

# Avocado Elementary School

Parent and Student Handbook

2023-2024

## Mission

Healthy Bodies, Healthy Hearts, Healthy Minds

## Personal Learning Standards

Be Kind, Be Respectful, Be Responsible

## Communication

(619) 588-3100

3845 Avocado School Rd, La Mesa, CA 91941

<https://www.cajonvalley.net/avocado>

## COMMUNICATION IS THE KEY TO SAFETY AND SUCCESS

- Each week, Principal Delgallego will send a weekly update on school events and general information.
- Examples of communication types:
  - Mass emails to all parents via ParentSquare
  - Flyers home
  - School Website
  - Social Media
    - Instagram @AvocadoGators
    - Twitter @AvocadoGators
    - Facebook: Avocado Elementary School

**Parents-please be sure we have your most up-to-date email and phone number.  
Please call the front office at 619-588-3100.**

# AVOCADO ELEMENTARY STUDENT AND PARENT HANDBOOK

*The information in this handbook is provided to help ensure the success of all Avocado students. It contains rules and procedures that inform families and students.*

*Therefore, we request your cooperation and ask that you read all of the information carefully.*

*We are pleased you are part of the learning community we serve. The well-being, academic achievement, and personal growth of all our students are our top priorities. We look forward to helping students find success in these areas at Avocado Elementary School.*

*Mrs. Joy Delgallego  
Principal*

**In order to fulfill our mission, we believe respect and responsibility must be shared among students, staff, home, and community.**

**Avocado Elementary School is committed to providing your child with opportunities to thrive through its highly qualified teaching staff, educational facilities, and strong curriculum.**

**Effective education for your child is the result of cooperative efforts among educators, students, and families.**

## **AVOCADO ELEMENTARY ELEMENTARY SCHOOL DAILY BELL SCHEDULE 2023-2024**

<b>TIME</b>	
<b>7:30 7:45</b>	<b>Breakfast Breakfast / Walking Club</b>
<b>7:58</b>	<b>First Bell</b>
<b>8:00</b>	<b>School Starts</b>
<b>12:15</b>	<b>TK Dismissal</b>
<b>2:00</b>	<b>Dismissal (1:00 ON MONDAYS)</b>

# School Hours

**Supervision of students at Avocado Elementary begins at 7:30 AM for *students participating in the breakfast program*.** Students should **NOT** arrive at school prior to 7:30 AM. To ensure the safety of all children, students should not be on the school grounds before that time. There is NO supervision on the track until 7:45. If you leave for work early, please make the necessary arrangements to have your children taken care of until breakfast supervision begins at 7:30 AM. Once they arrive, students may not leave campus without permission.

**Supervision for students not participating in the breakfast program begins at 7:45. No students are to be on the track prior to 7:45.**

Please leave your house in enough time for your child to be seated in class when the 8:00 a.m. bell rings. **It is important that all students be on time.** If your child is not in class, or with the teacher, at 8:00 AM, they will be marked tardy. Three tardies are the equivalent of one unexcused absence.

Make arrangements for dismissal time. After the children are dismissed, they are to meet their ride or begin walking home. Under no circumstances are students allowed on school equipment or on playgrounds after school. After-school supervision is **not** provided. Camp Sunrise and Camp Sunset are available and will provide supervision for your child when prior arrangements have been made with the program. Camp Sunrise/Sunset can be reached at 619.588.3673 or go to <https://www.cajonvalley.net/extendedday> for more information.

**Students not picked up by 2:15 will be escorted to the school office to wait for their ride.**

**Parents/guardians or the person picking up must come to the office to sign out the student at that time.**

If you need to pick your child up before school is dismissed, please come to the office and sign them out. **A student may only be released to adults listed on the emergency card unless a special note is provided to the school office.** All persons requesting student release must provide current picture identification in order for us to release the child. Your child will then be called to the office to leave school. If your child needs to be picked up early at the end of the day, please be at the school office no later than 1:45 pm. Due to end of day procedures, students will not be called out of class from 1:50 pm to 2:00 pm.

