

Chula Vista Elementary School District  
**CAMARENA ELEMENTARY SCHOOL**

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**REPORT ABSENCES TO: (619) 591-5500 x630110**

Web Site: [schools.cvesd.org/schools/camarena](http://schools.cvesd.org/schools/camarena)

Blog: <https://camarenarobogriffins.blog>



**PARENT and STUDENT HANDBOOK**  
**DISTANCE LEARNING EDITION**  
**2020-2021**



**Board of Education**

Leslie Ray Bunker • Armando Farías

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**Superintendent**

Francisco Escobedo, Ed.D.

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**EQUAL OPPORTUNITY EMPLOYER**

The Chula Vista Elementary School District is committed to providing equal educational, contracting, and employment opportunity to all in strict compliance with all applicable state and federal laws and regulations. The District office that monitors compliance is the Human Resources Services and Support Office, 84 East J Street, Chula Vista, CA 91910, phone 619-425-9600, ext. 1340. Any individual who believes s/he has been a victim of unlawful discrimination in employment, contracting, or in an educational program may file a formal complaint with the District's Human Resources Office.



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## **CAMARENA ELEMENTARY SCHOOL**

Welcome to Camarena Elementary School, home of the Robo Griffins! Camarena Elementary opened in July 2013 and is proud to be Chula Vista Elementary School District's 45th school. We are committed to making learning fun and meaningful for all students even in a Distance Learning model. Please take the time to read the information contained in this Handbook as it will provide you with the school policies and procedures for the Distance Learning. Whether we are physically on or off campus, we look forward to serving you and providing your child/children with the best education possible.

---Debra McLaren, Ed.D. – Principal



### **MISSION**

The mission of Camarena Elementary School is to provide an educational experience for all children that promotes academic excellence, social responsibility, emotional strength, physical vitality and above all else a love for learning.

### **VISION – WE BELIEVE:**

- All children have potential therefore no mind should be left behind.
- All children experience academic, social, emotional and physical success.
- All children have equal access to a rigorous academic instructional program.
- All children have something to contribute.
- All members of the learning community have a role to play in the development of each child.
- All members of the learning community should be treated with respect.



## **WHAT IS DISTANCE LEARNING?**

For the purposes of guidance for parents and students, Distance Learning means instruction in which the student and instructor are in different locations. This may include interacting through the use of a computer and communications technology, as well as delivering instruction and check-in time with the teacher. Distance learning may include video or audio or instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. It may also include the use of print materials incorporating assignments that are the subject of written and oral feedback.

**Daily Live Interaction:** Defined as interaction with certificated employees and students (opportunities for student to student connections) for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders. Instruction is standards-aligned and students are expected to complete the assigned work. Teachers and administration monitor student progress and communicate concerns with parents/guardians in a timely manner.

**Synchronous learning:** Defined as online instruction that takes place in real time (live) with the classroom teacher and a student or students, including direct and live instruction to students through video conferencing, telecommunications, live interactive chats and discussion forums, whole or small-group instruction, 1:1 conferring, assessing and/or instruction, daily live interaction, and interactive class meetings/restorative circles.

**Asynchronous learning:** Defined as instruction or learning that does not occur in real time (live), including self-guided instructional lessons/activities/modules, pre-recorded lessons, discussion forums and online collaboration/chats that do not happen live, other independent work.

*Please note that **California Compulsory Education Law** requires everyone between the ages of six and eighteen years of age to attend school, except sixteen- and seventeen-year-olds who have graduated from high school or passed the **California High School Proficiency Exam (CHSPE)** and obtained parental permission to leave.*

## DAILY ROUTINES

When possible **please call** before coming on campus - **619-591-5500** or **send us an email to** [camarenaschool@cvesd.org](mailto:camarenaschool@cvesd.org). There is also a secure mailbox outside the front of the school office to leave documents or correspondence for staff.

