

CHOLLAS-MEAD ELEMENTARY SCHOOL

4525 Market St.
San Diego, CA 92102
619-362-3300



PARENT HANDBOOK

SCHOOL YEAR
2022-2023

Chollas-Mead Elementary

Daily Schedule 2022/2023 – Revised 7/15

Students On Site – Instructional Program

Preschool am Session	8:00 am – 11:00 am	Monday – Friday
Preschool pm Session	11:45 pm – 2:45 pm	Monday – Friday

	Monday, Wednesday, Thursday, Friday	Tuesday - Minimum Day
UTK - 5th Grade	8:45 - 3:20	8:45 - 1:00

Recess

First Recess	1 st , 3 rd & 4 th	11:00 am – 11:15 am
2nd Recess	Kinder, 2 nd and 5 th	11:20 am – 11:35 am

Lunch

	Monday, Wednesday, Thursday & Friday	Minimum Day Tuesday
UTK	12:45 – 1:20 pm	11:40am – 12:00 pm
Kinder	1:00 – 1:35 pm	12:00pm – 12:20 pm
3 rd Grade	1:00 – 1:35 pm	12:00pm – 12:20 pm
1 st & 4 th	1:20 – 1:55 pm	12:20pm – 12:40 pm
2 nd & 5 th	1:40 – 2:15 pm	12:40pm – 1:00 pm

OFFICE HOURS

Our office hours are between 8:15 am - 4:00 pm, Monday - Friday. These hours are available for parents/guardians to conduct office business only.

ARRIVAL

Students **should not** arrive or be dropped off at school before 8:30 AM. Your cooperation is needed in making sure that your child does not arrive at school before 8:30 AM. Supervision for all students will begin at 8:30 am by San Diego Unified School District employees. If it is a rainy day, classroom doors will open at 8:30 and supervision will be conducted by your child's classroom teacher. Parents/guardians, who have to be at work before their children need to leave for school, should make arrangements for their children to walk with others or arrange for them to attend the site Prime-Time Program.

RUNNING CLUB

Students have the opportunity to begin their day with exercise. Running Club begins at 8:30-8:45. All students are encouraged to participate. **Children may not play on the structure, nor go into their classrooms.**

DISMISSAL

Parents must arrange to pick up their child/ren on time, daily. Chollas Mead cannot provide supervision after school. Chollas Mead is obligated to contact School Police for any child not picked up by 3:45pm. On the rare occasion that School Police assume the responsibility of your child, Polinsky Center, may be considered as the next viable option. Parents needing after school care are welcome to apply with the SAY San Diego/Prime Time program. Applications are available on the Sandi.net webpage. All UTK -2nd grade students must be picked up by an adult or identified age-appropriate sibling.

We appreciate all parents/community members and older siblings who pick up children to act as superior role models and examples to our young ones. Your positive leadership will ensure a safe, secure campus that focuses on children.

We will **NOT** dismiss students between 3:00pm- 3:20pm due to classroom movement.

STUDENT SAFETY

One of our most important concerns is the safety of your children. We need your help to make sure children are safe as they come to and from school. Below is a list of safety precautions that need to be followed by both students and parents.

Students walking to school need to do the following:

- Take the same route to and from school everyday.
- Use streetlights and crosswalks, making sure all traffic has stopped.
- Walk on sidewalks only, not on curbs, bushes, or flowers.

Students riding bicycles and skateboards to school:

- Wear a helmet
- Lock bikes and scooters in the rack located in the front of Mead. Bicycle parking is done at your own risk.

FRONT PARKING LOT

With over 600 students at Chollas Mead, traffic jams can occur before and after school. We encourage parents to park across the street and walk in to pick up their child. We also encourage drivers to park in the Chollas parking lot, off Market St. and walk over to the front of the school. In the event that walking is not conducive we expect the following from all parents/ who drive their child(ren) to school to do the following:

- Drive SLOWLY in the parking lot and please be patient.
- Drop child(ren) using our drop off and pick up lane at the edge of the curb only. Avoid dropping off children in driveways and behind parked cars.
- Pick child(ren) up using the same drop off and pick up lane.
- Have children enter and exit out of the car on the sidewalk side.
- Park in legally assigned spaces only, double parking is not permitted, nor is parking along a red curb or behind parked cars in the lot.
- Follow all traffic laws.
- Follow school staff as they direct traffic
- Refrain from modifying any cones or postage signage used to support the traffic flow.
- Move with the flow of traffic.
- Make safe choices

We thank you in advance for following all traffic laws. Following the law ensures student safety. Failure to follow the law will result in police intervention.