# Celebrations

Avocado observes the district's wellness policy regarding in-class celebrations. Food items (including candy, cakes, ice cream, pizza, or other special lunches, etc.) **may not** be brought to school to share with the class for celebrations. Please also refrain from bringing balloons/flowers/etc., as they can be distracting for the learning environment.

# School Pride

We are proud of the appearance of our school and strive to keep the school neat and clean. We would appreciate your cooperation in helping us instill pride and respect in your children for school property. The school belongs to everyone, and when school property is damaged or destroyed, money that is used to repair or replace the damaged or destroyed property is diverted from other educational programs. We will work together to make our school a clean, neat, and pleasant environment in which to learn.

# Checking Your Child Out of School

Always sign out your child(ren) at the front office.

On occasion, it may be necessary to check your child out of school for appointments or personal matters. If your child is checked out of school and is gone for more than 30 minutes, that absence is recorded in the attendance system as a “tardy of more than 30 minutes”. These tardies are considered excused if they meet the criteria for an excused absence. All other tardies are considered unexcused. Excessive time missed from school when your child is checked out for a portion of the day may result in consequences, including an attendance conference with school administration.

## Dress for Success Guidelines

The Avocado School staff is dedicated to providing the maximum educational opportunities with the minimum number of distractions. On occasion, student fashion may disrupt the educational environment. The following school guidelines shall apply to all school activities. These guidelines follow the Cajon Valley Board of Education for dress and grooming (AR 5132 (a)).

Avocado follows the Cajon Valley School District’s Board Policy on Dress and Grooming.

1. Shoes must be worn at all times. **They should have heel straps**, be no more than one inch in heel height and preferably cover the toes for safe play at recess and P.E.
2. Clothing may not contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others based on race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school’s educational mission.
3. Clothing, jewelry, and personal items (backpacks, gym bags, water bottles, etc.) shall be free of writing, pictures of any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol, or tobacco company advertising, promotions, and likenesses, or which advocate racial, ethnic or religious prejudice.
4. Students shall not wear hats in district buildings except for medical or religious purposes. Sun protective clothing may be worn during outdoor activities.
5. Brief and revealing clothing is not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations: a) students shall not wear halter tops, garments with spaghetti straps, or strapless garments; straps must be at least one and one half (1.5) inches wide: b) garments that are “see-through,” cut low, or expose one’s midriff are not acceptable; c) skirts and shorts must be appropriate in length; d) undergarments must not be visible.
6. Students shall only wear pants that, when fastened, do not sag or fit below the waist. All pants must fit around the waist and be properly fastened.
7. Clothing, hairstyles, and accessories bearing personalized lettering or logos, which may imply gang affiliation, are unacceptable.
8. Hair shall be clean and neatly groomed.

Students who come to school dressed in inappropriate clothing and/or shoes will either be provided with appropriate “loaners” to wear for the day, and/or parents will be contacted to provide alternate wear.

Please keep these guidelines in mind when buying school clothes for your child. Appropriate clothing for school contributes to a child’s total attitude and the overall school climate. We appreciate your support in this area.

## **Campus Guidelines**

### **Animals on Campus**

Animals can be unpredictable, especially when faced with a group of excited children. We recognize that, on occasion, students enjoy bringing in their pets to share in the classroom. Arrangements for this must be made in advance with the classroom teacher. To avoid any potential risks, we ask that you exercise extreme caution when bringing animals to school. Small animals (gerbils, rats, mice, birds, etc.) should be kept in an appropriate cage, and all dogs should be on a leash at all times. At no time should you bring an animal to school that is aggressive in nature.

