



JUAREZ-LINCOLN
ELEMENTARY SCHOOL

849 Twining Avenue • San Diego, CA 92154

2021-2022

Family Handbook

Chula Vista Elementary School District



Board of Education

• Leslie Bunker • Kate Bishop • Lucy Ugarte • Francisco Tamayo

Superintendent

Francisco Escobedo, Ed.D.

Message from the Principal

Dear Juarez-Lincoln Families,

Our staff and I are all very excited to reopen our doors once again for in-person learning for all our students. We have all very much missed our students and families during these unprecedented times. Despite the challenges, we have all learned to be resilient and innovative in the ways we learn, teach, and connect with one another.

It is a pleasure to serve you and your children as Principal of Juarez-Lincoln Elementary School for the 2021-2022 school year. We are committed to providing an excellent and rewarding educational experience to each and every student.

Families play an important role in supporting our educational journey and reaching our academic goals. I look forward to working with you to build and maintain a professional learning community that fosters genuine partnerships that fulfill our school's vision of educational excellence. We will develop trusting relationships and continuous communication between families and the school. We will also develop specific strategies to create effective home-school partnerships.

Juarez-Lincoln Elementary School commands a climate of inclusivity and high expectations. Our staff is dedicated to cultivating relevance & relationships by getting to know and making connections with students and their cultural backgrounds. Everyone is valued and appreciated as an individual of great worth.

We will foster high levels of academic growth by utilizing explicit and systematic best practices/strategies that enable students to access the core curriculum through a variety of learning opportunities. Various assessment tools will be employed to monitor student growth. Results will be reported to parents/guardians through parent teacher conferences, phone calls, virtual meetings, emails, etc. School-wide results and progress towards goals will be shared with families at principal coffee chats and through all parent leadership groups such as: Parent-Teacher Association (PTA), School Site Council (SSC), and English Learner Advisory Committee (ELAC).

This handbook provides you with information about our school policies, procedures, schedules, and protocols that will ensure your child's success at school. Please review this handbook with your child. Please note, that minor revisions are made to this handbook to keep our standards up to-date with Board and School Policies.

We can fulfill our school's vision when we work as a professional learning community. We look forward to our partnership in making Juarez-Lincoln Elementary School a place of educational excellence where all children can learn, achieve, and thrive.

Your partner in education,

Mr. Robert Pollack
School Principal

DAILY SCHEDULE

School begins at 8:15 a.m. Students should not arrive at school earlier than 7:45 a.m. unless your child is participating in the YMCA Stretch.

Breakfast: Every day 7:45 a.m. – 8:05 a.m.

School hours:

- **Kindergarten – Grade 3** 8:15 a.m. – 2:35 p.m. Monday – Thursday
8:15 a.m. – 1:30 p.m. Friday
- **Grades 4 – 6** 8:15 a.m. – 2:45 p.m. Monday – Thursday
8:15 a.m. – 1:30 p.m. Friday

ATTENDANCE

Studies show that there is a direct correlation between school attendance and student achievement. Therefore, parents/guardians should reinforce the importance of good attendance and students should attend school every day except in certain unavoidable circumstances such as illness or death in the family.

Please plan medical appointments during school vacations or after school when possible. If your child will be absent, it is important that you call the school office that day (See absence procedure below).

We encourage you to send your child to school for at least part of the day when you find it necessary to keep your child home for reasons other than illness. It is important that your child not be counted absent and not miss school assignments. If for some unavoidable reason your child will be absent for a week (5 school days) or more, please see your child's teacher or the attendance office in advance so we may arrange for an **Independent Study Agreement**.

A child may be declared **habitually truant** after accumulating **three (3) or more unauthorized absences and/or three (3) or more tardies**. **An early withdrawal is considered a partial day absence. It also disrupts classroom instruction. Please attempt to make all appointments after school hours. All early withdrawals are recorded and monitored by the principal.** According to District Policy, students may be referred to the *School Attendance and Review Board* after they have been identified as habitually truant.

