

Chula Vista Elementary School District
Rice Elementary School
Dream. Plan. Achieve.
Mrs. Veronica Konkoly, Principal
Mrs. Lorena Beifuss , Associate Principal

915 Fourth Ave., Chula Vista, CA 91911 • (619) 420-7071 Phone • (619) 420-6124 Fax

Dear Students, Parents, and Guardians:

Welcome to the 2022-2023 school year! The purpose of this parent handbook is to provide you with general information about our school, so we can work together to provide the best learning experience for all our students. Please keep it handy so you may refer to it during the academic school year.

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

- 1. Rice Parent Handbook Acknowledgement**
- 2. School, Parent, Student Compact**
- 3. Library Media Center Agreement**

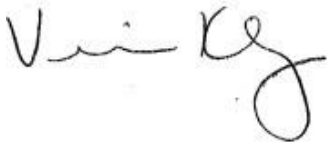
From the District Annual Notification packet, please also sign and return the following:

- 4. CVESD Annual Parent Notification Acknowledgement**
- 5. Student Internet Use Guidelines/Agreement**
- 6. White Emergency Card**

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

We are looking forward to a fantastic year here at Rice.

Thank you,



Veronica Konkoly
Principal
Rice Elementary School

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

LILIAN J. RICE SCHOOL

DAILY SCHEDULE 2022-23

| | |
|----------------------------|---|
| SCHOOL OFFICE HOURS | 7:15 – 3:00 (M – F) Registrations 8-11am/1pm-3pm |
|----------------------------|---|

| K-6 SCHEDULES | |
|----------------------------------|--|
| K-6 STUDENTS START SCHOOL | 7:45 AM |
| K-6 STUDENTS END SCHOOL | 2:15 PM Except Fridays & Modified Days dismissal is at 12:45 |

| PRESCHOOL SCHEDULES | |
|--------------------------------------|--|
| 802 Preschool Mon – Thurs | Morning class: 8:15 am – 11:15 am Afternoon class: 12:15 pm – 3:15 pm |
| 803 Preschool Mon – Fri | Morning class: 8:15 am – 11:15 am Afternoon class: 12:15 pm – 3:15 pm |
| TK students in 902 | M-F 7:45 am – 11:05 am |

Morning Breakfast:

| | |
|-----------------------------------|-----------------------|
| Breakfast served in the cafeteria | 7:20 – 7:40 am |
|-----------------------------------|-----------------------|

Morning Recess K-6:

| | |
|--------------|---|
| Kindergarten | 9:30 AM – 9:50 AM (Anderson) 10:00 AM – 10:20 AM (Rosado/Cortez) |
| Grades 1-3 | 10:00 AM – 10:15 AM |
| Grades 4-6 | 10:25 AM – 10:40 AM |

Updated Lunch Schedule K - 6:

| Grade | Dismiss to Lunch | Return to Class (Bell) | Friday Lunch |
|--------|------------------|------------------------|---------------|
| 1st | 11:00 | 11:45 | 10:50 – 11:35 |
| K | 11:10 | 11:55 | 11:00 – 11:45 |
| 2nd | 11:20 | 12:05 | 11:10 – 11:55 |
| Rm 902 | 11:35 | 12:20 | 11:20 – 12:05 |
| 3rd | 11:40 | 12:25 | 11:25 – 12:10 |
| 4th | 11:55 | 12:40 | 11:40 – 12:25 |
| 5th | 12:10 | 12:55 | 11:50 – 12:35 |
| Rm 903 | 12:20 | 1:05 | 11:50 – 12:35 |
| 6th | 12:30 | 1:15 | 11:55 – 12:40 |

School dismissal is 2:15 pm Monday – Thursday & 12:45 pm on Friday and Modified Days

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L & DISMISSAL INFORMATION

ARRIVAL:

- Students should **not** arrive to school PRIOR to 7:20 a.m., *unless they are in YMCA STRETCH.*
- **If children are eating breakfast at school, they may arrive at 7:20 am.** Due to limited space only Kindergarten parents can accompany their child during breakfast.
- Please work with your children to plan their departure time from home so that they will not arrive at school before 7:20 am or at 7:20 if eating breakfast.
- There is no supervision provided for students prior to 7:20 am.
- When students arrive to school, they will sit by their classroom letter and are encouraged to read until school begins. Playground equipment is closed before school.
- **Kindergarten students** need to remain supervised by parents until 7:45 am.
- **All campus gates will be locked at 7:45 am.**
 - Students arriving late need to report to the front office for a tardy slip.
 - Parents leaving campus after 7:45 will need to exit through the office.

STUDENT DROP OFF/PICK UP:

To help reduce traffic and support a healthy lifestyle, we encourage our families to walk to and from school every day. If you must drive, please use the following **two** drop off areas:

- **L Street parking lot:** Please drive all the way to the far back parking lot to drop off or pick up students at the “Student Drop-Off Zone” near the Rice Family clinic area. Please:
 - Do not block or park in the bus loading zone in front of New Directions
 - Do not drop off or pick up students in the first parking lot by New Directions
 - Do not park in the stalls marked STAFF
 - Follow the arrows to exit the parking lot. You can only make a right turn onto 4th Avenue.
- **4th Avenue drop off and pick up lane:** Please pull forward on 4th Avenue along the yellow marked curb to drop off and pick up students. Do not leave your car unattended in the yellow lane at any time. Use caution when pulling back into traffic.
- To ensure student safety, please do not stop, drop off or double park in the traffic lane.
- Please note that the parking lot on 4th Avenue is a **Staff parking lot only**. Student drop off, pick up and parent parking is **not** allowed in this parking lot. Staff will monitor this parking lot.
- Please do not park in stalls marked STAFF. Unauthorized vehicles parked in STAFF stalls are subject to parking tickets.