VISITORS AND VOLUNTEERS

ALL PARENTS, VISITORS OR FAMILY MEMBERS NEED TO DO THE FOLLOWING:

- Enter Mead campus at the main gate on 45th Street.
- Sign in at the front office and get a visitor's pass before entering the campus.
- Sign out at the front office when leaving the campus.

VOLUNTEERS

If you would like to volunteer in your child's classroom or attend a field trip with your child's classroom, you will need to fill-out an application **PRIOR** to volunteering or assisting the field trip. The applications are good for **ONE year only**.

FIELD TRIPS

If you would like to be a chaperon for your child's field trip, speak to the teacher first if that is a possibility. If you are considered a chaperon, you will need to fill-out the volunteer application, submit the results of your TB skin test, and get cleared from school administration, **PRIOR** to attending the field trip. All children attending the field trip must leave from the school and must come back to Chollas-Mead after the field trip. Children may not stay at the field trip with their

parents/guardians that are chaperoning the trip. Also, additional children who are not part of the group who are attending the field trip **MAY NOT** attend the field trip. If you are committing to chaperone a field trip, you are committing to assisting the classroom teacher supervise a group of students during the duration of the entire field trip. All chaperones are expected to travel on the school bus with their child's teacher.

PETS ON CAMPUS

Trained and certified service animals are the only animals allowed on the Chollas Mead campus. All loved pets must remain off campus and at home.



BREAKFAST AND LUNCH PROGRAM

Students at Chollas/Mead Elementary School participate in the district's FREE breakfast and lunch program. No applications are necessary. Students will have breakfast provided in the classroom each day.

All children are expected to take and eat lunch every day from the school cafeteria. If your child opts to bring a lunch from home it must be healthy. For example, a sandwich, fruit and/or veggies, granola bars. If you send chips, they must be packed **with** a well- balanced lunch. Thank you for your support as we teach our children healthy nutritional habits.

SNACKS

If you send snacks with your child, please send only nutritional snacks such as sandwiches, fruits, pretzels, nuts or cheese, etc. **No candy, chips, sports drinks or soda please.** Students will be able to eat their snacks at recess time in the lunch court.

REGISTRATION CARDS – IMPORTANT!!!

Each child **MUST** have a registration card on file in the office. If your child is injured or becomes ill while at school, it is our policy to notify you immediately. For this reason, it is essential that we have accurate, up-to-date information on file concerning your address, **home, work, and cell phone numbers** and the name and telephone number of someone to contact in case it is impossible to reach you at any time. Each year, all students enrolled returning to Chollas/Mead are required to have a new registration card. **Please ensure that our school office has an up to date completed card. Should your contact number or address change in the middle of the school year it is your responsibility to inform the front office.**

BIRTHDAY CELEBRATIONS IN THE CLASSROOM

Due to allergy concerns and compromised instructional minutes please contact your child's teacher to arrange birthday celebrations. Small store bought baked goods or non food items may be dropped off in the office once arrangements have been made with the teacher.

SPECIAL DAY CELEBRATIONS IN THE CLASSROOM

If your child's classroom teacher opts to host celebrations for special days (For example: Winter Vacation, Valentine's Day, Last day of School) only store bought products are permitted. Healthy snacks are preferred. Products may not be permitted due to allergies listed in the nurse's office. All classroom teachers are informed of all allergies.

