

Silver Wing Elementary School



Parent Handbook 2023-2024

M. Theresa Corona, Principal



Chula Vista Elementary School District
Silver Wing Elementary School
3730 Arey Drive · San Diego, California 92154 · (619) 423-3950
Fax: (619) 423-7438
M. Theresa Corona, Principal



2023-2024 School Year

Dear Parents,

Welcome to the 2023-24 school year at Silver Wing Elementary School. The following pages of this handbook will give you general information regarding our school, as well as district policies and procedures that may be helpful to you throughout the school year.

This year marks my seventh year here at Silver Wing Elementary School, I began my teaching career not far from here at Howard Pence Elementary School in the South Bay Union School District, 33 years ago. I have been so very fortunate to have been an administrator in the Chula Vista Elementary School District for the past 16 years. I want you to know that I work as a principal for the very reason I became a teacher: I am dedicated to enriching the lives of the children I work with and to making a difference in the life of every child. I assure you that your child will continue to be provided with a rich curriculum aligned to the California Common Core State Standards in English Language Arts, Mathematics, as well as with History/Social Science and Science. In addition to the core curriculum, your child will have enrichment opportunities in technology, Visual Arts, and Physical Education. We also proudly offer a Dual Immersion program in Grades K-6 for parents that are interested in biliteracy in English and Spanish for their child.

We encourage you to become involved in our school, including considering participating in the School Site Council, Parent Teacher Organization and the English Language Advisory Committee. These groups, comprised of teachers, parents, and staff, make important decisions regarding the programs provided for our students at Silver Wing Elementary School, as well as school-wide policies.

On behalf of the entire staff of Silver Wing Elementary, I would like to thank you for sending us your very best, your child! It is with a team effort that we will work together to educate your child and to help them to be the absolute best that they can be! Thank you in advance for your support of our work here at our school. I am looking forward to my work here at Silver Wing. Should you need to contact me, please do not hesitate to call me at the school office or to email me at: maria.corona@cvesd.org. I can be reached on my cellular phone at 619-468-4356.

Sincerely,

M. Theresa Corona, Principal

Silver Wing Elementary School



Students should not arrive on campus before 7:30 a.m.

Daily Schedule for Grades Kindergarten-6

Monday-Thursday

8:30 a.m.-3:00 p.m.

Friday

8:30 a.m.-1:30 p.m.

Morning Recess Schedule

Grades 1-3

10:00 a.m.-10:15 a.m.

Kindergarten

10:10 a.m.-10:30 a.m.

Grades 4-6

10:25 a.m.-10:45 a.m.

Afternoon Recess Schedule

Grades 1-3

1:45 p.m.-2:00 p.m.

Grade K

2:00 p.m.-2:10 p.m.

Lunch Schedule

Grade 1

11:30 a.m.-12:15 p.m.

Grade 2

11:40 a.m.-12:25 p.m.

Grade 3

11:50 p.m.-12:35 p.m.

Grades 4

12:00 p.m.-12:45 p.m.

Grade 5

12:10 p.m.-12:55 p.m.

Grade 6

12:20 p.m.-1:05 p.m.

Kindergarten

12:30 p.m.-1:15 p.m.

Rainy Day Lunch Schedule

Grade 1-2

11:30 a.m. -12:00 p.m.

Grade 3-4

12:00 p.m.-12:30p.m.

Grade 5-6

12:10 p.m.-12:40 p.m.

Kindergarten

12:30 p.m.-1:00 p.m.

Kindergarten Gate Opens

Monday-Friday Start of School

8:15 a.m.

Monday-Thursday End of Day

2:55 p.m.

Friday End of Day

1:25 p.m.

Front Staff Parking Lot Gates Closed

AM Monday-Friday

8:00 a.m.-8:35 a.m.

PM Monday-Thursday

2:20 p.m.-3:15 p.m.

PM Friday

1:20 p.m.-1:45 p.m.

