4 School-Parent Compact

As a component of the school-level parent and family engagement policy, each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The school-parent compact shall carry out the following requirements: (20 U.S.C. § 6318[d])

- a) Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging state academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time. (20 U.S.C. § 6318[d][1])

Ella B. Allen Elementary School uses state and district-adopted curriculum aligned to the California State Standards to provide high-quality instruction. Materials and resources are available in each classroom, and online instructional resources such as Benchmark Universe, iReady Math, TWIG Science, Achieve 3000, and Smarty Ants are also accessed by students during the school day. Parents are encouraged to volunteer during literacy and math rotations to support their child in academics. During Parent-Teacher Conferences, IEP meetings, 504 plan meetings, and Student Study Team meetings, parents are provided the opportunity to collaborate with the teacher in making decisions and goals related their child's learning and progress.

- b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the following: (20 U.S.C. § 6318[d][2])
 1. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement. (20 U.S.C. § 6318[d][2][A])

The School-Parent Compact is shared and discussed with parents during the fall Parent-Teacher Conference. At this conference, the teacher shares baseline data in reading and math as well as progress on goals for their child to meet the

challenging state standards. Parents walk away with a Student Success Action Plan that specifies how the school, parent and student will work together to achieve goals. Parents and legal guardians also are invited to participate in Spring Parent-Teacher Conferences at the school that are student-led.

2. Frequent reports to parents on their children's progress. (20 U.S.C. § 6318[d][2][B])

Quarterly progress updates and report cards are provided to parents via paper copies sharing timely academic growth in language arts and math. Specifically for grades 2-6, Lexile is reported to ensure that parents know where their child is at all times in relation to Lexile goals.

3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. (20 U.S.C. § 6318[d][2][C])

Parents make appointments to meet with their classroom teacher to discuss their child's progress in school and are able to observe in the classroom alongside the school principal. A volunteer onboarding session is provided quarterly to encourage and support parents in being active in their child's classroom.

4. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. (20 U.S.C. § 6318[d][2][D])

Various forms of communication to include phone calls, after school meetings, email and Class Dojo are utilized to ensure regular, two-way communication between school, staff and parents. Class Dojo and other forms of communication have translation abilities embedded for English and Spanish. Interpretation and translation services will be provided as needed to ensure that parents and family members can understand the information being provided and can ask questions and provide input regarding their child.

**The parent and family engagement policy review is done as part of the annual review of the School Plan for Student Achievement (SPSA).*

***The policy must be updated periodically to meet changing needs of parents and family members and the school. If the school has a process in place for involving parents and family members in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents and family members of children receiving Title I, Part A services.*

Learning takes place when there is a combination of effort, interest, and motivation. As we are committed to your child's progress in school, we're going to do our best to promote his/her achievement. This agreement is our promise to work together. We believe this agreement can be fulfilled with a unified effort between students, parents, teachers, and the principal. Together we can improve teaching and learning.

As a STUDENT, I pledge to:

- Showcase our school's core values (Caring, Honesty, Perseverance, Respect, & Responsibility).
- Follow school and classroom rules.
- Arrive to school prepared to learn.
- Work as hard as I can on my school assignments.
- Ask my teacher questions when I don't understand something.
- Share and discuss my classroom work with my parents.
- Visit my school library or classroom library at least once a week.
- Limit my TV watching and read books instead.
- Befriend my peers and not bully others.

As a PARENT, I pledge to:

- Reinforce our school's core values (Caring, Honesty, Perseverance, Respect, & Responsibility).
- Send my child to school regularly and on time.
- Reinforce school and classroom rules.
- Provide necessary materials to support my child's learning.
- Encourage good study habits and provide a time and a place for quiet study.
- Participate in school activities or meetings at least once a month.
- Talk with my child about his/her school activities every day.
- Communicate with my child's teacher and school staff on a regular basis.
- Encourage my child to read and be a role model by reading myself.

As a TEACHER, I pledge to:

- Reinforce our school's core values (Caring, Honesty, Perseverance, Respect, & Responsibility).
- Provide a safe, positive, and healthy learning environment for the students.
- Provide motivating and interesting learning experiences in my classroom.
- Reinforce school and classroom rules.
- Explain my expectations, instructional goals, and grading system to students and parents.
- Communicate regularly to students and parents the expectation for homework, class work and behaviour.
- Communicate and cooperate with each parent to ensure the best education possible.
- Encourage students to do their best.

As a PRINCIPAL, I pledge to:

- Reinforce our school’s core values (Caring, Honesty, Perseverance, Respect, & Responsibility).
- Reinforce school and classroom rules.
- Create a welcoming environment for students, parents, and visitors.
- Ensure a safe and orderly learning environment.
- Communicate to students and parents the school’s mission and goals.
- Encourage a strong partnership between parent, student, and staff.
- Encourage parent involvement.
- Act as the instructional leader by supporting teachers in their classrooms.
- Provide appropriate in-services and training for teachers and parents.