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

When walking to and from school, please remind your children to:

- Cross the street at the proper intersections with traffic lights (Moss and Fourth Avenue, “L” Street and 4th Avenue, “K” Street and 4th Avenue).
- Cross the street where the adult supervision personnel are on duty and obey the supervising adult at all times. Individuals not obeying traffic regulations may be cited by the Chula Vista Police Department.
- Please use designated crosswalks and traffic signals to cross “L” Street or 4th Avenue.

The Safety Rules are:

1. Stop, look, and listen.
2. Cross ONLY at the crosswalks.
3. Obey the directions of the Rice Traffic Supervisors.
4. Walk, don’t run, across the street.
5. Do not cross the street between cars.
6. Do not follow toys into the street.
7. Never play in the street.

DISMISSAL:

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

Student dismissal is at 2:15 and students should be picked up promptly. We do not have staff to supervise after 2:30 pm.

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

Early Dismissal: When students are picked up early, it counts against their attendance. Please avoid early pick-ups. Students who are picked up before 1:45 pm will be considered truant, unless a doctor’s note is provided.

ATTENDANCE/HEALTH INFORMATION

ATTENDANCE

School attendance plays a critical role in student achievement. Children must come to school each day unless they are sick, by law. Please schedule doctor and dentist appointments for late in the day. **If you must schedule an appointment for the morning, please send your child to school and pick them up prior to the appointment.**

Regular attendance in school is required by law and is essential to ensure progress. When returning from an absence, the child must bring a note from home giving the reason for the absence. **If a note or phone call is not received, the absence will be considered unexcused.**

A child may be legally excused from school **only as a result of their own illness/medical appointments.**

Absence Procedures

It is required that each absence be verified by the parent. **Please call the school by 9:00 am** each day your child is absent. Parents can report an absence by calling 420-7071 ext. 450110, or emailing susana.ruvalcaba@cvesd.org. Please provide the following information:

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

After 9:00 am, we will then follow up on students whose absences are unaccounted for. The automated phone system will call families of absent students who have not reported an absence and students who were tardy and did not stop by the office for a late pass.

Perfect Attendance

Rice recognizes students who keep **perfect attendance** with awards. **Perfect attendance** is a student who is **Never absent, Never tardy, and Never leaves school early**, regardless of the reason. Perfect Attendance is celebrated at Rice with collectible monthly attendance tags, quarterly recognitions, bicycle raffles, and yearly trophies. In addition, the District honors students who have perfect attendance from Kindergarten – 6th grade.

TRUANCIES: It is our responsibility to communicate with parents if their child is **tardy or absent** more than normal. California State Ed Code states that 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, or is more than 30 minutes late. We do, however, understand that some children may be affected by extended illnesses, such as the flu, chicken pox, etc.

TARDIES: Tardies have a negative effect on both the late child and the entire class. When children come to school late, teachers must stop the entire class to review information or tests that the child has missed. It is extremely important to instill the lifelong habit of being on time in children at this early stage in their lives. Students who are tardy must obtain a green pass from the office before going to class. Students who arrive after 8:15 a.m. are considered truant.

SART/SARB: In the event of excessive absences or tardies, or after three truancies, families will receive a Student Attendance Review Team (SART) meeting is held with parents, student, the School

Resource Officer, and staff to develop an agreement to improve attendance. Should there be no improvement, a Student Attendance Review Board (SARB) meeting will be held at the District Office.

INDEPENDENT STUDY CONTRACT: We understand that there are circumstances and situations that arise which require a child to miss school for an extended period of time. If your child is going to miss school for five or more days, please notify the office at least two weeks in advance to request an Independent Study Contract.

EMERGENCY AND DISASTER INFORMATION CARDS

Please complete both sides of the green Emergency Form and the white Information Card and return them to school as soon as possible. These cards 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, so please let us know immediately if you change your address, phone number, or emergency address or phone number. Unless specific written permission is received from you, your child will not be released to any undesignated adult. Your child will only be released to the persons you list on these cards, so please give this serious consideration when completing them. Accurate and complete information on both cards is absolutely essential.

HEALTH

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

1. Always bring special health issues and physical concerns to our attention. Please keep the school informed of any new health problems detected by your physician.
2. For any orthopedic or medical equipment (casts, crutches, wheelchair, etc) use on campus, the “Orthopedic/Medical Equipment Orders For School” must be completed by a California Physician and submitted to the Health Office before returning to campus.
3. In case of an accident requiring the services of a doctor, it is essential that parents keep us informed of any change of family address and phone number as well as emergency names and phone numbers.
4. 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 California) and be in the container dispensed to you from a pharmacy.
 - District Policy also requires that we obtain a parent and doctor’s authorization on a District medication form. The “Authorization for Medication Administration” form can be obtained in the health office. No medication will be given at school unless this form has been completed by your child’s doctor and is on file at school.
 - All medication prescribed by a doctor must have your child’s name and dosage that he/she is to receive while at school.
 - All medications must be kept in the health office. Children are not permitted to carry medication.
 - If you have any questions, please discuss with nurse and health office personnel.
5. Immunizations are required before school attendance. Verification of immunizations should be presented at the time a child is registered.