### **Cell Phones and Electronic Devices**

Cell phones and electronic devices must be turned off and not used during the school day. If a student needs to use the telephone, he/she can use the office phone with permission. Cell phones may be used before and after school on the front sidewalk. All cell phones and smart watches must be turned off and stored in the student’s backpack during all school hours (including recess and lunch). Students using their cell phone/smartwatch outside this policy may lose the privilege of having the cell phone/smartwatch on campus. The first time the student has his/her cell phone/smartwatch confiscated, the device will be released to the student at the conclusion of the school day. An additional need to confiscate the cell phone will warrant a phone call home and the cell phone released only to the parent or guardian.

### **Personal Property**

Students assume the responsibility for loss or damage to their clothing, equipment, books, and other personal property brought to school. The school tries to protect all personal property but is not responsible for it. Large sums of money and articles of real or sentimental value should not be brought to school. Due to possible loss, theft, or damage, the school advises students to leave valuable possessions, toys, cards, or items of sentimental value at home.

Education code, Section 48901.5 prohibits using electronic signaling devices, including cellular phones. Items such as CD players, radios, iPods or MP3 devices, electronic games, cameras, and pagers are not permitted on campus except when expressly permitted for special projects. Items that distract from the learning process are to be left at home. Students will often hear, “You can only bring items to school that will help you learn.” *Items confiscated from students may be held until the end of the school year or until parents can retrieve them.*

### **Betting and Trading**

Betting of money or trading items of value is not permitted at Avocado School. If betting or trading occurs, the students involved will be responsible for returning the property and/or money to the original owner(s) and will be subject to appropriate consequences.

## Gum/Food/Beverages

Gum is not allowed on school grounds or during school activities at any time. This includes before and after school. Food and beverages are not permitted in class unless otherwise permitted by the classroom teacher. Coffee and/or energy drinks, candy, and fast food are not permitted before, during, or after the school day.

## Time Away

A teacher may assign a “time away” during recess when a student chooses not to follow school or classroom rules and procedures. Continual assignment of “time away” can result in a parent meeting to further analyze the challenges the student is having and problem-solve to remedy these challenges. Working together as a team is an important part in ensuring student success in both academics and behavior.

## Guest Teacher Guidelines

Avocado students are expected to treat all guest/substitute staff members with the utmost respect. The job of a guest teacher can be a difficult one, and it is the responsibility of all students to follow the rules. Students are expected to:

1. Quietly enter classrooms and sit in assigned seats.
2. Follow all directions given by the guest teacher.
3. Show respect for the guest teacher at all times.

Guest teachers are encouraged to make a list of all students who demonstrate exemplary behavior. These lists will be left for the regular classroom teacher.

## Standards for Student Behavior

### *All School Rules are Enforced To and From School*

Our goals at Avocado School are to maintain a positive, safe, and quality learning environment as well as help students learn self-discipline and responsibility. Students are asked to be courteous, to be respectful, and to practice safety both in and out of the classroom. Through careful planning and understanding of each student, teachers and administrators seek to minimize the need for disciplinary action. Through learning and observing school rules, students contribute to their safety and the safety of others, as well as enhance the opportunities for learning for all.

## Avocado's Personal Learning Standards

- Be Kind
- Be Respectful
- Be Responsible

All school personal learning standards and consequences are enforced to and from school. **Harassment, bullying, and threats of any kind are not allowed.** Fighting is not permitted. Any inappropriate behavior, including possession of inappropriate, dangerous, or illegal items, may result in consequences such as loss of privileges, in-school suspension, out-of-school suspension, and/or expulsion from the Cajon Valley Union School District. Cajon Valley Union School District has a zero-tolerance policy for drugs and weapons. Knives (or replicas),

weapons, drugs, or alcohol are not to be brought to school and will result in suspension pending an expulsion hearing.

The Avocado staff actively works to create an environment where all students feel safe, emotionally and physically. Please take the time to discuss bullying and how your child can be a part of the solution.

Bullying is a form of repeated aggression that is directed by one or more students towards a less powerful student. It tends to occur in places where escape is difficult, including school. There are a number of types of bullying.