ILLNESS INSTRUCTIONS

PLEASE KEEP YOUR CHILD AT HOME IF HE/SHE HAS A FEVER of 100.5 or above. There are no facilities at school to take care of ill children except on a temporary basis until a parent or guardian can take the child home. Instruct your child to tell the teacher if he/she does not feel well. DO NOT SEND YOUR CHILD TO SCHOOL WHEN THE FOLLOWING SYMPTOMS ARE PRESENT:

Child has tested positive for Covid 19 within 5 days or:

- a. temperature 100.5° or higher
- b. persistent vomiting
- c. persistent diarrhea
- d. scabies (until treated by doctor)
- e. Lice (unless shampooed and treated)
- f. undiagnosed skin rash
- g. strep throat (until 24 hrs. after starting medicine from doctor)
- h. cough and difficulty breathing
- i. impetigo, ringworm or cold sores unless antibiotics are being administered and a doctor's release has been issued

Children who have live lice will be excluded for treatment at the end of the school day. It is the responsibility of the parent to treat the child that night. Children must return to school the next day to be checked in the office before returning to class.

MEDICINE

A school nurse needs to approve all medication to be given at school. Please do not send cough syrup, aspirin, etc. with children to school. Bring a note from the doctor if your child was given any treatment or medicine or requires a prescription to be distributed at school.

CLASSROOM ASSIGNMENTS

Each child's placement is considered very carefully. Every year, reorganization of classrooms and changes in some classroom assignments are sometimes unavoidable. Please recognize that necessary changes will be made carefully and thoughtfully with every effort to keep the movement of children to a minimum. The best interest of children is always our primary consideration.

LOST OR DAMAGED TEXTBOOKS/TECHNOLOGY

All students are issued a chromebook. It is the student and family's responsibility to take care of the chromebook and the charger. Please report any damaged or lost items to the school office.

CONFERENCES

The school welcomes conferences with parents as a means of communicating the student's educational needs. Teachers may also contact you for special conferences. If you are interested in having a conference, contact the teacher by telephone, class dojo or a note at least one or two days in advance so the conference time may be confirmed. In case of an urgent need, please call the office (362-3300), and every effort will be made to arrange an appointment with the teacher and/or principal. **Mandatory parent/teacher conferences** are scheduled in November and March. It is mandatory that you attend your child's conference both times. Your child's teacher will communicate your exact date and time with you. **Please note that students will be dismissed at 1:00 PM during these weeks.**

November 14th- November 18th and March 20th - March 24th.

SCHOOL VISITATIONS

Chollas Mead adopts an open door policy. However, best practice for classroom visits is to put in a request with the teacher 24 hours in advance. Please make every effort to send all snacks, lunches, backpacks, water bottles etc. to school with your child. This will minimize classroom interruptions. All messages to your child will be forwarded to your child's classroom teacher, during non-instructional times. It is necessary for all visitors to report to the office, sign in and get a visitor's pass before entering the school campus.

ABSENCES, ATTENDANCE, VACATIONS

The Chollas-Mead staff believes that regular attendance plays a vital role in a student's success or failure in school. We appreciate your cooperation by scheduling physician and dental appointments AFTER school, when possible, and by planning your vacations during the school vacation time. It is a State Law that each absence be verified. If your child is ill, or must be absent, please telephone the office (362-3300) on the first day he/she is absent giving the specific reason for the absence, or send a note to school when the child returns. If your child will be absent due to reasons other than illness, please let the office know in advance, if possible, by note or phone. If you must take your child to the doctor or dentist during school hours please present a note from the medical office to verify your child's absence. Please send your child to school before and after their scheduled appointments. It is critical that they are here every day. If it is necessary to take a vacation of 5 days or more during school time, please inform us so we may make arrangements for your child(ren) to receive assignments under a Contract for Independent Study rather than have unexcused absences. **All contracts must be requested 2 weeks prior to the student's absence. This timeline ensures coordinating staff have appropriate time to complete your family's academic request.** Parents' requests for children to leave school during the school day **MUST** be in writing or in person. All parents/guardians coming to check their child out early must present valid identification. No child(ren) will be dismissed into the care of an adult without proper identification.

Each month we will have celebrations for students with PERFECT ATTENDANCE! Students with absences, tardies or who may have left early are NOT eligible for these celebrations! Be in school every day!