6. Vision and hearing screenings are conducted during the Kindergarten or Grade 1 year. They are repeated in Grade 3 and Grade 5.

7. Anyone picking up your child from the Health Office MUST have a valid ID and be listed on the green and white emergency cards that were filled out at the time of registration. No exceptions.

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

- **Fever of 100.5°F or more, taken orally (or 101°F taken by ear, rectally or temporal scan).**
- **Cough and difficulty breathing** - keep home if child has labored breathing (heaving of chest muscles with each breath), rapid breathing at rest, blue color to skin, wheezing (if never previously evaluated and treated), a diagnosis of pertussis / whooping cough (unless 5 days of antibiotics have been received), or a diagnosis of tuberculosis (until treated).
- **Rash that is undiagnosed**, especially when there is a fever and behavioral change.
- **Chicken pox** - keep home until all blisters are scabbed over and no signs of illness.
- **Diarrhea or Vomiting** more than once a day or accompanied by fever, rash or general weakness.
- **Impetigo** – (skin infection with yellow scabs around the mouth) Keep the child home for 24 hours after starting an antibiotic treatment.
- **Ringworm** (contagious skin fungus infection). Keep your child home until treatment is started.

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

If at any time you are unsure if your child's illness is contagious, you may want to call your child's primary care provider. If you have further questions, please contact your school site to speak to the school nurse.

Asthma

If your child has asthma, please work with the school nurse and your doctor to develop a written asthma action plan for your child that includes your child's asthma triggers and how to avoid them. Students must have a medication prescription on file with the Health Office in order to keep an inhaler at school

CHULA VISTA ELEMENTARY SCHOOL DISTRICT WELLNESS POLICY

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

- In 2004, Congress passed a law requiring every school district that uses federal dollars for school breakfast or lunch create a local wellness policy by the start of the 2006-07 school year.
- A CVESD Wellness Committee consisting of principals, teachers, nurses, community organizations, parents, students and school food service professionals, was created to assist and advise the district on health-related issues.
- The District local wellness policy applies to every school in the District. The policy will assist schools in improving the health of students by promoting physical activity and nutritious food. The policy was revised in May 2012.
- For example, in collaboration with the District's Wellness Committee, the Board of Education approved the removal of flavored milk (chocolate and strawberry) from the school menu. The

healthier option of 1% white milk, non-fat white milk, and soy or lactaid milk for students with allergies and medical conditions will continue to be offered on the menu.

To view the complete wellness policy please visit: <http://www.cvesd.org>

GENERAL INFORMATION

BREAKFAST

Breakfast will be served from **7:20 - 7:40 am** for all students. Due to limited seating, only Kindergarten, Room 902 and 903 parents can accompany their child in the cafeteria while they eat.

BICYCLES/SCOOTERS:

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

ICE CREAM BEING SOLD AFTER SCHOOL- Please discourage students from buying ice cream from the vendor selling ice cream in front of the school. It slows our traffic and parents have difficulty finding their children when it's time to pick them up.

BIRTHDAYS:

Chula Vista Elementary School Board Policy 5030 *prohibits* food items in celebration of a student's birthday on the school site during the school day and 30 minutes after school. There will be no exceptions to this policy.

CAMPUS VISITS:

We welcome parents to volunteer and visit classrooms. Please communicate with your child's teacher and arrange a visit in advance to minimize the impact on classroom instruction. **It is mandatory for all visitors and parents to stop in the office before visiting the classrooms or any area of the school to get a VISITOR'S PASS. No one is allowed to go directly to any classroom without permission from the school office (California Education Code 32211).** This requirement is designed to maintain the security and safety of all children while school is in session.

CELL PHONES, ELECTRONIC GAMES & TOYS:

Students may bring cell phones to school; however, **they may not use them while on campus, including before school and during school.** All phones must be turned off, and students must follow classroom cell phone policy during the school day, which may include cell phones being collected and locked up by the student's teacher to keep them secured.

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

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

CHARACTER TRAIT PROGRAM:

At Rice we have a monthly Character Trait Program to teach, model and encourage positive behavior expectations. Following is the calendar of character traits. Teachers will introduce and review the character traits. Parents are encouraged to support and discuss these character traits with their children throughout the year.

| Month | Trait |
|-----------|---------------------------|
| JULY | SELF-CONTROL AND PATIENCE |
| AUGUST | ADAPTABILITY |
| SEPTEMBER | PERSEVERANCE |
| OCTOBER | RESPECT AND OPEN MINDED |
| NOVEMBER | GRATITUDE |
| DECEMBER | COMPASSION AND EMPATHY |
| JANUARY | RESPONSIBILITY |
| FEBRUARY | INTEGRITY AND HONESTY |
| MARCH | LEADERSHIP |
| APRIL | GRIT |
| MAY | COURAGE |
| JUNE | TEAMWORK |

CLASS ASSIGNMENTS:

At the beginning of the school year, we would like to ask families to please wait until the third week of school to discuss any possible class assignment change. If a family wishes to talk about a 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 during the third week of school to discuss the request and to consider all factors associated with a change in placement.

CLASSROOM CALLS:

In order to keep classroom disruptions to a minimum, **phone calls will not be transferred to the classroom during the instructional day.** However, you will be able leave a message on the teacher's voice mail and they will return your call. You can also contact them via email or Class Dojo, which is the best form of teacher communication. Prior to coming to school each day, make sure your child has all their belongings, including any snacks and lunch, and that they know where to go after school, and who is picking them up.