To avoid such a situation, please note the following information:

ABSENCE PROCEDURES

Absences from school must be reported to the Attendance Line at 619-690-9222 (press option 2) before 9:30 a.m. or with a note stating reason for absence.

To speak to the Attendance Specialist:

Dial the school phone number (619-690-9222) and enter extension 340110.

- If your child is absent, you will need to provide a reason for the absence to the Health Office before your child may return to campus.
- If your child has *any* symptoms that are associated with COVID19 they will need to quarantine for 14 days and/or provide a negative PCR COVID TEST.
- If your child is quarantined, they will be given an independent study contract with their daily assignments.
- If a positive test is reported, the cohort can be shut down and quarantined for 14 days.
- **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF THEY ARE NOT FEELING WELL!**
- *Please submit a doctor's note to the health office if your child has any pre-existing health conditions (i.e., migraines, allergies, asthma, etc.).*
- **ONLY** those absences resulting from illness, medical emergency or death in the family will be authorized.
- ****After three (3) days of absences due to illness, we must receive a note from your physician with his or her signature. Only medical notes that document an office visit will be accepted.**

The following motives **CANNOT** be considered as acceptable reasons for absence:

- Parent is too sick to bring student
- Caring for small children
- Nursing sick persons
- Working at home
- Shopping or running errands
- Trips out of town (Please refer to school calendar before scheduling trips)
- *For trips (5 to 14 school days), only if an Independent Study Agreement is **pre-arranged** (with at least one week's notice), **completed & submitted** can we remove the "unauthorized" status from your son/daughter's record.*

Upon returning to school following an absence, students must check in at the Attendance Office with a note from home giving the date and reason for the absence. If a note or phone call is not received, the absence will be considered unexcused. Notes must be submitted to the Attendance Office no later than 72 hours after the absence.

TARDIES

It is extremely important that students arrive at school on time. If your child is tardy, he/she must report to the school attendance office for a tardy slip.

Students are recognized for perfect attendance on a quarterly and annual basis. Perfect attendance is defined as no absences, no unexcused tardies and no unexcused early dismissals.

IT IS THE PARENTS'/GUARDIANS' RESPONSIBILITY TO VERIFY THEIR CHILD'S ATTENDANCE. PLEASE CALL THE SCHOOL OFFICE WHENEVER YOUR CHILD IS ABSENT OR TARDY. IF YOUR CHILD IS ABSENT FIVE CONSECUTIVES UNEXCUSED DAYS AND WE ARE UNABLE TO REACH ANYONE, HE/SHE WILL BE DROPPED AND YOU WILL HAVE TO REGISTER HIM/HER AGAIN.

EARLY DISMISSALS

Any student leaving school prior to dismissal will have an early dismissal logged to his/her record. Excused early dismissals are given for doctors' appointments with notes from the doctor. To receive an excused early dismissal a note must be brought to school the next day. No doctors' notes will be accepted late. Please note that three unexcused early dismissals will receive a truancy letter.

COVID TESTING

CVESD will continue to provide testing services at school sites and at the district office. Testing will be available at each school site on a two-week cadence starting on August 2, 2021.

- Testing starts at school sites on August 2nd, only for students whose parents/guardians provide consent through the on-line link for testing.
- Students will be brought to the testing station at school by the teacher/aide. Parents/guardians will not be bringing students to the testing location.
- It will be a repeating test process every two weeks.
- Both antigen and PCR tests are available.
- All test locations will be **ON-CAMPUS**, and not out in front of the campus.

SCHOOL ROUTINES

Parent cooperation with the following routines will be beneficial to you and your child, will result in the smooth and efficient operation of our school, and will be greatly appreciated by the school staff. Due to changing health and safety guidelines, protocols and school routines may change at any time.

- Read all letters and emails that are sent home electronically and on paper. Check your child's backpack or folder for bulletins, notices, and homework assignments.
- Join the school blog to stay updated at www.JuarezLincolnSchool.com.

