

**Chula Vista Elementary School District**

# **Los Altos Elementary School 2024-2025**



## **Parent Handbook**



**PRINCIPAL'S MESSAGE • SCHOOL INFORMATION • RULES AND DISCIPLINE POLICY  
DAILY SCHEDULE • SCHOOL CALENDAR**

### **Board of Education**

**Kate Bishop · Cesar Fernandez · Delia Dominguez Cervantes  
Francisco Tamayo · Lucy Ugarte**

### **Superintendent**

**Eduardo Reyes, 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.

# LOS ALTOS ELEMENTARY

1332 Kenalan Drive, San Diego, California 92154

Tel.: (619) 690-5880 • Fax: (619) 428-471

**Dr. Maria Canales, Principal**



2024-2025 School Year

Dear Los Altos Family,

My name is Maria Canales and I am honored to be the principal at Los Altos Elementary School. I am thrilled to be part of an amazing team that is focused on providing a high-quality education to each and every student. Our goal at Los Altos is to nurture each students' potential with collaborative efforts from teachers, staff, parents, and the community. This partnership will help prepare our students academically and cultivate models of good character who embody responsibility, integrity, safety, and empathy.

I encourage families to join our school community to support our students' education by becoming members of our School Site Council (SSC), English Language Advisory Committee (ELAC), Parent Teacher Organization (PTO), and/or become a school volunteer. Your help is greatly appreciated! Thank you for your partnership and I look forward to working with you throughout the year.

Dr. Maria Canales

Principal

Los Altos Elementary School

Los Altos Elementary School

# Daily Schedule

\*Students should not arrive on campus before 8:00 a.m.\*

## Full Day

	Monday-Thursday	Friday & Minimum Days
TK	8:30-2:45	8:30-1:30
K	8:30-3:00	8:30-1:40
1 <sup>st</sup> -6 <sup>th</sup>	8:45-3:15	8:45-1:55

## Recess Schedule

	AM Recess	PM Recess
TK	10:00-10:20	2:00-2:20
K	10:25-10:45	1:30-1:50
Primary Grades (1 <sup>st</sup> -3 <sup>rd</sup> )	10:20-10:40	
Upper Grades (4 <sup>th</sup> -6 <sup>th</sup> )	10:40-11:00	

## Lunch Schedule

Kinder	11:30-12:15
1 <sup>st</sup> -2 <sup>nd</sup>	11:45-12:30
TK, SDC Lower	12:00-12:45
3 <sup>rd</sup> , SDC Middle	12:15-1:00
4 <sup>th</sup> -5 <sup>th</sup>	12:30-1:15
6 <sup>th</sup> , SDC Upper	12:45-1:30

## Rainy Day Schedule

Kinder	11:00-11:30
1 <sup>st</sup> -2 <sup>nd</sup>	11:30-12:00
TK, SDC Lower	12:00-12:30
3 <sup>rd</sup> , SDC Middle	12:15-12:45
4 <sup>th</sup> -5 <sup>th</sup>	12:30-1:00
6 <sup>th</sup> , SDC Upper	1:00-1:30

# Los Altos Elementary School School Calendar

Important Dates	Key Breaks
<ul style="list-style-type: none"> <li>Student Starting Date: July 24, 2024</li> <li>6th Grade Promotion: June 5, 2025 at 9:30a</li> <li>Kinder Promotion: June 6, 2025 at 9:30a</li> <li>Student Ending Date: June 6, 2025</li> <li>Fall Conferences - Minimum Days - September 12-19, 2024</li> <li>Spring Conferences - Minimum Days - March 13-20, 2025</li> </ul>	<p><b>Key breaks include:</b></p> <ul style="list-style-type: none"> <li>Fall Break: Sept. 23 – Oct. 7, 2024</li> <li>Thanksgiving Break: Nov. 25 – Nov. 29, 2024</li> <li>Winter Break: Dec. 23, 2024 – Jan. 13, 2025</li> <li>Spring Break: March 24 – April 4, 2025</li> </ul>