2022-23 School Year-Round Calendar

District Schools

Important Dates:

Student Starting Date: July 19, 2023

Student Ending Date: June 5, 2024 (Sixth Grade Promotion 9-10am)

Fall Conferences with Dismissal at 1:30pm: September 14-21, 2023

Spring Conferences with Dismissal at 1:30pm: March 7-14, 2024

Key breaks include:

Fall Break: September 25 – October 9, 2023

Thanksgiving Break: November 20 – November 24, 2023

Winter Break: December 18, 2023 – January 9, 2024

Spring Break: March 18 – April 1, 2024



Chula Vista Elementary School District

2023-2024 School Year-Round Calendar

JULY 2023							Days Worked per month
S	M	T	W	T	F	S	
						1	180 Days Classified
2	3	4	5	6	7	8	186 Days CNS II & III
9	10	11	12	13	14	15	185 Days Cert. Staff
16	17	18	19	20	21	22	200 Days School Staff
23	24	25	26	27	28	29	
30	31						
7/1 Fiscal Year begins							
7/4 Legal Holiday – Independence Day							
7/6 First Day for 200-day Employees/Principals & APs Report							
7/14 First Day for 186-day CNS II & III							
7/17 – 7/18 Teacher Preparation Days							
7/19 Students Report to School – Minimum Day							
End of first school month, 9 days taught + 2 teacher workdays							9 12 11 18
AUGUST 2023							Days Worked per month
S	M	T	W	T	F	S	
							180 Days Classified
6	7	8	9	10	11	12	186 Days CNS II & III
13	14	15	16	17	18	19	185 Days Cert. Staff
20	21	22	23	24	25	26	200 Days School Staff
27	28	29	30	31			
End of second school month, 23 days taught							23 23 23 23
SEPTEMBER 2023							Days Worked per month
S	M	T	W	T	F	S	
						1	180 Days Classified
3	4	5	6	7	8	9	186 Days CNS II & III
10	11	12	13	14	15	16	185 Days Cert. Staff
17	18	19	20	21	22	23	200 Days School Staff
24	25	26	27	28	29	30	
9/4 Legal Holiday – Labor Day							
9/14 – 9/21 Parent/Teacher Conferences – Minimum Days							
9/25 – 9/29 Fall Break							
End of third school month, 15 days taught							15 15 15 15
OCTOBER 2023							Days Worked per month
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	180 Days Classified
8	9	10	11	12	13	14	186 Days CNS II & III
15	16	17	18	19	20	21	185 Days Cert. Staff
22	23	24	25	26	27	28	200 Days School Staff
29	30	31					
10/2 – 10/6 Fall Break							
10/9 Teacher Preparation Day							
10/10 School Resumes – Students Report – Minimum Day							
End of fourth school month, 16 days taught + 1 teacher workday							16 17 17 17
NOVEMBER 2023							Days Worked per month
S	M	T	W	T	F	S	
							180 Days Classified
5	6	7	8	9	10	11	186 Days CNS II & III
12	13	14	15	16	17	18	185 Days Cert. Staff
19	20	21	22	23	24	25	200 Days School Staff
26	27	28	29	30			
11/10 Legal Holiday – Veterans Day							
11/20 – 24 Thanksgiving Week Break							
11/23 Legal Holiday – Thanksgiving Day							
11/24 In Lieu of Holiday – CA Admission Day							
End of fifth school month, 16 days taught							16 16 16 16
DECEMBER 2023							Days Worked per month
S	M	T	W	T	F	S	
						1	180 Days Classified
3	4	5	6	7	8	9	186 Days CNS II & III
10	11	12	13	14	15	16	185 Days Cert. Staff
17	18	19	20	21	22	23	200 Days School Staff
24	25	26	27	28	29	30	
31							
12/18 – 18 Winter Break							
12/22 Declared Holiday							
12/25 Legal Holiday							
12/29 Declared Holiday							
End of sixth school month, 11 days taught							11 11 11 11

LEGEND: SCHOOL DAYS (180) MINIMUM DAYS (50) TEACHER PREP DAYS (5)