- Sign-in at the school office and receive a visitor's badge before entering a classroom. This is required of all visitors and volunteers.
- Send in all absence notes and permission slips promptly.
- Help your child to be prompt to school, courteous of others and responsible for his/her actions.
- Make sure you discuss with your child arrangements for pick up on rainy days.
- Remember that personal toys, games, laser pointers, trading cards, etc. MAY NOT be brought to school without the prior approval of your child's teacher. They will be confiscated and held until the last day of school and/or when a parent picks them up.
- Make any special plans for the day with your child BEFORE school. We will not allow children to use the school phones to ask your permission to go to friends' houses, etc. Those plans need to be made with you before the school day begins.
- Students may be asked to wash their hands or use hand sanitizer upon entering the classroom.
- Students will be required to wear masks when indoors in accordance with CVESD safety and health guidelines.
- Students will stay with the same cohort/s when in classrooms.
- Students may lower their masks or put on their wrists when outside except for transitioning from one building to another.
- Students should bring their own water bottles and label them with their name. The water fountains are not available.
- Students should put on sunscreen before coming to school.
- There will be no classroom changes the first 3 weeks of school. Any requests for a classroom change after August 9, 2021, must be submitted in writing with the reason for the change to the principal.

STUDENT RECOGNITION

We love to recognize student effort and achievement. We have quarterly Awards assemblies each quarter. This school year, our Awards Committee is working to improve ceremonies.

BIRTHDAYS

Juarez-Lincoln School **doesn't permit food items for school birthday celebrations.** This decision was made after a presentation on childhood nutrition and obesity was shared to PTA, ELAC and staff. We know that sugary, high fat treats defined these celebrations in the classroom and therefore have brainstormed alternative ways for parents/guardians to help their children celebrate their birthdays. Some alternatives are listed below. Please choose from these alternatives because food items **will not be allowed** for birthday celebrations.

- Read a favorite book to your child's classroom.
- Donate a book in honor of your child.
- Donate school supplies to the classroom: pencils, highlighters, post-it notes.

MEDICATION AT SCHOOL

Absolutely no medication will be allowed in school unless you have returned a "Physician's Recommendation for Medication" Form completed by your physician. This form is available in our Health Office. It is against the California Education Code Section 49423 for students to have or take medication at school, unless it is authorized by doctors' orders and the medication is administered in the Health Office. Do not send cough drops, cough syrup, aspirins, etc. to school with your child without a form as they will not be allowed to take them.

GETTING TO AND FROM SCHOOL

PARKING LOT PROCEDURES

Student safety is a priority at Juarez-Lincoln Elementary School. Parents/guardians are asked to observe the following parking lot procedures that have been developed in conjunction with the San Diego Police Department.

- Never speed or drive recklessly in the school parking lot or loading zones. Please be patient during drop-off and dismissal. Avoid honking unless necessary.
- Use the yellow loading zone in front of the school for drop off and pick up only. Do not pick up or drop off students in red zones.
- **DO NOT PARK AND LEAVE YOUR CAR IN THE RED OR YELLOW ZONES.**
- Do not double-park.
- Park in marked stalls only and walk your child to the classroom/campus.
- **Students may not be dropped off in parking lot for safety reasons.**
- When the lot is full, park in the nearby residential areas or circle back and try again.
- Upper lot is for staff only.
- Please pull forward as far as possible in the yellow zone to pick up/drop off your child.
- Students not picked up during dismissal by 3:00 p.m. on regular days and 1:55 p.m. on minimum days will need to wait in the main office to be picked up. Students will only be released to adults authorized to pick them up.
- After being dropped off or while waiting to be picked up, students are not to leave and return onto campus for reasons other than emergencies. Students who are picked up must wait on school grounds to be picked up by an authorized adult.
- Students must wear protective gear and with them riding bicycles to school.

CHILD NUTRITION SERVICES

Breakfast is served every day from 7:45 – 8:05 a.m. Our school breakfast program can provide relief for you and your children with hectic morning schedules. Give children a head start on successful learning. Make sure they begin the school day with a healthy breakfast. It is particularly important that students participating in the breakfast program arrive on time, so they have sufficient time to eat breakfast before going to class.

School meals are provided at no cost to all Juarez-Lincoln students.