**Physical Bullying** – This occurs when a student uses physical force to hurt another student by hitting, pushing, shoving, kicking, pinching, or breaking the student’s belongings or stealing or extorting money in order to hurt that student.

**Verbal Bullying** – This occurs when a student uses repeated verbal force to hurt another student. This includes threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, slurs, graffiti, put-downs, and ridicule. It also includes repeated hostile gestures such as making faces, staring, giving the evil eye, eye-rolling, and spitting.

**Relational Bullying** – This occurs when a student disrupts another student’s peer relationships by leaving him/her out, gossiping, whispering, and/or spreading rumors. This includes students turning their backs on another student, giving him/her the silent treatment, ostracizing, or scapegoating.

There are many costs associated with bullying. The victims are frequently in a state of anxiety, causing reluctance to go to school, stomachaches, headaches, irritability, aggression, and depression. The conversation you have with your child is the first step to prevention. The Avocado staff is committed to building a safe and secure campus in which ALL students can learn and thrive. If your child shares with you a concern regarding a bullying incident on campus, please bring it to the attention of the classroom teacher. All concerns regarding bullying will be fully investigated by the classroom teacher and/or school administration. Parents are contacted by phone and/or written referral when children are referred to the office. A parent conference will be required for flagrant or continued disruption of school activities.

## Behavior Expectations

- All students and staff are to be treated with courtesy and respect.
- Use “positive talk,” give praise, and use words that make people feel good, don’t use language that hurts another person’s feelings, contains cursing, or provokes a fight.
- Use a strategy to solve a disagreement, such as “rock, paper, scissors”.
- Value our school and school property. Pick up trash, clean up your area, and help get items back to their owner. Take care of your Chromebooks, books, and school items. Report any damage or graffiti to the office or custodian right away.
- Monitor your own behavior, and make sure you are doing what you are supposed to be doing at all times. Make sure you are where you are supposed to be while on campus and stay away from areas you are not supposed to be.
- Never leave campus without authorization from school personnel.
- Take responsibility for your actions. If you make a mistake, own it, and change the behavior the next time.

## **The Parent's Role in Discipline**

Parents are encouraged to participate in the education of their children. Without the cooperation and support of parents, Avocado Elementary School cannot effectively help a student reach full potential. We strongly encourage all parents to:

- A. Be actively involved in your child's education. It gives them a greater incentive to strive for excellence.
- B. Be a positive role model by following all school rules, at all times. Your student's eyes are always watching your behavior for cues on how they should behave. Breaking even the smallest traffic or school rule sends a clear message that it is okay for your student to do the same in the future.
- C. When you are unable to be at the school site, demonstrate your interest in what your student is learning in school. Instead of asking, "How was your day?" Ask your student to describe their favorite thing that they learned at school that day.
- D. Support our staff in the education of your child. We all want your child to be successful. We will be able to accomplish that goal if we all work together.

Parents may periodically be asked to support their student's teacher by supporting their child with additional practice while they learn student independence, individual responsibility (remembering homework), how to self-monitor and take responsibility for their own actions, or how to address frustration in an appropriate way. If parents are asked to help teach a skill of this type, the school staff will provide specific information on different ways to accomplish this goal.

If there is a higher-level or recurring behavioral concern, parents will be asked to support the school in reinforcing an alternative set of behaviors. By working together, parents and staff can help students demonstrate behaviors that will increase their academic and social success.