CLOSED CAMPUS:

In order to ensure a safe campus, Rice Elementary School is a closed campus. All students must report to the front office before leaving early or when returning to campus. All visitors and/or volunteers must report to the office to sign in and receive a visitor/volunteer badge. Staff are instructed to question adults on campus who do not have a visible badge. **All gates will be locked during school hours of 7:45 a.m. to 2:15 p.m.** All people picking up students are asked to wait outside the school gates until the bell rings. If a child is leaving early, the person picking up the child must come to the office to sign the child

out, must be on the emergency contacts and show a photo id. Office personnel will contact the classroom and have him/her come to the office.

DRESS CODE:

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

1. Shoes must be worn at all times. Sandals must have closed toes and heel straps. Flip flops, other backless shoes, sandals, or heels are not acceptable. All students are required to participate in daily P.E. activities and must wear shoes that are appropriate for physical activity.
2. Make-up is inappropriate in the elementary school. Dangling earrings, chains, and keys worn visibly around the neck are unsafe and are not acceptable.
3. Clothing and jewelry shall be free of writing, pictures or 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 and caps are not allowed to be worn in class. On days of extreme heat or due to documented medical conditions, caps/hats may be worn outside during recess and P.E.
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.
6. To further ensure safety of all students, pointed earrings, ear gauges/plugs, eyebrow rings, and lip rings are not allowed at Rice.

FIELD TRIPS:

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

- A district permission slip must be completed, signed and returned by a guardian in order for students to participate. Parent verbal permission, phone calls or written notes may NOT be accepted in lieu of a signed permission slip.
- Students **may not** be signed out or released to guardians at the field trip site. All students must return to school with their teacher.
- If your child has special needs, please notify the teacher prior to the field trip.
- Chaperones are selected at the discretion of the teacher. Parent chaperones must visit the office and check in on Raptor prior to leaving for field trip.
- Siblings are not allowed to go on field trips.
- Although the goal is to provide each child with the opportunity to participate in these learning experiences, if a child's behavior is a chronic problem in the classroom or on campus, students may lose their opportunity to participate, and/or a child's parent may be required to chaperone.
- Rice Elementary reserves the right to cancel a field/study trip at any time if guidelines are not followed or student behaviors become a concern.

HOME/SCHOOL COMMUNICATION:

We truly believe that in order for our students to succeed there must be a strong and supportive partnership between the home and the school. In order to build and strengthen this relationship, it is

important to communicate regularly. Please contact your child's teacher first for general information and when you have a concern or suggestion about your student, or if you do not understand a communication from the teacher. It is through direct communication with the teacher that the parent will gain the support needed to ensure success for their student. Student Attendants, Instructional Aides and Noon Supervisors are not permitted to discuss information about students with parents.

INSTRUCTIONAL MATERIALS:

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

LIBRARY BOOKS:

It is the intent of Rice Elementary School to allow all students the opportunity to check books out of our wonderful school library. We have many books and students are expected to learn how to take care of books so they will last for many years to come. Therefore, we invite your cooperation in the care of library books. Please help your child to understand and practice the following:

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

It is the child's responsibility to take care of the books that he/she borrows from the library. If your child damages, destroys or loses a library book, you will be asked to pay for it. Replacement books are library bound editions that are purchased by the school librarian. These are more costly than books that can be purchased in stores because of the quality of the binding required for books that will be circulated for many years.

LOST & FOUND:

The Lost and Found is located outside the auditorium. Please mark all belongings with your child's full name and room number. All unclaimed articles remaining prior to a school break will be donated to charitable organizations.

LUNCH: All students are expected to eat lunch every day and are provided 20 minutes in the cafeteria to eat. If your child does not eat a meal from our cafeteria, they should bring a healthy lunch from home that follows the District Wellness Policy. Please avoid dropping off snacks/lunch in the office during the school day, to help minimize classroom disruptions. *Do not send sodas, chips, candy, or gum.*

PARENT INVOLVEMENT OPPORTUNITIES:

Parent participation and involvement is one of the best ways you can insure your child's success. We have many different parent involvement opportunities. For example, we have an active Parent Teacher Association (PTA) and many committees such as DAC/DELAC, ELAC, SSC, Garden, Running Club, and Wellness Committee. For more parent involvement opportunities, please contact the front office.

PETS

For the safety of everyone, animals are not allowed on campus unless approved by administration. This includes bringing dogs or other animals on the campus when dropping off or picking up your child. Service Animals will require appropriate documentation in order to be on campus.

PROBLEMS

Please report concerns about student, staff, or parent conduct to administration immediately. Administration will investigate promptly but may be unable to discuss findings and consequences with parents due to student confidentiality.

RAINY DAYS/INCLEMENT WEATHER

It is important for students to attend school every day, regardless of the weather. On rainy or inclement weather days, all students eating breakfast report directly to the cafeteria and will be sent to their designated areas. All other students report directly to the following designated areas:

- Kindergarten: Room 202
- 1st – 3rd grade: Cafeteria
- 4th – 6th grades: In front of their classrooms in 700 building

RECESS PROCEDURES:

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

- At the sound of the first bell or siren, students will briefly freeze and touch the ground. This is the 5-minute warning
- At the sound of the second bell or siren, students will freeze and touch the ground
- Students will then be called to line up by grade level.
- Students will *walk* to line up on the blacktop by his/ her classroom number.

