



**Castle Park  
Elementary School**  
Dream it. Believe it. Achieve it.

**Parent and Student Handbook  
2023-2024  
Alicia Flores**

**Principal**



**Board of Education**

Delia Dominguez Cervantes • Kate Bishop • Lucy Ugarte  
Cesar Fernández • Francisco Tamayo

**Superintendent**

Eduardo Reyes, Ed. D.

## **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's programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics. (CVESD Board Policy 0410.) 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.

## Note from the Principal

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Welcome to Castle Park's **Parent-Student Handbook** for 2023-2024

Castle Park is a learning community that emphasizes social-emotional well-being and standards-based instruction. Students are encouraged to believe in themselves and always try their best. The Castle Park staff make students, and their learning needs their top priorities. They work together to create environments that support learning and promote positive student interactions.

Online registration includes:

- **CVESD Annual Parent Notification Acknowledgement**
- **Student Internet Use Guidelines/Agreement**
- **Emergency Contact List**
- **Castle Park's Library Media Center agreement**
- **School, Parent, Student Compact**

We are looking forward to a fantastic year at Castle Park Elementary.

Thank you for joining our family of learners!

*Alicia Flores*, Principal

## **Castle Park Mission and Vision**

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### **Current School Vision**

Castle Park Elementary School is committed to providing a successful, safe, challenging, and nurturing educational experience, while promoting the joy and importance of learning for all our children.

Our children are high-achieving innovative thinkers. They are multiliterate, self-reliant, and confident. They have a lifelong love of learning and are socially responsible citizens. Castle Park Elementary School takes pride in developing each child's full potential while recognizing his or her uniqueness.

We value and find strength in our diversity. Learning is meaningful and relevant, connected with each child's individual needs, ethics, culture, and experiences, and is linked with the world outside the classroom.

Families, staff, and our entire community are full partners actively working in a collaborative manner for the benefit of each child's education. Together we have an investment in our District's Vision and believe a child's success equals our success. We ensure an environment in which everyone is valued and treated with dignity and respect. Everyone assumes responsibility for the success of the school community.

The entire educational community accepts the challenge of change and is motivated to acquire skills and values for a rapidly changing world. We create dynamic learning experiences by supporting and encouraging excellent teaching and the educational growth of family and staff.

The Castle Park Elementary School community is dedicated to instilling hope for the future so that today's children will share their vision with future generations.

### **Current School Mission**

At Castle Park, we believe each person in the school is an individual of great worth. It is our goal to treat each child, staff member, parent, and community volunteer with respect and demonstrate appreciation for their efforts to make positive contributions to the learning environment of the school. We are committed to helping each student develop socially and academically to reach his or her greatest potential. We will accomplish this by offering a sequential curriculum and instructional strategies aimed at allowing for continuous progress for all students. We believe that ongoing home-school communications and a program of student, staff, and volunteer recognition and appreciation will result in the development of a positive sense of self-esteem for everyone at the school and lead to a positive and safe learning environment.

## Important Dates to Remember 2023-2024

Visit our school website for all upcoming important dates and events at  
<https://castlepark.evesd.org/school-info>

### Daily Schedule

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#### DAILY SCHOOL SCHEDULE 2023-24

##### School Office Hours 7:30 AM-3:45 PM

**Breakfast** 7:30 a.m. – 7:50 a.m.

**Monday – Friday**

SDC Preschool a.m. 7:45 – 10:45 a.m.  
SDC Preschool p.m. 11:45 – 2:45 p.m.

**Monday-Thursday**

Grades 1 – 6 8:00 a.m. – 2:30 p.m.  
Kindergarten 8:00 a.m. – 2:30 p.m.

**Fridays and Minimum Days**

Grades 1 – 6 8:00 a.m. – 1:15 p.m.  
SDC TK/K, TK, and Kindergarten 8:00 a.m. – 11:15 a.m.

**Morning Recess**

Kindergarten 1/2/3/ Primary SDC & Intermediate SDC 10:00 – 10:20 a.m.  
Grades 4/5/6/ Upper SDC 10:25 – 10:45 a.m.

**Lunch and Noon Recess**

(TK & Kindergarten) 11:00 – 11:45 a.m. (recess/lunch)  
(1<sup>st</sup>, 2<sup>nd</sup>, & Primary SDC) 11:15 – 12:00 p.m.  
(Intermediate SDC, 3<sup>rd</sup> & 4<sup>th</sup>) 11:45 – 12:30 p.m.  
(5<sup>th</sup> – 6<sup>th</sup> & Upper SDC) 12:15 – 1:00 p.m.