The major role of the teacher in discipline is to teach and reinforce appropriate school behavior. The teacher creates appropriate expectations for student behavior using a co-created set of Norms. The teacher puts more energy into positively reinforcing success than into controlling behavior. When students demonstrate success and work within co-constructed expectations, the teacher provides positive feedback. If students demonstrate difficulty in this area, the teacher will consistently redirect the behaviors and assign appropriate consequences. Each teacher has a specific discipline plan for his/her classroom. Rewards for good behavior include:

1. Verbal praise
2. "Gator Gotcha" (School-wide positive referral)
3. Brag Tags
4. Points, tokens, stickers, and additional privileges
5. Recognition for good citizenship

If a problem behavior occurs, the teacher corrects this behavior by using the following behavior correction procedure:

1. Verbal reminder/redirection
2. Time away
3. Parent phone call
4. Written behavior referral
5. Referral to the Principal
6. Designing and implementing a behavioral contract

# General Playground Rules

- Students are to keep their hands and feet to themselves at all times. The “hands to self” policy is enforced at all times and includes pulling and tugging at clothing, play fighting, and wrestling.
- The only items allowed at school from home are items that support learning, such as pencils, rulers, and notebooks. **Toys of any type are not to be brought to school.** If an item is brought in for sharing it must remain in a bag or backpack throughout the day and only brought out during the sharing time.
- Game rules must be followed at all times. If there is a disagreement, use a strategy to solve it (take a vote, rock-paper-scissors) or seek the help of a staff member on duty.
- Students must play designated games in designated areas. Balls may only be kicked on the fields, not on the blacktop.
- Climbing on any of the tables or poles is not permitted.
- Playing and/or running in the hallways is not permitted.
- All snacks must be eaten at the picnic tables.
- Listen for any whistle being blown. When you hear a whistle, stop and pay attention.
- The swings must be used in a safe manner. There is no twisting or swinging side to side on the swings. Students on the swings are not allowed to be pushed, and students waiting for a turn must stand in front of the swings to count.
- When the recess whistle is blown, all students must stop playing and freeze immediately. When two whistles are blown, students are to **walk** to their line.
- All members of Avocado Elementary (staff and students) are to be treated respectfully at all times.

## Discipline Plan

The following plan is in place at Avocado to ensure all students are helping create a safe, secure school environment for all students:

1<sup>st</sup> Offense – Verbal Warning

2<sup>nd</sup> Offense – Teacher/Student Conference

3<sup>rd</sup> Offense – Possible time away/parent contact made

4<sup>th</sup> Offense – ISS – In School Suspension – Parent contact made by an Administrator

5<sup>th</sup> Offense – OSS – Official School Suspension – Parent Meeting with an Administrator

All efforts are made to ensure students are provided with opportunities to correct their behavior. The above plan is in place for students who are consistently breaking school rules, and/or other interventions have not been effective.

In conjunction with the outlined plan, students who have continuously demonstrated unsafe behavior during unstructured times, such as recess and/or lunch recess, may be provided with an alternate placement during these times to participate in a quiet activity.

Grounds for Suspension or Expulsion may supersede the School-Wide Discipline Plan as determined by the offense.

## Promotion/Retention Standards

California State law requires all students in grades 2-8 to meet the minimum academic standards for the grade level in order to be promoted to the next grade. Parents will be notified as early in the school year as possible if their child is at risk of retention. An intervention plan will be developed with the classroom teacher. Final recommendations for retention/promotion will be made the last few months of each school year. **Parent – teacher communication is critical for student success. The classroom teacher can best answer questions regarding your child’s academic progress.** Please see your child’s teacher at your earliest convenience if you have questions or concerns about your child’s academic progress.

## Reporting Periods

Cajon Valley Union School District is on a trimester system. Report cards are sent home three times each year.

*\*The first report card will be shared at parent-teacher conferences.*

Parent-teacher conferences are held in November. If at any other time you would like to meet with a teacher to discuss your child’s progress, please call the teacher at (619) 588-3100 to set up an appointment. Parents are encouraged to be part of the school experience. If you need to communicate problems, concerns, or important information, please contact the teacher. The best educational environment possible can be provided with ongoing home and school communication.