REPORT CARDS:

Rice Elementary School utilizes the Chula Vista Elementary School District Standards-Based Progress Reports. The progress report measures and reports students' level of mastery of the California State Standards. Student progress is reported four times a year. Please refer to the school calendar for dates of this year's progress reports and parent/teacher conferences. Children who have a primary language other than English will also receive an English Language Development (ELD) progress report.

RESIDENCY VERIFICATION:

Upon registering and every year after, parents must provide proof of current residency. The Chula Vista Elementary School District must verify the residence of all students attending any school within the district as per California State Law. If you have a change of address, you must notify the office immediately and provide new proof of residency. If your new address is outside of the Rice area of attendance, you must register at your new home school. You may fill out a Zone Transfer after registering at your new home school, however, priority enrollment is given to students who reside in the Rice area. An audit is performed annually, and home visits can be done at random to verify addresses. If it is established that you do not reside within school or district boundaries, or do not have a currently approved zone transfer, your child will be returned to his or her designated home school.

SAFETY PLAN & STUDENT RELEASE

Rice Elementary has worked with the District to develop a Comprehensive School Safety Plan. Fire, earthquake and emergency drills are conducted throughout the school year in order to be prepared in the event of such an occurrence. If you arrive on campus and see a sign on the office door which reads, "FIRE, EARTHQUAKE OR DISASTER DRILL IN PROGRESS", please wait off campus and return in 15 minutes.

In case of a **real** school emergency or natural disaster, such as an earthquake, we have a plan in place for

releasing your child. Instructions for reunification with your child will be communicated to you by the school or District. Students will be reunited with families once law enforcement and school officials deem appropriate. Following is a brief description of our reunification plan:

Rice Elementary School Reunification Plan

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

For the safety of your child, before allowing you to take him/her home, we must document to whom each child is released. When you arrive at school, you will be directed to our “Request Gate/Check in area” at the main gate of the school. A runner will be sent to the student supervision area and escort your child to the “Release Gate” in the back of the school, where you can reunite with your child. In extreme circumstances, a student reunification area may be set up off-campus, and generally in collaboration with emergency responders.

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

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

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

SCHOOL NEWS/COMMUNICATION

Communication between the school and home is important to ensure that parents are well informed regarding their student’s educational progress, all campus policies, calendar activities and parent involvement opportunities. Following are ways to receive school communication:

- Our school website: www.cvesd.org/schools/rice
- Follow us on Twitter: @CVESD_Rice #beepbeep #ricelearns
- Like us on Facebook: Lilian J. Rice Elementary School
- Sign up to receive **Class Dojo** notifications from your child’s teacher

Highlights of each week’s events are programmed to go out on our SchoolMessenger automated phone message each Sunday between 5:00 pm and 7:30 pm so make sure your phone numbers are kept up to date with our school office staff.

SNACKS:

Students are able to eat a healthy snack during their morning recess. Students should bring only nutritious snacks to school in order to promote healthy eating habits. Chips, sugary snacks/cereals, candy, gum and sodas are *not* permitted at snack time. Please see the District Wellness Policy or speak with your child’s teacher if you are unsure of permitted snacks to send with your son/ daughter.

STRETCH - YMCA:

Supervised care is offered both before and after school hours through the YMCA in the auditorium. Please contact the site YMCA coordinator for more information on their application and selection process.

TEACHER CONFERENCES:

Parent/ teacher conferences are scheduled during fall and spring and are indicated on the school calendar. If you feel an additional conference is needed, please contact your child's teacher.

TESTING:

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

- 1. Quarterly School Assessments:** Teachers give a variety of reading, math and writing assessments to measure student growth and plan instruction.
- 2. English Language Proficiency Assessments for California (ELPAC)**
The ELPAC is the test that is used to measure how well students in kindergarten through grade twelve understand English when it is not their primary language. Reclassification of English Learners will be based on ELPAC, CAASPP, and Level Set Lexile scores.
- 3. The Physical Fitness Test PFT** is given to all 5th grade students. This health-related fitness test is a valuable tool in assessing and tracking a young person's fitness. Additionally, the test provides important information to help monitor individual health-related fitness.
- 4. The California Assessment of Student Performance and Progress (CAASPP)** – These assessments are used to assess 3rd – 6th grade students' progress on California State Standards in English language arts and mathematics. 5th Grade also takes a Science Test (CAST). The purpose of these assessments is to determine if students are meeting the grade level benchmarks towards college and career readiness.
- 5. Local Measures** – District assessments are given at the end of the year in math, reading and writing to gauge student progress towards California State Content Standards.

VISITORS AND VOLUNTEERS

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

- All volunteers who work directly with students do so under the supervision of certificated staff and must have a **current TB certificate** of completion filed in the school office.
- Arrangements for visiting, observing or volunteering in a classroom are to be **made in advance**.
- For the safety and security of our students, all visitors must stop by the school office, sign in and obtain a **volunteer or visitor's badge**. Please wear the badge in a visible location while on campus at all times. If a staff member notices you are not wearing a badge, you will be asked to report to the school office.
- It is important that you sign in and sign out, as this is a way for administration to monitor who is on site in the event of a disaster or emergency.
- Under no circumstances should a visitor/volunteer interrupt classroom instruction.
- Visitors and volunteers may not be left alone with students without a staff member present.
- Visitors and volunteers must use the adult restrooms located in the main office area.
- Please do not hold conversations on your cell phone in the school office or in classrooms.
- Any outside food or drink must follow the district Wellness Policy. Food may not be shared with or provided to other children.