Students are not to arrive on campus prior to 7:30 a.m. unless they will eat breakfast, **no**

**earlier than 7:25 a.m.** Students must be served by 7:50 a.m.

## **Dress Code**

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

District Board Policy: <https://bit.ly/3B7TBfg>

District Administrative Regulation: <https://bit.ly/3RYOSCD>

1. Shoes must be always worn. Sandals must have closed toes and heel straps. Thongs or other backless shoes or sandals are not acceptable. Shoes with wheels or made for stunts are not permitted. No high heels.
2. Make-up, dangling earrings, chains, and keys visibly worn around the neck are unsafe and are **not acceptable**. To further ensure the safety of all students, pointed earrings, ear gauges/plugs, eyebrow rings, and lip rings are not allowed at Castle Park.
3. 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 are not permitted.
4. Hoodies **shall not** be worn indoors.
5. Hats and beanies **may be** worn indoors if the items aren't a distraction and are removed during the flag salute whether students participate or not.
5. Clothes shall be sufficient to always conceal undergarments. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, spaghetti strap tops, bare midriffs, and skirts or shorts shorter than mid-thigh are not acceptable.
6. Articles of clothing and accessories, including hats, belts, books, binders, lunch bags, etc. adorned with graffiti or alleging gang affiliations are not acceptable.

## Arrival & Dismissal Information

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### ARRIVAL:

- Students should **not** arrive at school PRIOR to 7:30 a.m. **If children are eating breakfast at school, they may arrive at 7:25 am.**
- Please work with your children to plan their departure time from home so that they will not arrive at school before 7:45 am or at 7:30 if eating breakfast.
- **There is no supervision provided for students prior to 7:30 am.**
- When students arrive at school, they will **stand/sit** by their classroom number located on the blacktop and are encouraged to read or walk/run the track until school begins. Playground equipment is closed before school.
- **Kindergarten students** need to remain supervised by parents until 7:45 am.
- **All campus gates will be locked at 8:00 am.**
  - Students arriving late need to report to the front office for a tardy slip.
  - Parents leaving campus after 8:00 am will need to exit through the office or main gate if personnel are available.

### STUDENT DROP OFF/PICK UP:

To help reduce traffic and support a healthy lifestyle, we encourage our families to walk to and from school every day. If you must drive, please use the following **two** drop-off areas:

- **Emerson St. Cul-de-Sac:** “Student Drop-Off Zone” is a loading and unloading. Please:
  - Pull forward along the curb
  - Do not leave the car unattended
  - Do not block or park in the bus loading zone
  - Use caution when crossing the crosswalk.
- **Oxford St.:** Please pull forward along the sidewalk to drop off and pick up students. Do not leave the car unattended at any time. Use caution when pulling back into traffic.
- To ensure student safety, please do not stop, drop off or double park in the lane of traffic.
- Please note that both parking lots (on Emerson St. & Oxford St.) are **Staff parking lots only**. Student drop-off, pick up and parent parking is **not** allowed in either parking lot. Staff will monitor this parking lot. **All families choosing to step onto**

**the campus must park on Hilltop Drive or Vista Way.**

- Unauthorized vehicles parked in STAFF stalls are subject to parking tickets.

**WARNING:** The Chula Vista Police Department gives tickets to cars stopping or parking illegally in front of the school (RED ZONE, YELLOW ZONE). Please do NOT stop or park in the red lane. Violators may be fined. (CV Municipal Codes 10.52.060, 10.52.150)

**When walking to and from school, please remind your children to:**

- Cross the street at the proper intersections.
- Cross the street where the adult supervision personnel are on duty and always comply with the supervising adult. Individuals not obeying traffic regulations may be cited by the Chula Vista Police Department.
- Please use designated crosswalks and traffic signals

**The Safety Rules are:**

1. Stop, look, and listen.
2. Cross ONLY at the crosswalks.
3. Obey the directions of the Traffic Supervisors.
4. Walk, don't run, across the street.
5. Do not cross the street between cars.
6. Do not follow toys into the street.
7. Never play in the street.

**DISMISSAL:**

- Safety is our greatest concern. Please take extreme care when picking up your child.
- Please ensure your child knows where to meet you at dismissal. It is not possible to deliver messages to students unless it's an emergency.
- Upon dismissal from class, students should immediately leave the school grounds from the designated exits.
- **Students are not allowed to remain on campus after school and play. All play structures are closed after school.**
- Children should take their jackets, books, lunch pails, etc. with them when dismissed so they will not need to return to school to get them.
- Students who remain on campus after school **MUST** be signed in with the YMCA STRETCH program.