## Homework

Homework may be used as an extension and reinforcement of the learning that takes place in the classroom. Ideally, homework strengthens those concepts that are the building blocks of the learning process. All homework assigned will provide a positive educational purpose and will serve to enrich and enhance learning at all levels. The Avocado staff believes homework should add value to each individual child’s academic program and, therefore, may be differentiated based on student needs. We do not feel the intent of homework should be practice for the sake of practice. The homework should have a clear learning goal and add value to the individual’s academic program. Please contact your child’s teacher with any concerns or questions you may have regarding homework.

## Library

The Avocado Library is open during the school day from 8 am to 2 pm, Monday through Thursday, every other week. Students will visit the library and check out library books on a regular basis. Generally one book per student may be checked out at a time. Students are responsible for returning or renewing books on or before the due date and are expected to pay for lost or damaged books. Report cards may be held for lost or damaged books. Checking out a library book carries an assumption of responsibility for that book.

## P.E. and Recess

Students in grades TK-5 will have the opportunity to participate in both physical education (P.E.) and recess. The classroom teacher will direct P.E. activities which will be based on the California State Content Standards for Physical Education. Teachers, instructional aides, and campus aides will monitor recess times. Therefore, it is important that students respectfully follow the directions of ALL adults on duty at all times and practice safe playground behavior. Failure to do so may result in loss of privileges and/or a referral to the office.

These active times allow students both structured and unstructured recreational time. It is important that students wear appropriate and comfortable clothing and shoes that allow them to participate in both P.E. and recess. Shoes need to protect students' feet and allow them to run freely on playground areas.

## Field Trips

Students at Avocado School may be offered the opportunity to participate in a limited number of field trips for a minimal cost. Field trips are an extension of the curriculum standards. The classroom teacher will provide all field trip information. Field trips are not mandatory and are at the discretion of the teacher and administration.

In cases where transportation is provided, students must ride the bus to and from the field trip. Field trip days are considered regular school days, and all students are expected to attend school whether or not they are attending the field trip.

Appropriate school attire for the field trip is expected. Students are also expected to maintain school behavior standards. Failure to do so may result in disciplinary action.

We encourage parents to be chaperones on field trips. If you would like to volunteer to participate in a field trip, please contact your child's teacher. As a volunteer chaperone, please be aware you may need to pay any necessary entry fees as well as support the teacher in monitoring the students in the class.

The students are always accompanied by at least one staff member certified in First Aid and CPR.

## Student Safety/Health

### Safest Route to School

Students must walk on the sidewalk when walking to school. Students must safely use the crosswalk to cross the street. Under NO circumstances should students walk across FURY outside of the designated crosswalk. Students are expected to follow all traffic laws and obey Safety-Patrol members and staff members on duty at all times.

### Pedestrian Safety Rules

1. Cross only where drivers can see you.
2. Always use a crosswalk when available.
3. Cross only on a new green light so you have time to cross the street safely.
4. Look all ways before crossing the street to see cars, pedestrians, and bicyclists.
5. When crossing, watch for cars turning left or right.
6. NEVER cross the street from between parked cars; drivers cannot see you.
7. If sidewalks are not provided, walk on the left side of the road, facing traffic to see oncoming traffic.

### Parking Lot Safety Guidelines

Many of our students are driven to school in the morning and are picked up by parents in the afternoon. In the interest of student safety, please observe the following procedures as you drop off or pick up your children at Avocado Elementary. Your patience and cooperation will make the traffic flow smoother and keep the parking lots safe for everyone. Please do not drop off students before 7:30 a.m. **There is no supervision prior to 7:30 a.m.**

## TRAFFIC RULES

1. DO NOT leave your car unattended in the loading/unloading zone for any reason.
2. DO NOT double-park or block other vehicles parked in designated parking spaces for any reason.
3. ALL students must be escorted to/from vehicles located in the parking lots **BY AN ADULT.**
4. Please always use the designated crosswalk.
5. Please do not use cell phones in the traffic circle.
6. The speed limit is no more than 5 MPH
7. Do not use the Kaiser Medical Center parking lot to enter or exit the campus.
8. Please follow all traffic laws (posted and unposted).
9. Please be patient and careful when driving, for the safety of all students and staff. Avocado Elementary School is a safe place to learn when we are mindful of the safety of all students.
10. **Students not picked up by 2:15 will be escorted to the office to wait for their ride. Parents/guardians will need to come to the office to sign out their child at this time.**

It takes everyone working together, being understanding and patient, to create an efficient and safe drop-off/pick up zone for our students.