- *The Board recognizes that under California law, any person whose conduct materially disrupts classwork or extracurricular activities or cause a disturbance on school grounds may be guilty of a misdemeanor and subject to a fine, imprisonment, or both. (Education Code 44811, Penal Code 415.5) When such conduct occurs, the Superintendent or designee may take action leading to the imposition of these penalties.*

School Expectations

At Rice School, we are SAFE, RESPECTFUL, RESPONSIBLE

Respect all people and property.

Follow directions the first time they are given.

Obey all school safety rules.

Come prepared and on time.

Make POSITIVE CHOICES everyday!

| Common Area | Be Safe | Be Respectful | Be Responsible |
|-------------------|--|--|---|
| Arrival | <ul style="list-style-type: none"> • Keep backpacks & body parts to yourself • Stand or sit in line at your letter on the blacktop • Stay off railing | <ul style="list-style-type: none"> • Use kind words • Provide enough space for you & your classmates in line | <ul style="list-style-type: none"> • Arrive on time • Stay at your letter in line. • Get drink/use bathroom before bell rings |
| Classroom | <ul style="list-style-type: none"> • Make sure an adult is with you at all times • Use materials appropriately • Keep hands, feet, bodies, and objects to yourself | <ul style="list-style-type: none"> • Enter quietly • Participate positively • Raise hand to be recognized • Use encouraging, polite, and kind words • Be an active listener | <ul style="list-style-type: none"> • Take seat promptly • Have homework and classwork completed • Take responsibility for your actions • Accept consequences |
| Hallways | <ul style="list-style-type: none"> • Walk in halls • Watch for opening doors • Observe yellow lines • Be aware of others around you | <ul style="list-style-type: none"> • Go directly to class • Use quiet voices | <ul style="list-style-type: none"> • Hold the door for people behind you • Stay on the walkway |
| Bathroom | <ul style="list-style-type: none"> • Keep feet on floor • Keep water and soap in sink | <ul style="list-style-type: none"> • Give people privacy • One person to a stall • Use quiet voices • Keep bathroom clean | <ul style="list-style-type: none"> • Go, Flush, Wash, Dry • 3 people at a time • 1 pump soap • Report problems |
| Playground | <ul style="list-style-type: none"> • Use play equipment appropriately • Walk on the blacktop • Keep hands, feet, and body to yourself • | <ul style="list-style-type: none"> • Follow the rules of the game • Play fairly • Include everyone • Accept consequences • Solve problems: Walk, Talk, or Rock-Paper-Scissors | <ul style="list-style-type: none"> • Freeze and kneel at bell • Use bathroom, wash hands & get water at 5-minute warning • Line up at your letter when grade level is called |

| | | | |
|------------------------------------|--|---|---|
| Cafeteria | <ul style="list-style-type: none"> • Face forward in line • Keep hands, feet and body to yourself • Walk to tables • Be aware of people around you • Follow the flow of traffic | <ul style="list-style-type: none"> • Take you cards one at a time. • Stand in line quietly • Say please & thank you • Listen to all adults | <ul style="list-style-type: none"> • Only touch your own card • Take the food you touch • Only take food you are going to eat • Eat fruits and vegetables |
| Lunch Tables | <ul style="list-style-type: none"> • Sit on your bottom facing the table • Touch only your own food • Keep food off the floor | <ul style="list-style-type: none"> • Allow anyone to sit next to you • Use quiet voices • Clean up your area | <ul style="list-style-type: none"> • Sit at assigned table • Wait to be excused • Pick up trash around you-even if it is not yours |
| Makespace/ Media Center | <ul style="list-style-type: none"> • Keep feet on carpet • Enter quietly • Use materials safely • Only visit with your class or a pass • Walk | <ul style="list-style-type: none"> • Raise hand to ask for assistance • Respect other people's space • Use indoor voices • Respect materials | <ul style="list-style-type: none"> • Keep food & drinks outside • Clean up your area and materials • Stay in your assigned area • Leave books on the shelf where you found them • Check out books • Keep books clean, dry & in a safe place |
| Assemblies | <ul style="list-style-type: none"> • Sit on bottom with legs crossed (Criss-Cross Apple Sauce, Pepperoni Pizza) • Walk in and out quietly • Keep hands, feet and body to yourself at all times | <ul style="list-style-type: none"> • Keep body still • Eyes on presenter • Active Listening • Voices off | <ul style="list-style-type: none"> • Follow adults' directions • Be a quiet listener |
| Dismissal | <ul style="list-style-type: none"> • Walk to your exit • Follow directions of Noon Duties and Staff | <ul style="list-style-type: none"> • Be aware of people around you • Be mindful of others still working • Use appropriate voice level | <ul style="list-style-type: none"> • Go directly home or to adult-supervised program (Stretch) |
| Office | <ul style="list-style-type: none"> • Walk at all times • Sit appropriately • Be mindful of the swinging door | <ul style="list-style-type: none"> • Use quiet voices • Follow Staff directions • Be mindful this is a working space • Wait patiently • Say please and thank you | <ul style="list-style-type: none"> • Clean up after yourself • Attend to your given task |
| Nurse's Office | <ul style="list-style-type: none"> • Walk at all times • Sit or lay appropriately | <ul style="list-style-type: none"> • Use appropriate voice level • Sit quietly and patiently • Respect the privacy of others | <ul style="list-style-type: none"> • Bring a green slip with you • Be honest and clear about how you feel |