Chula Vista Elementary School District 2024-2025 School Year-Round Calendar								
<b>JANUARY 2025</b>								
S	M	T	W	T	F	S	4 Minimum Days 1/1 Legal Holiday – New Year's Day 1/2 – 1/13 Winter Break (Continued) 1/16 1st Principals Report 1/17 200-day Employees & APs Report 1/18 Teachers Report to Work 1/19 School Resumes – Students Report – Minimum Day 1/20 Legal Holiday – Dr. Martin Luther King Jr. Day End of seventh school month, 13 days taught + 1 teacher workday	Days Worked per month 13 14 14 14
<b>FEBRUARY 2025</b>								
S	M	T	W	T	F	S	3 Minimum Days 2/14 Legal Holiday – Lincoln Holiday (observed) 2/17 Legal Holiday – Washington Day End of eighth school month, 18 days taught	Days Worked per month 15 18 18 18
<b>MARCH 2025</b>								
S	M	T	W	T	F	S	6 Minimum Days 3/13 – 3/20 Parent/Teacher Conferences – Minimum Days 3/24 – 4/4 Spring Break 3/28 Declared Holiday 3/31 Legal Holiday – Cesar Chavez Day End of ninth school month, 15 days taught	Days Worked per month 15 15 15 15
<b>APRIL 2025</b>								
S	M	T	W	T	F	S	4 Minimum Days 4/3-4/4 Principal and APs workday 4/7 Spring Break (Continued) 4/7 School Resumes – Students Report – Minimum Day End of tenth school month, 18 days taught	Days Worked per month 18 18 18 18
<b>MAY 2025</b>								
S	M	T	W	T	F	S	5 Minimum Days 5/26 Legal Holiday – Memorial Day End of eleventh school month, 21 days taught	Days Worked per month 21 21 21 21
<b>JUNE 2025</b>								
S	M	T	W	T	F	S	6/6 End of School Year for Students- 180 Days Taught/1 Minimum Day 6/6 Last day for 150-Day Certificated Staff-Teacher Prep Day 6/6 Last day for 186-day CNS II & III 6/7 Last day for 200-day Employees 6/18 Last day for Principals & APs 6/18 Legal Holiday – Juneteenth 6/30 Fiscal Year Ends End of twelfth school month, 5 days taught	Days Worked per month 5 5 5 12
LEGEND: SCHOOL DAYS (180) MINIMUM DAYS (6) TEACHER PREP DAYS (5) BREAKS LEGAL HOLIDAYS (11) Approved: 12/13/22 Revised: 8/26/24								

Chula Vista Elementary School District 2024-2025 School Year-Round Calendar								
<b>JULY 2024</b>								
S	M	T	W	T	F	S	2 Minimum Days 7/1 Fiscal Year begins 7/4 Legal Holiday – Independence Day 7/8 First Day for 200-day Employees/Principals & APs Report 7/18 First Day for 186-day CNS II & III 7/19 – 7/23 Teachers Report to Work 7/22 First Day for 150-day Employees 7/24 Students Report to School – Minimum Day End of first school month, 6 days taught + 3 teacher workdays	Days Worked per month 8 10 9 17
<b>AUGUST 2024</b>								
S	M	T	W	T	F	S	5 Minimum Days End of second school month, 22 days taught	Days Worked per month 22 22 22 22
<b>SEPTEMBER 2024</b>								
S	M	T	W	T	F	S	6 Minimum Days 9/2 Legal Holiday – Labor Day 9/9 CA Admissions Day (Recognized on December 30) 9/12 – 9/19 Parent/Teacher Conferences – Minimum Days 9/23 – 10/7 Fall Break End of third school month, 14 days taught	Days Worked per month 14 14 14 14
<b>OCTOBER 2024</b>								
S	M	T	W	T	F	S	4 Minimum Days 10/1 – 10/7 Fall Break 10/3-10/4 Principal and APs workday 10/7 Teachers Report to Work 10/8 School Resumes – Students Report – Minimum Day 27 28 29 30 31 End of fourth school month, 18 days taught + 1 teacher workday	Days Worked per month 18 19 19 19
<b>NOVEMBER 2024</b>								
S	M	T	W	T	F	S	4 Minimum Days 11/11 Legal Holiday – Veterans Day 11/25 – 29 Thanksgiving Week Break 11/28 Legal Holiday – Thanksgiving Day 11/29 Declared Holiday End of fifth school month, 15 days taught	Days Worked per month 15 15 15 15
<b>DECEMBER 2024</b>								
S	M	T	W	T	F	S	3 Minimum Days 12/23-1/13 Winter Break 12/24 Declared Holiday (Christmas Eve) 12/25 Legal Holiday (Christmas Day) 12/30 In lieu of Holiday CA Admissions Day (September 9) 12/31 Declared Holiday End of sixth school month, 15 days taught	Days Worked per month 15 15 15 15
LEGEND: SCHOOL DAYS (180) MINIMUM DAYS (6) TEACHER PREP DAYS (5) BREAKS LEGAL HOLIDAYS (11) Approved: 12/13/22 Revised: 8/26/24								