BREAKS

LEGAL HOLIDAYS

Approved 12/14/22
Revised 04/12/23



Chula Vista Elementary School District

2023-2024 School Year-Round Calendar

JANUARY 2024							Days Worked per month
S	M	T	W	T	F	S	
							180 Days Classified
7	8	9	10	11	12	13	186 Days CNS II & III
14	15	16	17	18	19	20	185 Days Cert. Staff
21	22	23	24	25	26	27	200 Days School Staff
28	29	30	31				
1/1 Legal Holiday – New Year's Day							
1/8 200-day Employees/Principals & APs Report							
1/9 Teacher Preparation Day							
1/10 School Resumes – Students Report – Minimum Day							
1/15 Legal Holiday – Dr. Martin Luther King Jr. Day							
End of seventh school month, 15 days taught + 1 teacher workdays							15 16 16 17
FEBRUARY 2024							Days Worked per month
S	M	T	W	T	F	S	
							180 Days Classified
4	5	6	7	8	9	10	186 Days CNS II & III
11	12	13	14	15	16	17	185 Days Cert. Staff
18	19	20	21	22	23	24	200 Days School Staff
25	26	27	28	29			
2/16 Legal Holiday – Lincoln Holiday (observed)							
2/19 Legal Holiday – Washington Day							
End of eighth school month, 19 days taught							19 19 19 19
MARCH 2024							Days Worked per month
S	M	T	W	T	F	S	
							180 Days Classified
3	4	5	6	7	8	9	186 Days CNS II & III
10	11	12	13	14	15	16	185 Days Cert. Staff
17	18	19	20	21	22	23	200 Days School Staff
24	25	26	27	28	29	30	
31							
3/7 – 3/14 Parent/Teacher Conferences – Minimum Days							
3/18 – 29 Spring Break							
3/29 Declared Holiday							
End of ninth school month, 11 days taught							11 11 11 11
APRIL 2024							Days Worked per month
S	M	T	W	T	F	S	
							180 Days Classified
7	8	9	10	11	12	13	186 Days CNS II & III
14	15	16	17	18	19	20	185 Days Cert. Staff
21	22	23	24	25	26	27	200 Days School Staff
28	29	30					
4/1 Declared Holiday – Cesar Chavez Day							
4/2 School Resumes – Students Report – Minimum Day							
End of tenth school month, 21 days taught							21 21 21 21
MAY 2024							Days Worked per month
S	M	T	W	T	F	S	
							180 Days Classified
5	6	7	8	9	10	11	186 Days CNS II & III
12	13	14	15	16	17	18	185 Days Cert. Staff
19	20	21	22	23	24	25	200 Days School Staff
26	27	28	29	30	31		
5/24 Declared Holiday							
5/27 Legal Holiday – Memorial Day							
End of eleventh school month, 21 days taught							21 21 21 21
JUNE 2024							Days Worked per month
S	M	T	W	T	F	S	
							180 Days Classified
2	3	4	5	6	7	8	186 Days CNS II & III
9	10	11	12	13	14	15	185 Days Cert. Staff
16	17	18	19	20	21	22	200 Days School Staff
23	24	25	26	27	28	29	
30							
6/5 End of School Year for Students-180 Days Taught-Minimum Day							
6/6 Last day for 185-day Certificated Staff-Teacher Prep Day							
6/6 Last day for 186-day CNS II & III							
6/17 Last day for 200-day Employees							
6/19 Legal Holiday – Juneteenth							
6/25 Last day for Associate Principals 205-day							
6/27 Last day for Principals 207-day							
6/30 Fiscal Year Ends							
End of twelfth school month, 3 days taught + teacher work day							3 4 4 11

LEGEND: SCHOOL DAYS (180) MINIMUM DAYS (50) TEACHER PREP DAYS (5)

BREAKS

LEGAL HOLIDAYS

Approved 12/14/22
Revised 04/12/23

OFFICE HOURS

The school office is open Monday-Friday from 7:30 a.m.- 4:00 p.m.