DRESSING FOR SAFETY

In lieu of a uniform policy, Juarez-Lincoln will implement a school-wide “Dressing for Safety” dress code in accordance with the Chula Vista Elementary School Board Policy 5132.

Juarez-Lincoln has developed the following “Dressing for Safety” policy:

- Any attire that may distract from learning or compromise safety should not be worn at school.
- Clothing should allow students to move comfortably and participate in P.E. and other school activities without compromising modesty. (Spaghetti strap or off the shoulder tops and “sagging” pants are not appropriate.)
- Clothing that is too large, low cut, short, or reveals midriffs or undergarments are not appropriate at school.
- Closed-toed shoes with backs are always required. No high heels. Shoelaces must be tied securely so that shoes stay on feet. “Heelys” (shoes with wheels) are not allowed at school.
- Clothing or accessories printed with inappropriate language, negative or suggestive messages or advertising drugs, alcohol, tobacco, weapons, or other material that may be offensive or distract learning may not be worn.
- Make-up is not appropriate in elementary school. Students should not wear dangling jewelry that could get caught, broken or cause injury during P.E. or recess.
- Students may wear hats outdoors during recess or P.E. for protection from the sun and should be removed indoors.

PRESERVATION OF LEARNING TIME

To maximize learning time the office staff will strictly limit calls to the classrooms. You can help us with this goal by leaving messages for your child or items you need your child to receive in the school office. These will be delivered at a time when instructional continuity will not be interrupted.

PARENT INVOLVEMENT

Parents/guardians may participate in our PTA, SSC, ELAC, and Coffee with the Principal or volunteer. There are monthly Coffee with the Principal, PTA, and SSC meetings. These meetings provide an opportunity to share school information and receive feedback from parents/guardians. We encourage you to attend as many of the parent meetings as possible. Meetings will vary from in-person and virtual settings to help **Your help and feedback is always needed and appreciated.**

Committee Information:

- SSC – Develops and monitors the School Plan for Student Achievement and the Budget.

- ELAC – The English Learner Advisory Council provides oversight for support of English Learners.
- PTA – The Parent Teacher Association provides extracurricular programs and support for students and their families.

VISITOR/VOLUNTEER INFORMATION

- Parents/guardians may join their child in the cafeteria for breakfast and must wear a mask while indoors. Masks are not required outdoors at this time.
- Limited visitors and volunteers will be allowed on campus at this time. Visitors are not permitted in classrooms, on the playground or lunch areas while school is in session at this time.
- Due to safety and health regulations, parent/guardian visits to their children's classrooms will be limited but may be scheduled for compelling reasons and with principal approval. Principal or administrative designee will accompany parent/guardians for an observation period no longer than 15 minutes. Please call to schedule a visit ahead of time and check in at the office to pick up a badge before going to a classroom.
- Volunteers may begin volunteering on campus the week of August 9 with principal's authorization.
- Volunteers **must** provide proof of vaccination, TB test, and must follow same mask guidelines as staff.
- Visitors and volunteers must check in at the front office through the Raptor System and wear a badge while on campus during the school day.
- Parents/guardians must follow school rules and be always models of appropriate behavior for students while on campus. Parents/guardians who disrupt learning and school operations may not be allowed on campus.

HOMEWORK POLICY

Studying at Home should help a child ...

- Practice what was studied in school, reinforce, and extend the learning
- Enrich school experiences through independent study
- Develop habits of organization, time management, self-discipline, and responsibility.

Parents/guardians should expect that their child's teacher will ...

- Explain and clarify assignments at the time they are made
- Monitor student work giving recognition or credit as immediate as possible
- Give students access to materials basic to completing tasks
- Inform students of consequences regarding completion of assignments

Teachers expect parents/guardians will ...

- Provide a place and time appropriate for doing homework
- Ask your child daily about homework
- Monitor the student as needed
- Make sure school materials are returned

- Communicate with the teacher if there are questions about assignments

Teachers expect that students will ...

- Inform parents/guardians of an assignment and when it is due
- Complete homework neatly, accurately and on time
- Bring appropriate materials home and return materials to school on time
- Ask the teacher for explanation of an assignment is not understood

Students will ...