[\\*Click here to get a better view of the calendar](#)

## **OFFICE HOURS**

The school office is open Monday-Friday from 7:30 a.m. - 4:00 p.m.  
The school telephone number is: (619) 690-5880

## **ARRIVAL AT SCHOOL**

We encourage our early arrival students to eat breakfast at school which begins at 8:00 a.m. Younger students should be walked into our cafeteria and the adult with them should ensure the supervisor is aware of their arrival. There will be a table specifically for Kindergarten students so that we can provide extra supervision. Should you choose to stay at the lunch tables with your child, please ensure that you are professional in your interactions with any of our students and staff.

Parents may enter our school building to drop their child off at the cafeteria if it is between 8:00 and 8:30 a.m. or may walk them to their class line-up if it is between 8:00 and 8:45 a.m. Parents that stay on the playground with their child should leave their child at the class line up and can wait by the play structure if you choose to stay until school starts at 8:45am. All parents not signed into Raptor should exit the campus by 8:45.m.

### **Breakfast**

Breakfast is served every day from 8:00 a.m.– 8:30 a.m. Students who arrive after 8:30 a.m. will not be served breakfast due to the short time left before school begins, promptly at 8:45 a.m.

### **Parking Lot and Driving Protocol**

Student safety is the utmost priority and we must work together to ensure all of our children are safe. Students must be dropped off at the designated drop off zones. The red area in front of the school is NOT a drop area, please utilize the drop off area.

Please remember that the red zones mean no stopping, standing, or parking. Please park in the designated parking areas and follow our drop-off and pick-up cone system in our parking lot. This helps maintain the flow of traffic and it ensures safety for all our students. We ask for your patience and kindness when being reminded of our traffic expectations. It is important to plan for a few extra minutes to accommodate all our students participating in arrival and dismissal. If you are interested in volunteering with helping keep our students safe before/after school and help with traffic please call our school at (619)690-5880 to express interest.

## **ATTENDANCE**

Regular attendance in school is required by California law and is essential to ensure academic success. Studies show that there is a direct correlation between school attendance and student achievement. Los Altos school has a pattern of Chronic Absenteeism that we must work together to correct this year. Parents are asked to reinforce the importance of good school attendance. Please know that if your child is well enough to come to school even if they are slightly ill, that we will take care of them here and let you know if they need to go home. Slight cold symptoms, minor stomach aches, body aches from exercise, headaches, menstrual cramps are NOT reasons to stay home. Hot weather and rain are also NOT reasons to stay home, our building is climate controlled so weather conditions should not be a factor in attending. Chronic health conditions should be reported to our Health Office, especially if that condition affects attendance.

It is understood that when certain unavoidable circumstances, such as illness or a death in the family, a student will be absent. It is our responsibility as a school entity to inform you when your child is

developing an absence pattern called Chronic Absenteeism. After three unexcused absences parents will be informed that their child is labeled a truant student and it is kept in their cumulative record. Please plan medical appointments during school breaks, or after school whenever possible. Friday minimum days are also a good time to schedule appointments. If for some unavoidable reason your child will be absent for three or more days, please arrange for an **Independent Study Contract** through the Attendance Office. Please try to allow at least five days when requesting a contract. When your child is absent, please call the school office that day to share the reason for the absence.

**To Report an Absence or to Speak to the Attendance Secretary:**

1. Dial the school phone number 619-690-5880 and press 380110 or text her at 619-880-9420
2. State the student's name, teacher, and reason for absence with the Attendance/Health secretary, Ms. Trini Nicasio.
3. You can also report absences to Ms. Trini's email at: [maria.nicasio@cvesd.org](mailto:maria.nicasio@cvesd.org)

**Tardies**

Every student needs to be on time and prepared to work when school starts each day at 8:30am, TK - K and 8:45am, 1<sup>st</sup> - 6<sup>th</sup> grade. The beginning of the school day sets the tone for the rest of the day. Students who are late to school miss out on important classroom instruction. Parents are asked to understand and reinforce the importance of being on time to school. Tardies greater than 30 minutes after the school day start are considered truancies and affect your child's record. Students are recognized for perfect attendance on a quarterly basis. Perfect attendance is defined as no absences or tardies of any kind. Classrooms are recognized for best attendance each week and monthly as well.