# School Hours Distance Learning

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- Office Hours – 8:00 am – 4:00 pm
- School Day Monday – Thursday 8:15 am – 2:45 pm
- School Day Friday – 8:15 am – 12:15 pm
- All School Lunch Time 12:15 pm – 1:00 pm

- ✓ Kindergarten: 180 instructional minutes (3 hours)
- ✓ Grades 1-3: 230 instructional minutes (3 hours and 50 minutes)
- ✓ Grades 4-6: 240 instructional minutes (4 hours)

## **ATTENDANCE/PARTICIPATION**

In accordance with Senate Bill 98 teachers are expected to take daily student attendance in the Distance Learning model. A student who does not participate in distance learning when assigned to do so shall be documented as absent.

Please note that **California Compulsory Education Law** requires everyone between the ages of six and eighteen years of age to attend school, except sixteen- and seventeen-year-olds who have graduated from high school or passed the **California** High School Proficiency Exam (CHSPE) and obtained parental permission to leave. Students who are absent from Distance Learning for more than three consecutive school days or 60% of the instructional days in a school week will be considered truant unless we receive written notice and/or a reason for the absence that is considered “excused” per state guidelines.

School Responsibilities Include:

- Maintain regularly updated contact information.
- Provide access to technology and equip school staff and families to use it effectively.
- Ensure students and families have meaningful two-way communication with staff and each other about how to improve conditions for learning.
- Offer options to participate in meaningful learning opportunities.

Students Responsibilities Include:

- Showing up on time and actively participating.
- Contact the teacher if you need help.
- Complete assignments on time.
- Do your BEST!

## **INDEPENDENT STUDY CONTRACT POLICY FOR EXTENDED ABSENCES**

If your child will be absent 5 or more consecutive days, please notify the health attendance clerk and classroom teacher at least one week prior to the absence, if possible. Please follow these guidelines:

- Contracts must have specific dates and be signed by all parties in advance.
- Beginning and ending dates are firm (no extensions).
- The assigned work cannot be done before or after the contract days.
- Contracts must be returned to the teacher the first day the student returns to school with the completed assignments.
- Study contracts may or may not be approved by administration.

## GENERAL INFORMATION

### BEHAVIORAL STANDARDS ONLINE

The students and staff at Camarena Elementary School believe that a safe and positive online environment is important to a child's learning in the digital classroom. To provide such an environment, Camarena Elementary School has established the following online norms:



### Parent Norms *for* Distance Learning

- Set Up a Quiet Distance Learning Space at Home
  - Possible supplies may include: paper, pencils, pencil sharpener, crayons, colored pencils, whiteboard, dry erase pens...
- Check ClassDojo, Remind, or email updates from your child's teacher.
- Create a schedule for your household that supports academic time.
- Take breaks throughout the day.
- Provide times for the child to do "off-screen" activities.
- Encourage physical activity
- Check to make sure that your child is working through the assigned activities to the best of their ability. **DO NOT TRY TO COMPLETE ALL ASSIGNMENTS AT ONCE!**
- Video Conferencing
  - Consider your surroundings and make sure your child is wearing appropriate clothing for school.==
  - Remove any distractions.
  - Be respectful at all times
  - Students/parents/guardians, should not take photos, screenshots, or record any video or audio from conference sessions.

LET'S REMEMBER THAT THESE ARE UNPRECEDENTED TIMES,

TEACHERS NEED YOUR SUPPORT AS THEY EMBARK ON THE NEW ADVENTURE OF DISTANCE LEARNING.

### BREAKFAST/LUNCH DISTRIBUTION

- ❖ Child Nutrition Services will provide 5 days worth of meals (breakfast and lunch) each Thursday from 12:00 pm to 2:00 pm.
- ❖ Meals will be free to eligible students under the free and reduced-priced meals program.
- ❖ To qualify complete the application online [CLICK HERE](#) or pick up a hard copy at the school office.
- ❖ Please return the completed application to the school office or CNS Office (84 East J Street, Chula Vista).
- ❖ Eligibility is based on the household income and number of people living in the home.

## **CLOSED CAMPUS**

In an effort to ensure a safe campus, Camarena Elementary School will remain closed until directed to re-open by local or state officials. If you need in person assistance, please call or email the school office to arrange a time to come in. You must wear a mask on campus and follow the appropriate signs for physical distancing. The office number is **619-591-5500** or email the school [camarenaschool@cvesd.org](mailto:camarenaschool@cvesd.org).