- Spend 10-30 minutes/evening doing homework if they are K – 2
- Spend 30-45 minutes/evening doing homework if they are 3 – 4
- Spend 45-60 minutes/evening doing homework if they are 5 – 6

(These times may vary slightly due to individual differences.)

Unless otherwise stated by the teacher, students have one day to complete assignments.

BEHAVIORAL EXPECTATIONS

To foster a safe, supportive learning environment, all students are expected to:

- Come to school each day, on time, ready to learn. Stay home if sick.
- Demonstrate respect for themselves and others.
- Demonstrate respect for school property and the property of others.
- Keep hands, feet, and object to themselves.
- Use kind, appropriate language.
- Respect the requests of Safety and Peace Patrols.
- Walk on campus.
- Follow Lunch Arbor Rules:
 - Keep hands, feet, and objects to yourself.
 - Keep your voices at your tables.
 - Keep food on your tray.
 - Raise your hand to be dismissed.
 - Leave your area clean.
- Follow Playground Rules:
 - Show good sportsmanship.
 - Play in designated areas using school playground equipment only. Participate in designated playground games.
 - Observe game and playground safety rules. No tag, chase, or made-up games.
 - Throw only playground balls (sand, rocks, and other objects should not even be picked up).
- Stay in the classroom or on school grounds during school hours unless otherwise authorized.
 - Use restrooms properly.
 - Follow Dressing for Safety Standards.
 - Leave toys, electronic devices, gum, and candy at home.
 - Leave skateboards, skates, scooters, “Heelys”, and rollerblades at home.

Inappropriate items brought to school will be kept at school until a parent comes for them.

DISCIPLINE POLICY

The students and staff at Juarez-Lincoln Elementary School believe that a safe and positive school environment is important to both a child's learning in the classroom and to his/her growth as a citizen. We take a proactive approach utilizing Positive Behavioral Interventions and Supports to resolve discipline issues through restorative practices. To provide such an environment for our students we have established these behavioral guidelines:

- Be Respectful**
- Be Safe**
- Be Responsible**

There may be instances in which some students have difficulty following the behavior standards. In these cases, the following procedures will be followed:

- Step 1** The teacher or staff member will counsel the student.
- Step 2** If the problem continues, the teacher or staff member will contact and the parent to resolve the problem. If possible, the contact will be in the form of a conference.
- Step 3** Should the above actions fail to solve the problem, the school psychologist or KIDCO Specialist will be contacted and if available, will support the child.
- Step 4** Should the above actions fail to solve the problem, the principal will become involved in the following way:
 - a. Counsel with student
 - b. Notify the parents/guardians
 - c. Discipline or suspend the student

If the student's behavior is totally unacceptable, the process will go immediately to Step 4.

EMERGENCY FAMILY REUNION PROCEDURES

In case of an emergency or natural disaster such as an earthquake, you need to be aware of our school's plan for releasing your child. Our concern is for the safe and orderly dismissal of our students. If as many as 500 parents/guardians arrive at our school at approximately the same time to pick up students, your cooperation and patience is essential to our plan.

Parking will be very limited, so be prepared to park a block or two from the school. **DO NOT DOUBLE PARK** in front of the school or in the parking lots as it may interfere with getting emergency vehicles into our school site.

For the safety of your child, before allowing you to take him/her home, we must document to whom each child is released. When you arrive at school, come to the entrance by the office at our "Check-in Area" and please do the following:

1. Sign Student Release Log and complete a Student Release Form.
2. Information from your child's Emergency Card completed by you at the beginning of the school year will then be verified for proper authorization.
3. **Be prepared to present a picture identification card.**
4. A runner will go to the Student Supervision Area, get your child(ren), and bring him/her to the "Family Reunion Area".
5. Your child(ren) will be released at the Family Reunion Area.

It may take some time for the orderly dismissal of 500+ students, so **please be patient and prepared to wait.**

It is imperative that you keep all information on your child's Emergency Card up to date. Your child will be released only to those listed on the card.