**Student Check Out Procedures**

We ask that you minimize the number of times you check your child out of school early, please be sure to bring identification with you and make certain that whoever is picking up the child is on the emergency card for student release. Students will only be checked out to individuals with picture identification who are listed on their emergency card.

**HEALTH AND SAFETY**

**Medication**

Students are **NOT** allowed to bring any medication, cough drops, or over-the-counter medication to school. Medications are not permitted at school, except when kept in the school health office. Parents of any student who, during the regular school day, is required to take medication prescribed for them by a physician, must complete an "Authorization for Medication Administration" form which is kept on file in the school health office. This form authorizes the office staff to administer the medication to your child. You will need to submit a new form at the beginning of each school year. If your child is on a temporary prescribed medication or needs occasional pain-relieving medication, you are welcome to come to the school to administer that medication to your child without the "Authorization for Medication Administration" form. If you have any questions about these procedures, please contact Jaime Estrada (school nurse) at extension 380150 or Maria Nicasio (Attendance/Health Specialist) at extension 380110.

**Masks**

Any student that wishes to wear a mask may do so and at this time. If students do not want to wear a mask, they do not have to. It is a good idea to have your child wear a mask if they are displaying cold or flu-like symptoms to minimize spread.

## **Snacks and Lunch**

All students may bring a snack to school to eat during morning recess. Our 6th graders are especially encouraged to bring a snack because they have the latest lunch time. Snacks should be HEALTHY snacks that students can consume in a few minutes. It should not be a full lunch. Appropriate snacks would be fruit, half sandwich, cheese stick, crackers, yogurt/pudding and any other small healthy snack. Chips like Takis, Hot Cheetos, etc. and candy are not appropriate snacks for snack time and students will be asked to put it away until lunch time if it is brought out at snack time. This can be avoided by ensuring that you only send healthy snacks to school. Lunch is served daily from our school's cafeteria. You can always find the menu on the district's website. Lunch is a planned activity each school day, so students should either bring lunch or pick up a lunch tray from the cafeteria each day. All students should eat something at lunch time.

## **Classroom Celebrations**

CVESD prohibits the use of food items in celebration of a student's birthday during the school day. Additionally:

- No more than 2 class celebrations with food per year
- Food items should be store-bought and pre-packaged for food and allergy safety

Please [click here](#) to learn more about CVESD's Wellness Policy. By adhering to this policy we reduce possible life-threatening allergic reactions and protect students with other critical medical issues. This also minimizes interruptions to instructional time. Parents who wish to distribute non-food treats (stickers, pencils, etc.) to their child's class are strongly encouraged to discuss their desire with the teacher well in advance.

## **SAFETY**

### **For your child's protection if walking home without an adult, they should:**

- Follow an established safe route to and from school
- Follow parent directions for all before and after school travel
- Walk in groups if possible
- Not walk in the street on their route home
- Use crosswalks
- Not talk with strangers
- Not accept rides from strangers
- Stay away from unsupervised playground areas
- Never leave the school grounds during the school day without permission from the office

### **Toys, gum, candy, soda**

Toys, balloons, water guns, gum, candy, soda, radios, music players, cameras, and electronic games are not allowed at school. **Cell phones** are allowed, but must be turned off when they arrive at school, remain in backpacks and put away until the end of the school day, and only brought out and turned on after school is dismissed. Anything that is not needed to help your child learn will not be permitted on school grounds or the classroom. Should a child bring an item to school, they will receive a warning. After that, the administration may take possession of the item and parents may have to pick it up from the school office.

### **If your child reports a problem at school**

If problems arise at school, please make sure that you communicate with your child's classroom teacher first. I am here to help you, but always want to give my teachers the courtesy of knowing about problems first, especially if it is a classroom matter. Teachers are very aware of what type of problems should be referred to me and will definitely notify me of problems that arise that I need to be aware of or that are in my realm in handling them. If it is a serious matter and you want to contact me, please feel free to email me or call me. Please do not hesitate to contact us on matters that your child reports, it is very important that we stay on top of things and that we do not wait for matters to get worse.