TARDINESS

Tardiness is very disruptive to the classroom instructional program and compromises student learning. Students are expected to arrive at school and be in line by 8:45am. **8:45am** is the official start time. Any student arriving at/after 8:50am is considered late. If a student arrives at/after 8:50am, the student will need a late slip and will be marked TARDY. Being dropped off late due to parking lot traffic, will not be considered as an excuse for tardiness, therefore, please plan accordingly. Tardiness of over thirty minutes is considered truancy and is documented by our attendance office. Please assist your child to develop positive habits by encouraging punctuality.

LEAVING EARLY

We strongly discourage children leaving school early as they miss out on instruction; however, we understand that sometimes it is unavoidable. Please note that we will require the person picking up your child be listed on your child's emergency contact form and that they show picture identification prior to releasing the child. **Please note that if your child leaves early, his/her attendance will be marked as *unexcused*.**

We will **NOT dismiss** students between 3:00pm- 3:20pm due to classroom movement.

HOMEWORK

The Board of Education policy requires that homework be assigned to all students on a regular basis. The amount of time usually required to complete assignments should gradually increase from 20-30 minutes per day in the primary grades and to 40-60 minutes in upper grades. Students may have Home Reading, Mathematics and/or Writing homework Monday- Thursday. Parents are encouraged to take an interest in the homework activities of their children and provide conditions that are conducive to good study habits.

DISCIPLINE

We believe that developing self-control is an important part of growing up. Chollas Mead is a Positive Behavior Intervention and Support School (PBIS). We want our children to be well-behaved and exercise the Dolphin 5!

Champ the Dolphin says,
"Give Me Five!"

Be Safe!

Be Respectful!

Be Responsible!

Be Kind!

Be Your Best!

Standards are in place for a productive learning environment. Certain misbehaviors warrant immediate, severe consequences. It is imperative that we work together on discipline. Our common purpose is to prepare our children to be contributing citizens to society. Frequent referrals may affect certain school privileges. All district procedures and policies will be enforced with regard to school discipline. In addition, 5th grade activities and the promotion ceremony could be affected for any 5th grade student who receives a behavior referral or suspension.

June- 2022 - 2023 5th Grade Activities Dates To Be Determined

- 5th Grade Field Day
- 5th Grade Movie
- 5th Grade Dance
- Staff/Student Kickball Game
- 5th Grade Promotion Ceremony

CELL PHONES ELECTRONICS & SOCIAL MEDIA (FACEBOOK)

Board of Education Policy H-6980 indicates all students may use cellular phones and other electronic devices on campus before school begins and after school ends. However, these devices must be kept out of sight and turned off or on “silent” mode during the day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, any student who uses a cell phone in class, in the bathroom or on the playground during the school day is in violation of the District cell phone use policy. In the event that a student willingly and/or repeatedly disregards the cell phone use policy, a teacher or school official is authorized to take the cell phone away from the students. Repeated unauthorized use of such devices may lead to disciplinary action.

In compliance with the Board of Education, Chollas Mead stipulates that student cell phones are permitted but not encouraged. Any child bringing a cell phone to school understands that they are bringing their personal property at their own risk. Cell phones that are lost or stolen will not be reimbursed for or replaced. Although, school administration will investigate appropriately, the school cannot accept the responsibility if any electronic item is lost or stolen.

Ipads, mp3 players, other gaming devices ... are strictly prohibited. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Should your child opt to bring the above technology to school please understand that it will be confiscated by school personnel and a referral will be written. Electronics will only be returned pending a face to face parent conference with school administration. The school cannot assume responsibility for any lost or stolen personal technology. **Investigation will not occur should any of the above items become lost or stolen as they are strictly prohibited at school.**

It is the responsibility of Chollas Mead parents to monitor and manage their child's (rens) home social media (Facebook, TikToc, Instagram, Snapchat, Discord) account. Problems coming to school via social media will result in immediate parent contact. Disciplinary action will be expected to be enforced by the parent/guardian.