The school telephone number is: (619) 423-3950

The school secretary Ms. Cassandra can also be reached via phone call or text at: 619-500-1652

ARRIVAL AT SCHOOL

School begins at 8:30 a.m. daily. Your child can arrive at school as early as 7:30 a.m. We encourage our early arrival students to eat breakfast at school which begins at 7:55 a.m. Younger students should be walked into our auditorium 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 in the auditorium 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 auditorium if it is between 7:30 and 8:00 a.m. or may walk them to their class line-up if it is between 8:00 and 8:30 a.m. Parents that stay on the playground with their child should leave their child at the class line up and can wait at the top of the ramp if you choose to stay until the bell rings at 8:30am. All parents not signed into Raptor should exit the campus by 8:35.m.

Breakfast

Breakfast is served every day from 7:55 a.m.–8:20 a.m. Students who arrive after 8:20 a.m. will not be served breakfast due to the short time left before school begins, promptly at 8:30 a.m.

Self-Transport to School

Silver Wing has a bike rack at school for students wishing to ride a bicycle to school. Should parents want their child to skateboard to school, they **MUST** lock the skateboard at the bike racks, as we cannot store the skateboard in the office or classrooms. Students **must** have helmets and locks in order to use the rack. We will monitor bike riding to school throughout the year and will add bike racks if necessary. Please make sure your child is aware of the safety rules for bike riding or skateboarding to school and please use your best judgement as a parent in deciding as to whether your child is able to handle self-transport to school.

Parking Lot and Driving Protocol

Student safety is the utmost priority and we must work together to ensure all of our children are safe. Because of that, the front parking lot gate by the marquee will be closed from 8:00- 8:35a.m.daily. Students must be dropped off at the designated drop off zones on Arey Drive. The red area in front of the school is NOT a drop area, please utilize the drop off area on Arey Drive. Safety Patrol students work in conjunction with the San Diego Police Department and their directions is to be followed at all times.

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. Silver Wing 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, while still abiding by our current Covid-19 health guidelines to stay home and test if symptoms are present. 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 (with a negative C-19 test), 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 time 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 619-423-3950 and press 490110 or text her at 619-940-5283
2. State the student's name, teacher and reason for absence with the Attendance/Health secretary, Ms. Blanca.
3. You can also report absences to Ms. Blanca's email as well at: Blanca.Nicasio@cvesd.org

Tardies

Every student needs to be on time and prepared to work when school starts each day at 8a.m. 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 trancies 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 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 the Attendance/Health Specialist at extension 490110.

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, just to minimize spread. Students returning from illness with Covid-19 on Day 6-10 must wear a mask to return to school.

Snacks and Lunch

All students may bring a snack to school to eat during morning recess. Our Kindergarteners 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 full lunch. Appropriate snacks would be fruit, half-sandwich, cheese stick, crackers, yogurt/pudding and any other small healthy snack. Chips like Takis, Hot cheetohs, 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 a lunch or pick up a lunch tray from the cafeteria each day. All students should eat something at lunch time.

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.

Celebrations at School

Silver Wing School supports a no food policy. Please review the Chula Vista Elementary School District's Wellness Policy 5030 Summary. It is on the District Website and there is a copy in the front office. 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.

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 of course 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 serious matter and

you want to contact me, please feel free to email me, call me or text 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 Silver Wing 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 Silver Wing 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 the 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.

Behavior

The Silver Wing community is committed to the principles of respect, responsibility, safety and kindness. 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 Falcon Ticket program and we have recognition programs as well like Student Shout Outs and Star Student Awards. If rule violations occur, 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. The PTO is a group of parents and educators that work together to support our school community. The PTO plans and organizes our annual events like the School Beach Party, Movie Nights, Winter Festival, etc. Membership is just \$10 per year so please look out for information on joining.

School Site Council (SSC)

The School Site Council (SSC) is comprised of parents, teachers, classified staff and the administrator. The SSC is responsible for the development and approval of the Single Site Plan, approval of all expenditures from the School funds and approval of school wide policies.

English Learner Advisory Committee (ELAC)

The English Learner Advisory Committee (ELAC) is comprised 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.