### **Disaster Procedures**

Established procedures are in place at Los Altos to handle disasters such as fire, earthquakes, bomb threats and/or dangerous intruders. In accordance with California state law, disaster preparedness drills are conducted on a routine basis to evaluate and practice the procedures.

It is important for parents, guardians and family members to know that in a real emergency, students will be released only to individuals listed by parents. ***It is imperative that the emergency information for each student is current at all times. Parents should notify the office immediately of changes in phone numbers and/or names.***

### **Emergency Information**

Please make sure that all phone numbers, addresses and emergency information are kept up to date throughout the school year. Information provided is essential in case of earthquakes or other disasters where we may need to evacuate the school. Please make sure that the information is kept up to date throughout the school year.

### **Dress Code**

The following policy, adopted by the Chula Vista Elementary School District Board of Education on March 7 1995, describes the dress code expected at Los Altos Elementary School.

- Shoes must be worn at all times. Sandals must have closed toes and heel straps. Thongs or other backless shoes or sandals are not acceptable.
- Make-up is inappropriate in elementary school. Dangling earrings, chains, and keys worn visibly around the neck are unsafe and are not acceptable.
- Clothing and jewelry shall be free of writing, pictures, or other insignia which are crude, vulgar, profane and/or sexually suggestive or which advertise or advocate racial, ethnic or religious prejudice or the use of drugs, tobacco or alcohol.
- Hats, caps and other head coverings shall be worn outside only for the purpose of shading the face. (We will work with individual students and parents if this is needed in the classroom for student well-being). Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low cut tops, strapless tops, bare midriffs and skirts or shorts shorter than mid thigh are not acceptable.
- Articles of clothing and accessories, including hats, belts, books, binders, lunch bags, etc. adorned with graffiti or alleging gang affiliations are not acceptable.

Please note that while hats and hoodies are allowed outside, when students enter a school building they must remove the hat or hoodie from covering their head. This is to promote clear communication between students and others, as well as a sign of engagement.



The following items are considered either unsafe or inappropriate for school UNLESS as part of a Student Council sponsored Spirit Day.

- Colored, dyed or spray painted hair
- False/acrylic or extra-long nails
- Sagging/baggy pants
- Colored cosmetic contacts
- Shoes with wheels
- Excessive jewelry/wristbands
- Body piercing
- Fake tattoos

School staff reserves the right to make judgments on any article or clothing, mode of dress, or hair style which poses the potential or the disruption of learning and/or compromises a safe and orderly learning environment. At the discretion of the staff, a student may be sent home if any of the above is deemed inappropriate.

### **Behavior**

The Los Altos community is committed to the principles of responsibility, integrity, safety, and empathy. Expectations have been set for our locations of our school and are monitored throughout the school day by all our staff members. Students will be taught the rules and expectations for all areas of our school. Behavior is reinforced positively through our school-wide R.I.S.E. Ticket program and we have recognition programs as well like Student Shout Outs and Student Awards. If rule violations occur, the student will be taught the appropriate behavior that should have been displayed, if the behavior continues, students are given a Minor Infraction Notice. Major Infractions are referred to the school principal.

### **PARENT INVOLVEMENT**

#### **Volunteers**

We welcome parents and volunteers to our school. If you want to volunteer, please ask your child's teacher if they would like you to volunteer. The teacher will then inform our school office so that we can reach out to you to complete the volunteer process. You will need TB clearance to volunteer. If you will be volunteering two or more days per week you will need to have fingerprint clearance as well. We have a computer in the office where all volunteers and visitors are required to sign in when they are on campus. Anyone on campus must have a volunteer or visitor badge, if this is not done, they will be asked to check in at the office and report their presence.

#### **Parent, Teacher Organization (PTO)**

Please look out for information on becoming a member of our Parent Teacher Organization (PTO). The PTO is a group of parents and educators that work together to support our school community. The PTO plans and organizes fun events like movie nights and dances.

#### **School Site Council (SSC)**

The School Site Council (SSC) is composed of parents, teachers, classified staff and the administrator. The SSC is responsible for the development and approval of the Site Plan for Student Achievement (SPSA) and approval of all expenditures from the School funds.

#### **English Learner Advisory Committee (ELAC)**

The English Learner Advisory Committee (ELAC) is composed of parents, teachers, principals, and instructional assistants representing English Language Learners. This Committee meets regularly to share information as well as study issues and concerns related to second language education.