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

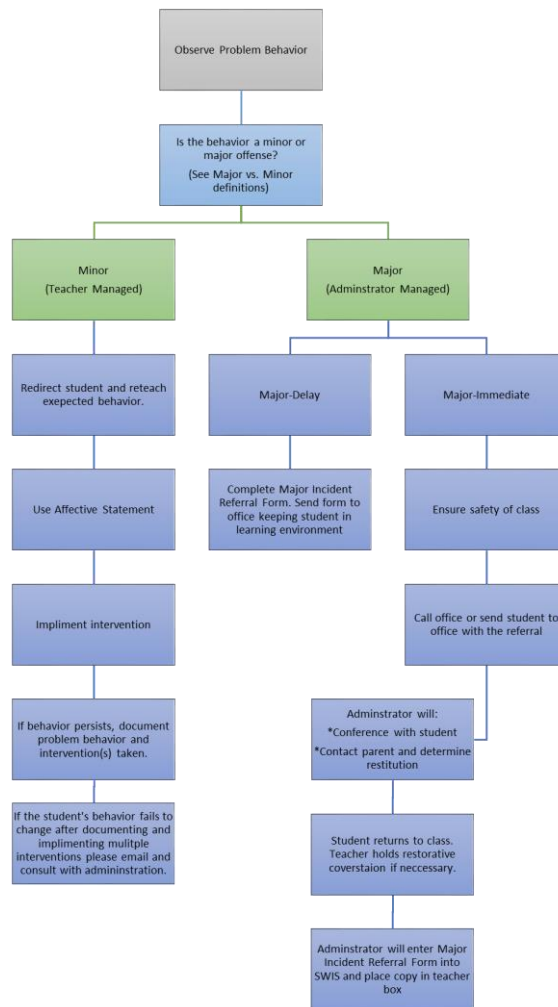
At Rice, we use Restorative Practices when issues arise that harm our learning community. By using Restorative Practices, we help students see that rules are in place to keep everybody safe and relationships strong. If a rule is broken, it is viewed as a relationship that has been damaged and needs repair. We believe that punishments do not address the root causes or restore trusting relationships between those involved. At Rice, adults on campus take the time to work with students to determine who was affected, how they were affected, and what needs to be done to restore the positive learning environment and move forward. Typically, we will ask students the following questions, so students reflect on the harm they may have caused and to begin to restore trust:

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

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

SEVERE CLAUSE: Defiance, biting, threatening or hitting any person, endangering others, possessing a dangerous object, and participating in sexual harassment may result in an immediate disciplinary action.

In order to identify the plan of action, the behavior flowchart below will be used.



| Behavior | Minor (Teacher Managed) | Major (Office Managed) |
|------------|--|--|
| Disrespect | <ul style="list-style-type: none"> • Not working/unfinished work • Not participating in group work • Making faces/rolling eyes • Huffing, sighing, etc. • Arguing/defiance— inappropriate response to teacher request • Uncooperative behavior • Talking back • Cheating/Lying • Leaving assigned area • Minor object stealing | <ul style="list-style-type: none"> • Blatant or excessive non-compliance • “F--- you”, flipping off, etc. • Leaving campus/hiding from staff • Forgery • Theft of major objects or pattern of minor stealing that is ongoing |
| Disruption | <ul style="list-style-type: none"> • Making noises • Constant talking • Yelling out or blurting • Disruption during instruction • Crying • Throwing objects • Out of seat • Not listening • Not following directions • Tardy to class or leaving early | <ul style="list-style-type: none"> • Screaming/yelling excessively • Teacher cannot teach • Students cannot learn • Out of control behavior in the extreme • Throwing objects with the intent to cause harm • Excessive pattern of absence, tardy or truancy |
| Dress Code | <ul style="list-style-type: none"> • Overly suggestive or offensive | <ul style="list-style-type: none"> • Gang related apparel |

| | | |
|------------------------|---|---|
| | <ul style="list-style-type: none"> clothing • Clothing with inappropriate language • No open-toed shoes or heels | <ul style="list-style-type: none"> • Ongoing pattern of Dress Code violations |
| Inappropriate Language | <ul style="list-style-type: none"> • Negative talk • Name calling • Teasing • Swearing • Verbal argument/disagreement • Impolite talk • Talking back • Dishonesty/lying • Peer conflict (balance of power) • Mean comments that hurt feelings | <ul style="list-style-type: none"> • Blatant or excessive swearing • Offensive/harassing language • Excessively vulgar language • Severe verbal threats against anyone • Gang harassment • Harassment (racial, sexual, religious, gender, ability) • Intimidation • Bullying (imbalance of power) |
| Property Damage/Misuse | <ul style="list-style-type: none"> • Defacing books, pencils, pens, crayons, classroom supplies, PE equipment • Minor vandalism (such as writing on desk or other's property) • Stealing minor items | <ul style="list-style-type: none"> • Excessive defacing of peer/teacher/school property • Vandalism (breakage, spray paint or permanent damage) • Use of combustibles (fire crackers, snaps, etc.) • Stealing major items from peers/adults • Pushing over furniture • Setting fires |
| Physical Contact | <ul style="list-style-type: none"> • Bumping into another person • Play hitting/horseplay • Touching someone else • Pushing/shoving • Poking • Tripping • Reckless Physical Behavior such as: play hitting/horseplay/flicking/pinching/teasing-messing around | <ul style="list-style-type: none"> • Fighting • Loss of control out of anger • Hitting/punching with intent to harm • Physical intimidation • Spitting/scratching/biting with intent to harm—anger related • Sexual misconduct • Physical aggression/assault |
| Technology Violation | <ul style="list-style-type: none"> • Texting • Cell phone on during class/ringtone • Earbuds in at inappropriate times • Cell phone out • Off-task computer behavior • On a website without permission | <ul style="list-style-type: none"> • Accessing "off limit" and inappropriate websites on school computer • Bullying/harassment type messages on school tech equipment |
| Other | | <ul style="list-style-type: none"> • Bomb threat • Alcohol/drug/tobacco possession • Possession of weapons |

Homework Policy

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.