## **Safety Patrol**

Fifth-grade students are eligible to be members of the Safety Patrol. Selection of the Safety Patrol members is based on teacher recommendation. Students must demonstrate positive citizenship, attitude, effort, and responsibility. All students are asked to listen to our Safety Patrol members. Safety Patrol members must not be distracted in any way while on duty.

## **Bicycle Safety**

With parent permission, students in grades 3-5 are allowed to ride bicycles to school. All bicycles must be individually locked using the bike rack. Students are required to follow all school rules for safety, including wearing a helmet, walking bicycles on campus, and displaying courtesy to others. **Wearing a helmet is not only a school rule, it is a law** and is strictly enforced at Avocado School. Failure to do so will constitute the loss of the privilege to ride the bicycle to and from school. Parents may request a Bicycle permission slip from the front office.

**At no time are skates, skateboards, scooters, and/or rollerblades allowed on campus.**

## **Emergency Situations and Disaster Drills**

**Please be sure to update the school office of any changes in your emergency phone numbers.** State law requires us to have valid emergency numbers on file for every student. Each year, during re-registration, we ask that you update this information. During the year, please let us know when you change home, work, and cell phone numbers or addresses. This includes contact numbers for friends or family members who may be listed as emergency contacts on your child's emergency card.

Fire and earthquake drills are held on a regular basis and are an important safety precaution. During these drills, it is essential that students follow their teacher's instructions promptly and remain quiet at all times. Our staff is trained yearly in disaster and emergency procedures. If you are on campus during a drill, please join the staff and students in the drill. During the drill, do not remain in the classroom, office, or any other building. In the case of a true emergency, all students will remain at Avocado Elementary and will be released only to parents or adults listed on the emergency locator card.

## Visitors/Volunteers

Adult visitors are welcome at Avocado Elementary School. **We require all parents, volunteers, and guests to sign in at the office and wear a visitor tag.** Non-enrolled students will not be permitted to visit during school hours or attend school-related activities. They are not allowed on the school grounds or in the parking area during school hours unless they are accompanied by an adult. Older students who walk younger students home need to meet in front of the school.

We ask that parents who wish to visit their children's classes follow these procedures:

- Arrange visits beforehand via a note, an e-mail, or a phone call to the teacher whose classroom will be visited.
- Do not plan to conference with the teacher during the visit. Make an appointment with the teacher with whom you would like to conference. This will allow adequate time for the teacher to meet with you.
- On the day of the visit, check-in at the school office before proceeding to the classroom or playground. Wear your visitor tag at all times.

**To ensure the safety of all our students and to best monitor visitors on campus, we ask that you exit campus as soon as you have dropped off your child or sign in at the office if remaining on campus.**

## When A Student Becomes Ill at School

If a student has a fever or is displaying other symptoms of illness, the parent or person listed by the parent on the emergency card as "emergency number" will be notified. The student should be picked up as soon as possible. The student will not be permitted to walk home alone. The student must be signed out of the office by an adult represented on the emergency card.

Students should have a normal temperature for a period of 24 hours before returning to school. School personnel, including the school health clerk, are not permitted to diagnose or administer treatment. In the event of an injury, the procedures outlined above will be followed.