## **COMMITTEES**

Parent participation and involvement is one of the best ways you can ensure your child's success. During the Distance Learning period, all committees will meet virtually. If you are interested in participating in a committee, please contact the school office or send an email to the school principal ([debra.mclaren@cvesd.org](mailto:debra.mclaren@cvesd.org)) or associate principal ([veronica.valdivia@cvesd.org](mailto:veronica.valdivia@cvesd.org)). The following committees for parents/guardians to be involved are:

- ELAC – English Language Acquisition Committee provides support for second language learners and their families.
- Garden Committee provides support for our school garden and actively seeks grants and community donations.
- PTA – Parent, Teacher Association (PTA) supports school events and programs.
- Safety Committee oversees the Safe Schools Plan, MTSS, and Health and Wellness Policy.
- SSC – School Site Council provides oversight and input for the Local Control Accountability Plan (LCAP) and the Local Control Funding Formula (LCFF) or school budget.
- Yearbook Committee – Parents, teachers and support staff work to create and design the school yearbook.
- Military Support Committee – Oversees the Anchored 4 Life program and other support services/resources for military families.

## **COMPLAINT PROCEDURE**

Report concerns with students, staff, or parent conduct to administration immediately. Administration will investigate promptly but may be unable to discuss findings due to confidentiality. If immediate assistance is needed, call the non-emergency number for the Chula Vista Police Department at (619) 691-5151.

## **DUAL LANGUAGE IMMERSION**

Camarena offers a two-way, 90/10, Dual Language Immersion (DLI) program with the Spanish language as a focus. The purpose of this program is to build bilingual, biliterate, and bicultural ability in participating students. Students participating in this program are eligible to receive the Chula Vista Elementary School District Seal of Biliteracy, in Spanish. An enrollment requirement of the program is that at least 1/3 of the classroom makeup is comprised of native Spanish speakers. The DLI program at Camarena tends to be in high demand, as such, wait lists are created, as needed, each school year.

English speakers on the wait list may enter the DLI program through the 2<sup>nd</sup> quarter in 1<sup>st</sup> grade, provided space is available and student is identified as a good candidate for the program. When considering The DLI program factors that may impact student learning and progress include: The child's primary language is something other than English or Spanish, has diagnosed speech/language delays, or



the family is in the military and may not be able to commit to the preferred seven years for the program. Spanish speakers may enter in later years provided they speak, read, and/or write in Spanish as demonstrated through entry assessments administered by Camarena staff.

## **EMERGENCY AND HEALTH INFORMATION**

The student Emergency and Health Information is an important source of information for the school office. It provides the child's address, phone number, school identification number, and emergency contact numbers. When necessary, teachers, administrators and other office and health personnel use this information to contact families. ***Please inform the office of any changes in student information phone numbers and/or addresses.***



## **HEALTH**

### **COVID-19 Best Practices**

- Wash hands frequently for **at least 20 seconds** with soap and water especially after you have been in a public place, after blowing your nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Use “respiratory etiquette”
  - Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of you elbow.
- Avoid touching eyes, nose or mouth with unwashed hands.
- Clean and disinfect frequently touched surfaces.
- Avoid contact with anyone if you become sick with respiratory symptoms.
- Wear a mask, practice self-isolation and social distancing even with members in your household.
- Seek immediate medical care if symptoms become more severe such as high fever, difficulty breathing, chest pain or pressure, bluish lips or face, loss of taste and smell, or new confusion.
- Avoid close contact with people who are sick.
- Do not visit the school site if you have any symptoms of fever and/or respiratory infection,
- Follow guidance from the public health officials.

## **LIBRARY BOOKS**

Camarena Elementary School Library provides an excellent collection of books from which your child may borrow. Contact Rachel Murphy the school librarian [rachel.murphy@cvesd.org](mailto:rachel.murphy@cvesd.org) to check out books online or in person.

Please help your child remember the following things:

- Find a safe place they can keep their library book so it will not get lost or damaged.
- Use clean hands when reading library books.
- Do not eat or drink while reading library books.
- Use a bookmark to save your place in the book.
- Do not loan your library books to friends, siblings or classmates.
- Do not bend or fold pages.
- Do not write or color in books.
- Return all library books to the school library on time.