HOME/ SCHOOL COMPACT

Ella B. Allen Elementary School
(page 2)

Most importantly, we promise to help each other carry out this agreement.

Student First and Last Name _____ Homeroom _____

Student’s Signature

Date

Parent’s Signature

Date

Teacher’s Signature

Date

Principal’s Signature

Date

*For a complete copy of Allen’s *Parent Involvement Policy*, please view the Allen website or inquire at the school office.

INTERNET AGREEMENT

Ella B. Allen Elementary School

CHULA VISTA ELEMENTARY SCHOOL DISTRICT INTERNET USE GUIDELINES/ AGREEMENT

Internet is an information superhighway connected to Chula Vista Elementary School District's local and wide area computer network. Students and teachers are able to use this resource as a powerful tool to gather information and perform research in a worldwide electronic library. In the system, users are able to connect to businesses, libraries, museums, government offices, and other schools throughout the world.

Internet is a public place where users will share electronic space with many other individuals. Potentially, thousands or even millions of users can monitor internet communication from individuals within the Chula Vista Elementary School District. Likewise, users from the District can monitor communication of other individuals on the network system. For this reason, internet communication must remain free of obscene language or behavior that may be considered harassment. Rules that commonly apply to school conduct will be linked to Internet communication protocol and use of any telecommunications technology.

Internet, like magazines, books, cable TV, 900 telephone numbers, and even regular television broadcasts, often contains inappropriate information. Therefore, student use will be monitored. The District will treat unacceptable Internet information like it would any other form of potentially offensive material or broadcast content. Chula Vista Elementary School District encourages use of this valuable educational tool, but will not condone inappropriate exchange of information on the internet.

Additionally, while conducting research, users must experience restraint in copying ideas of writings of other persons without giving credit. Plagiarism, whether in print or non-print media, and violation of copyright laws will not be condoned.

Note: The Internet Use Guidelines/Agreement is a legally binding contract. Users must sign this document in order to receive an internet account. Please read it carefully.

I understand and will abide by the terms and conditions outlined in the Internet Guidelines/Agreement, and will assume responsibility for appropriate use of Internet. This includes responsibility for reporting any misuse of the Internet System to appropriate District staff.

Parent or Guardian Network Responsibility Contract

(If user is under the age of 18, a parent or guardian must also read and sign this Agreement)

As the parent or guardian of the student user name above, I have read the Chula Vista Elementary School District (CVESD) Internet Use Guidelines/Agreement. I understand that access to the Internet is designed for educational purpose, and CVESD has taken available precautions to eliminate controversial materials, and I will not hold the District responsible for materials acquired on the network.

Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

CHULA VISTA ELEMENTARY SCHOOL DISTRICT SUMMARY OF WELLNESS POLICY

The Chula Vista Elementary School District (CVESD) recognizes the link between student health and learning and is committed to providing a healthy school environment that promotes student and staff wellness, proper nutrition, nutrition education, and regular physical activity. The CVESD Wellness Policy (BP 5030) was revised May 8, 2012. It consolidates, updates, and reflects changes to all federal, state, local, and District guidelines.

Key policy guidelines to promote student wellness include:

- *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 program emphasizing physical fitness, positive health practices, and skill development, that meets or exceeds the State mandated instructional minutes required at the elementary level.
- *Giving* all students opportunities to be physically active throughout the day with activities such as classroom mini-breaks, physical education, recess, school intramurals, special events, Safe-Routes to School, 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>

*****PLEASE INITIAL EACH LINE, THEN SIGN AND RETURN THIS SHEET TO YOUR CHILD'S TEACHER.**

FAMILY AGREEMENT

I have read the information within the Allen Family Handbook with my child, including the **Discipline Plan**, the **Home/ School Compact**, the **Wellness Policy**, and the **Internet Use Guidelines/ Agreement**.

Initials

_____ I have read and will support to the fullest extent the Allen **Discipline Plan**.

_____ I have read and agree to follow the Allen **Home & School Compact**.

_____ I have read and will abide by the District's **Wellness Policy**.

_____ I understand and will abide by the terms and conditions outlined in the **Internet Use Guidelines/ Agreement**, and will assume responsibility for appropriate use of the Internet. This includes responsibility for reporting any misuse of the Internet System to appropriate District staff. As the parent or guardian of the student user named above, I have read the Chula Vista Elementary School District (CVESD) Internet Use Guidelines/ Agreement.

Parent Signature

Date

Student Signature

Date

LIBRARY AGREEMENT

All classes visit the library on a weekly or bi-weekly basis to check out books. We encourage our students to choose one book for their enjoyment and one book that is more rigorous at their appropriate reading level. Please help your child or children remember to return books on their library day in order to check out more books. **If a book is lost, or damaged beyond repair, families will need to pay for the replacement of that book.** Please fill out the form below if you agree to give your child permission to check out books and agree to this library agreement.

Parent Signature

Date

Student Signature

Teacher & Classroom Number