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

FIELD TRIPS

Field trips are planned as extensions of class activities. Due to changing health and safety guidelines, protocols for field trips may change at any time. In some cases, the numbers of chaperones allowed may be limited. Places will be given to parents/guardians who have not had an opportunity to chaperone on previous field trips. **CHAPERONES MAY NOT BRING OTHER CHILDREN ON THE FIELD TRIP.** All students going on the field trip, including chaperones, will ride the bus to and from the field trip.

LOST AND FOUND

The Lost and Found is located outside of room 601. Please help us keep the number of lost items down by labeling your child's clothing and school items such as backpacks, lunchboxes, etc. Our Lost and Found fills up quickly so we will clean it out every quarter. Items not claimed at the end of each quarter will be donated to a local charity.

STUDENT CELL PHONE POLICY

Cell phones and personal electronic devices are allowed but the school is not responsible for personal items that are lost, broken, or stolen. Phones must be stored and not to be used while on campus (except for emergencies).

To allow us to maintain our focus on instruction, our policy is the following:

We encourage that you have your child's name engraved or etched on the phone. If you are worried that the phone will become lost, stolen, or broken, please do not send it with your child.

If your child ignores this policy and/or uses the cell phone inappropriately during school hours, the cell phone will be confiscated, and the student's parent or guardian will need to pick it up at the principal's office.

This policy helps us maintain our focus on instruction, avoid distractions, as well as giving you the peace of mind of knowing your child has a cell phone.

JUAREZ-LINCOLN ELEMENTARY SCHOOL FAMILY AND SCHOOL COMPACT 2021-2022

As a **STUDENT** I agree to:

- Complete homework and read at least 20 minutes daily.
- Come to school every day ready to learn and work hard.
- Bring necessary materials and completed homework to school daily.
- Share my classroom work with my family and have an adult sign my homework sheet daily.
- Know and follow school and class agreements (rules).
- Invite family members to school to attend special events and volunteer.
- Use moderation in my screen time.
- Let an adult know if you see bullying at school.
- Show courtesy and respect to all students and adults.

As a **PARENT** I agree to:

- Make education important in our home by asking my child about school daily.
- Provide a quiet time, a place, and necessary materials to complete homework.
- Ensure homework is completed and homework sheet is signed daily.
- Read or listen to my child read at least 20 minutes every day.
- Review my child's schoolwork daily.
- Send my child to school regularly, on time, rested and ready to learn.
- Reinforce school and classroom agreements.
- Participate at school and attend conferences and special events.
- Volunteer my time and talents at school and/or at home.
- Communicate regularly with my child's teacher and attend parent-teacher conferences twice a year.
- Moderate screen time for my child.
- Show courtesy and respect to all children and adults.

As a **TEACHER** I agree to:

- Read to and with my class and provide time for reading and writing daily.
- Have high expectations and help every child to develop a love for learning.
- Teach grade level concepts according to the California State standards using interesting and effective lessons.
- Express my high expectations for work and behavior and communicate student progress regularly to students and parents/guardians.
- Strive to address the individual needs of all students.
- Provide meaningful homework assignments to reinforce and extend learning.
- Work with Juarez-Lincoln School staff to provide a safe, caring environment.
- Encourage family involvement in each child's education.
- Communicate regularly with parents/guardians and schedule parent-teacher conferences twice a year.
- Show courtesy and respect to all students and parents/guardians.

As a **PRINCIPAL** I agree to:

- Make learning for all students a number one priority.
- Create a welcoming environment for students, families and staff.
- Ensure a safe and orderly learning environment.
- Reinforce the partnership between families, students and staff.
- Act as the instructional leader and support teachers in their classrooms.
- Provide appropriate professional growth opportunities for staff.
- Provide and encourage family involvement at school.
- Provide and encourage participation in educational opportunities for parents.
- Communicate regularly with parents/guardians.
- Show courtesy and respect to all children, parents/guardians, and staff.

PLEASE SIGN AND RETURN TO YOUR CHILD'S TEACHER

STUDENT

PARENT/guardian

DATE

TEACHER

PRINCIPAL