We encourage students to be responsible for books they borrow. Please help us by reinforcing this message at home. Be aware that you are expected to pay for all lost and damaged materials.

The standardized book replacement fee as established by the school district is below. (Note: these are approximate prices, the actual price may vary depending on the book.)

Paperback books - \$10.00

Hardback books -

- Primary \$20.00
- Fiction \$20.00
- Non-fiction \$25.00
- Reference \$50.00

Outstanding balances will follow your child to each school he/she attends within the Chula Vista district and he/she will not be allowed to check out books until the matter is resolved.

# Library Resources

- **Capstone eBooks (300+ titles in English)**
- *mycapstonelibrary.com*
- Username: camarenaes
- Password: school
- 
- **Worldbook Online (interactive online Encyclopedia in English & Spanish)**
- *worldbookonline.com*
- Username: camarena1
- Password: success
- 
- **Benchmark Universe eBooks (3200+ titles in English & Spanish)**
- *cvesd.benchmarkuniverse.com*
- 
- **TumbleBooks**
- Chula Vista Public Library offers TumbleBooks for free if you click on their eBooks link.
- <https://www.chulavistaca.gov/departments/library/e-books-digital-audio-and-music>

## **PROGRESS REPORTS**

Camarena Elementary School will utilize 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 three times a year at the end of each quarter. A Parent Conference Student Summary is provided during the first reporting period in lieu of a report card. Children whose primary language is something other than English will also receive an English Language Development (ELD) progress report during each reporting period.

## **RESIDENCY VERIFICATION**

All students, except for incoming kindergarteners who have already registered for the upcoming school year, **MUST** provide documentation of residency. Students who do not reside in the school boundaries will need to register at their school of residence and submit a zone transfer request or Please refer to the school blog for more information <https://camarenarobogriffins.blog> or call the school office at 619-591-5500.

## **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. For complete information regarding our school policies and procedures, visit or follow our school blog: <https://camarenarobogriffins.blog>

Highlights of each week's events are also programmed to go out on our school messenger automated phone message each Sunday between 5:00 pm and 9:00 pm so make sure your phone numbers are kept up to date with our school office staff.

## **TECHNOLOGY PROGRAMS AND DEVICES**

Devices are provided and parents/guardians must complete and sign the Distance Learning Device Release Form. Borrower agrees to return the equipment in the same condition as loaned and further agrees to reimburse the District for any loss or damaged equipment beyond normal wear and tear. The device is to be used for education and school-related purposes only.

The district common platform is Microsoft Office 365 Suite. School sites and unit members may also use additional learning applications and platforms to meet the needs of students and families.

The District technology help line will be available to provide support and assistance for hardware issues as well as Microsoft Office 365 Suite and district single sign-on applications contained within.

A Parent Helpline is available to provide technical support with Microsoft Office 365 and Teams, as well as assistance for District-adopted online programs (i.e. Achieve 3000). Office hours are Monday – Friday from 8 a.m. – 5 p.m. Parents may call if they need support with these tools and an IT team member will assist them. You may need to leave a message during peak times but please be reassured that someone will contact you as soon as possible.

## **TESTING – DISTRICT**

The District Local Measures are the district wide assessments that measure students' progress and achievement towards state and district initiatives. School wide assessments monitor student progress and achievement regularly and inform instruction to ensure progress is being made towards school, district, and state grade level benchmarks towards college and career readiness. District assessments given at the end of the year in mathematics, reading and writing are also given to gauge student progress towards California State Content Standards. All students grades second through sixth grade take the Level Set test in reading, and students in

grades K-2 take the Local Measures in Writing and Mathematics. Students in the Dual Immersion program take the reading and writing assessments in both English and Spanish. *Please note this may vary and is subject to change while in remote (distance) learning.*

### **VISITORS AND VOLUNTEERS**

During the Distance Learning model and while under state and local orders to “stay at home” visitors and volunteers will not be permitted on campus. Once visitors and volunteers are permitted to return to the campus, the guidelines in the regular Parent Handbook must be adhered to.