Recommended time allotments for homework:

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

Students are 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.



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

RICE PARENT HANDBOOK AGREEMENT

I have read the information within the Parent Handbook with my child, including **General Information, the Discipline Plan, and the Wellness Policy.**

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

___ I agree with the **Discipline Plan.**

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

Parent Signature

Date

Student Signature

Date

SCHOOL-PARENT-STUDENT COMPACT

At Rice School by recognizing and accepting our individual roles in the learning process, we can ensure a shared responsibility to provide at school a high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the Common Core State Standards.

PRINCIPAL

- Counsels with parents and students regarding school-wide academic and behavior expectations.
- Provides guidelines for a safe and positive school environment.
- Consistently and fairly enforces district policy.
- Provides staff leadership and direction.
- Provide opportunities for parent involvement.

Principal Signature: *Vinkey*

TEACHER

- Provides a safe and secure environment.
- Enhances the dignity of each student.
- Reinforces appropriate student conduct.
- Establishes and enforces classroom rules consistent with school and District policies.
- Teaches Common Core State Standards in core curriculum.
- Informs parents of student's academic progress.

Teacher Signature: _____

PARENT

- Reviews school rules and regulations with student.
- Cooperates with teachers and administrators in promoting appropriate student conduct.
- Encourages and promotes good study habits.
- Requests help from appropriate school personnel in correcting and identifying student problems.
- Sends student to school daily (Ed. Code 48200)
- Encourages students to obey school rules.
- Partakes in district parent education classes.
- Attends Parent/Teacher Conferences.

Parent Signature: _____

STUDENT

- Respects self, peers, and adults at all times.
- Requests assistance from teachers when needed.
- Attends school daily and arrives on time.
- Knows/follows school and classroom rules.
- Completes all class and homework assignments.
- Exhibits a positive attitude at all times.
- Engages in positive interaction with peers.
- Takes personal responsibility for his/her actions.

Signature: _____

CONVENIO DE ESCUELA-PADRES-ESTUDIANTES
CONVENIO DE ESCUELA-PADRES-ESTUDIANTES

En la escuela Rice al reconocer nuestros distintos papeles en el proceso de aprendizaje, podemos asegurar una responsabilidad compartida para ofrecer en la escuela un currículo e instrucción de alta calidad, y un ambiente de aprendizaje que de apoyo efectivo, que permita a los estudiantes cumplir con las normas del estado.

EL DIRECTOR/A

- Aconseja a los padres y estudiantes acerca de las expectativas académicas y de conducta escolar.
- Provee planes a seguir para tener un ambiente positivo y seguro en nuestra escuela.
- Es consistente y justo para imponer las pólizas del distrito.
- Ofrece liderazgo y guía al personal docente.
- Ofrece oportunidades para la participación de los padres.

Firma del Director/a: _____

LOS MAESTROS

- Ofrecen un ambiente seguro para el aprendizaje.
- Realzan la dignidad y auto estima de cada estudiante.
- Refuerzan la conducta apropiada del estudiante.
- Establecen e imponen las reglas del salón consistentes con las pólizas de! Distrito.
- Enseñan los estándares estatales en su currículo.
- Informan a los padres del progreso académico del estudiante.

Firma del Maestro/a: _____

LOS PADRES DE FAMILIA

- Se informan de las reglas escolares con el hijo(a).
- Cooperan con los maestros y directores para promover una conducta apropiada de su hijo(a).
- Animam a su hijo de que tenga buenos hábitos de estudio.
- Piden la ayuda necesaria al personal docente para corregir e identificar problemas que tenga su hijo(a).
- Mandan a su hijo(a) a la escuela diariamente (Código Escolar 48200)
- Exigen a su hijo(a) a obedecer las reglas de la escuela.
- Participan en clases para padres de familia ofrecidas por el distrito
- Asisten a conferencias de padres y maestros.

Firma del Padre: _____

EL ESTUDIANTE

- Respetar siempre a tu propia persona, a tus compañeros, al personal docente, y a los adultos.
- Pide asistencia a los maestros cuando el/ella la necesita.
- Ven a la escuela diariamente y llega a tiempo.
- Conoce y sigue todas las reglas de la escuela y del salón de clases.
- Completa todas las tareas y trabajos de la clase.
- Demuestra una actitud positiva siempre.
- Se lleva bien con los demás estudiantes.
- Se hace responsable de sus acciones

Firma del Estudiante: _____



Lilian J. Rice Elementary School

915 Fourth Avenue, Chula Vista, CA 91911

(619) 420-7071

FAX (619) 420-6124

Veronica Konkoly, Principal
Lorena Beifuss, Associate Principal



Dear Parents:

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

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

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

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

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

Thank you,

Robert Jackson
Library Media Technician

(Please sign and return this bottom portion to your child's teacher)

2022-23 Library Media Center Agreement

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

x _____

Child's first and last name

Teacher's name

Print parent/guardian's name

Room #

Signature of parent/guardian

Date