## Medications at School

(Prescription and/or over-the-counter)

Medication includes all prescription and over-the-counter health-related products. This includes all pills, injections, inhalers, eye and ear drops, cough medicine, cough drops, and aspirin, or similar products. If it is necessary for your child to take medication during school hours, it must be kept in the health office, not taken to class. **A Physician's Authorization form, with parent signature, must accompany all medications brought to school.** This must be completed at the beginning of each school year and when **any** changes in the medication are made. Medication must be in the original container, clearly labeled with the name of the student, doctor, pharmacy, date, phone number, name of the medication, amount to be taken, and specified time. We ask that a parent bring the medication into the school health office. All medicine not picked up at the end of the school year will be disposed of after one week.

## Lost and Found

The lost and found is located in the Avocado lunchroom. Be sure to label your child's belongings so that, if lost, items may be returned. Unclaimed items will be donated to charitable organizations at the end of every month.

**Please leave valuable items and large sums of money at home.**

## School Lunches

The Cajon Valley Union School District has a comprehensive school lunch program available for all students. All school lunches follow the State and Federal nutrition guidelines and offer a variety of choices for our students.

The District participates in the state's Universal Meals program, making breakfast and lunch available to all students, regardless of income, for free.

## Additional On-Site Programs

### PTA

Avocado Elementary has a wonderful group of dedicated parents who make up our Parent Teacher Association (PTA). PTA volunteers help with assemblies, activities, buses for field trips, 5th-grade promotion activities, newsletters, fundraisers, and many more wonderful events throughout the school year. Avocado is fortunate to have this group of volunteers to support activities by organizing and providing opportunities for students to enjoy. All parents, teachers, and students are encouraged to become PTA members and participate in PTA events. Please contact the school office for a connection to the current PTA president.

## Extended Day Before and After School Care

Extended Day is an on-site fee-based childcare program. Childcare is offered by the Cajon Valley Union School District from 6:30 a.m. – 6:00 p.m. Please contact the Extended Day office at (619) 590-2786 for more information.

## TITLE 1

### SITE PARENT INVOLVEMENT POLICY

#### AVOCADO ELEMENTARY

Avocado Elementary School envisions the highest level of success for every individual by motivating, challenging, and inspiring each child to become the best (s)he can be. In addition to developing students' academic skills, Avocado School strives to teach students to be collaborators, critical and creative thinkers, communicators, and contributors. To accomplish this, students, parents, and staff need to work together. Parent involvement is crucial and is greatly encouraged at our school.

- Each fall the school conducts an annual meeting to explain Title 1 objectives and activities
- Ongoing information regarding the Title 1 program is shared through school newsletters, School Site Council (SSC), English Learner Advisory Committee (ELAC), Title 1 District Advisory Committee (DAC), PTA (Parent Teacher Association), parent workshops, parent-teacher conferences, etc.
- The school provides ongoing parent involvement activities scheduled at convenient and flexible times for parents.
- The annual School Accountability Report Card (SARC) is located on the school website. This report includes school performance data

- Individual CASSPP results are mailed to parents each summer. District assessment results and overall student achievement are shared with parents through report cards and during the fall parent conferences
- Parents of students who are experiencing difficulties in making academic progress are notified in a timely manner. Parents of students at risk, or being considered for retention are notified at the 6 week progress reporting period and during the first reporting period. An Individual Remediation Plan (IRP) will be signed by the teacher, parent, and student when necessary
- Grade level curriculum standards may be made available to parents through Back to School Night, Family Teacher Teams, parent/ teacher conferences, newsletters, SSC, ELAC and on the district website
- The school plan provides a comprehensive description of each curricular area and includes yearly school improvement objectives. This plan is available for review by all parents at the school site
- The school encourages parent suggestions through conferences, needs assessments, classroom visitations, SSC, PTA, ELAC, etc., and responds in an appropriate and timely manner
- Through SSC, parents are encouraged to be involved in the planning, review, and improvement of Title 1 programs.
- The school provides opportunities for participation of parents with limited English proficiency or with disabilities, to the extent practical. Translations are provided when possible
- Students, staff, and parents are encouraged to agree to the conditions of the Parent/School Compact
- The school will select at least one parent representative for the Title 1 District Advisory Council (DAC)