PLAYGROUND EQUIPMENT

All playground equipment is provided by the school at every **recess and lunch recess time**. Students should not bring any personal sports balls or toys from home.

DISTRICT SEXUAL HARASSMENT POLICY

The district prohibits harassment in the educational setting and has procedures to follow when occurrences are reported. Sexual harassment can be: unwelcome sexual advances; requests for sexual favors; and verbal, visual, or physical conduct of a sexual nature. This policy prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment. Further prohibited behavior is sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct. Students should report sexual harassment to their school principal, vice principal, counselor, teacher, or other adult on campus. Students who violate this policy shall be disciplined appropriately. Employees who violate this policy shall be disciplined according to personnel procedures.

MONEY AT SCHOOL

Typically, there is no item at school that is available for purchase. The only time students may need money at school would be for school sponsored events, field trips or sales. These events are always publicized via parent letters, flyers and posters. Money is not needed on a daily basis and should not be brought to school. School staff and administration cannot be responsible for money brought to school and lost.

SCHOOL UNIFORMS & DRESS CODES

How we dress not only advertises you but your school and community as well. Good taste will govern the suitability of school dress. If a student's dress is not in good taste in the judgment of any teacher, the student will be sent to the administration office. The administration will then decide whether or not the clothing is in bad taste. Attire and grooming (including hair and cosmetics) should not interfere with the educational process.

- Pants worn below the hip (no sagging)
- Short shorts, skirts or dresses (must be worn with a 4" in-seam/mid-thigh) or students' own hands at their side as a measurement?}
- See-through or provocative clothing exposing cleavage, the midriff or underwear (including bra straps)
- T-shirts or other clothing with offensive pictures and/or writing, alcohol, drug, or tobacco messages.
- Shirts should be long enough to be tucked in and have at least a 1 inch strap (students should be able to raise their hands without exposing their midsection)

Students who dress inappropriately will be referred to the administration, who will have the student change into loaners. Repeated dress code violations will result in disciplinary actions. Body art and body piercings (nose, lip, eyebrows, etc...) are strictly prohibited. Any child arriving at school with a non-age appropriate piercing will be asked to remove the jewelry immediately. Additionally, boys and girls who have their ears pierced must restrict their jewelry to a stud or age appropriate earring. Earrings resembling sharp points, large hoops or are dramatic in size present a potential safety hazard and are not allowed at school.

TRANSFERS

We would appreciate you giving the school office a few days advance notice if you plan to leave the Chollas/Mead School attendance area. This will help us complete the proper transfer procedures in a timely manner. You may notify us by calling 362-3300. School records for each child will be forwarded upon the request of the new school.

SCHOOL RECORDS

This school maintains records considered necessary to the educational program for each child, which may be reviewed by his/her parents with the school administrator. An appointment to review records may be made by calling the office at 362-3300.

SCHOOL TELEPHONE

Telephone calls PreK – Grade 5 will not be transferred to the classroom during instructional time. Parents are asked to make every effort to communicate any changes with drop off and pick up with their child’s teacher via email, in person or through the school messaging system.

IDENTIFICATION PLEASE!

Clearly mark all coats, sweaters, jackets, rain gear, lunch pails, lunch bags, etc. with your child’s first name, last name, and room number. By doing so, most “lost” items can be returned to their owners promptly. All unclaimed personal items left in the “Lost and Found” will be donated to charity at the end of each reporting period. Work with your child to build responsibility for all personal items.

TRANSPORTATION

It is important that all students who are eligible for transportation and their families understand the privilege of riding the bus. If a child is uncooperative in riding the bus either to or from school, or at the bus stop, the bus drivers will report such incidents to the school. There are a number of reports, which will be reviewed to determine a student’s suspension from receiving bus services to the school site. It is the responsibility of the parent or guardian to provide transportation both to and from school. Parents also need to know if a student MISSES the bus in the morning, and transportation service is not at fault, **NO SHUTTLE SERVICE WILL BE PROVIDED**. It will be the responsibility of the parent to bring the student to school. Parents who need to transport their children home are **REMINDED** to call the school office to notify the school. No child will be released from class unless the office has been notified in writing.