**Student dismissal is at 2:30** and students should be picked up promptly. We do not have staff to supervise after 2:45 pm.

- Students who are not picked up by 2:45 will report to the school office and parents will be called. Students should know their guardians' phone numbers.
- Parents, or other authorized adults on the emergency card, **will need to enter the**



**office** with identification to sign out late pick-up students.

- Parents must make sure anyone picking up their child is on the emergency list and **they must present a valid ID**. No exceptions will be made, to ensure the safety of your child.
- A parent meeting with the principal will take place when students are frequently picked up late. Children may not use the phone in the office after school except in the case of an emergency.

## Attendance

### ATTENDANCE

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#### Castle Park Elementary Attendance Policy

School attendance plays a critical role in student achievement. Children must come to school each day unless they are sick, by law. Please schedule doctor and dentist appointments for late in the day or after school. **If you must schedule an appointment for the morning, please send your child to school and pick them up prior to the appointment.**

Parents and students must understand the following State and District guidelines. Be advised that parents must call the school office, send a Class Dojo message to Terrika Llamas, or send in a note to clear an absence. **Any absence not verified by a parent/guardian within 3 days will be marked as unexcused.**

**Excused Absences:** Absences or tardies are considered excused only for the following reasons:

- Illness such as vomiting, fever 100.4 or above, rash, or contagious disease  
**A doctor's note is required if your child is absent more than 2 consecutive days due to illness.**
- Medical/ Dental Appointments with Doctor's note (time excused will only be for a reasonable time to attend an appointment.)
- Court Appearances requiring student's presence. Proof required.
- Attending the funeral of an immediate family member (parent, grandparent, or sibling).
- Religious Event. Note needs to be provided before the day of the event.

**Unexcused Absences:** An unexcused absence or tardy is recorded for reasons other than those listed above. The following are examples of unexcused absences: going out of town, traffic, family celebration, or family emergency. **Students will be referred to the district's School Attendance Review Board (SARB) if they have 3 or more unexcused absences per year and may have to appear before the Board.**

**Excessive Absences:** Excessive absences due to illness require a doctor's note to be excused. **Students will be placed on a SART (attendance contract through the school) if they have excessive excused absences.**

**Early Dismissals:** The State of California requires that all early dismissals be verified with a doctor's note. Any other early dismissals, personal, and family emergencies, etc. will be unexcused and included in your child's attendance record. It will affect perfect attendance. **No pickups will be permitted 15 minutes before the dismissal bell, 2:15 PM on regular**

dismissal days, 11:00 AM for SDC TK/K and GEN ED K on minimum days, and 1:00 PM for 1st-6th grade on minimum days. This change will help avoid the interruption of instruction towards the end of the day.

**Truancies are defined as follows:** Absences by a student without a valid excuse for three (3) full days in a school year, or tardies or absences without a valid excuse for more than (30) minutes on each of three occasions in one school year. (Education Code Section 48260). **Parents will receive Truancy Letters via mail from our District office/school principal that will remain in their cumulative file and be recorded.**

### **SCHOOL ATTENDANCE IS REQUIRED BY LAW**

Parents/Guardians of children between ages 6 and 18 are responsible for sending their children to school full time. The number of time students attends class correlates very closely with learning; consequently, the importance of regular attendance and arriving at school on time cannot be overemphasized.

#### **Absence Procedures**

It is required that each absence be verified by the parent. **Please call the school by 9:00 am** each day your child is absent. Parents can report an absence by calling 422-5301 ext. 220110, sending a Class Dojo to Mrs. Terrika Llamas, or emailing [terrika.llamas@cvesd.org](mailto:terrika.llamas@cvesd.org). Please provide the following information:

- Your name and relationship to the student.
- The student's last name and first name, grade, and teacher's name.
- The reason for the absence.

After 9:00 am, we will then follow up on students whose absences are unaccounted for. The automated phone system will call families of absent students who have not reported an absence and students who were tardy and did not stop by the office for a late pass.

#### **Perfect Attendance**

Castle Park recognizes students who keep **perfect attendance** with awards. **Perfect attendance is** a student who is **Never absent, Never tardy, and Never leaves school early**, regardless of the reason. Perfect Attendance is celebrated at Castle Park with quarterly recognitions. In addition, the District honors students who have perfect attendance from Kindergarten – 6<sup>th</sup> grade.

**INDEPENDENT STUDY CONTRACT:** We understand that there are circumstances and situations that arise which require a child to miss school for an extended period of

time. If your child is going to miss school for five or more days, please notify the office at least two weeks in advance to request an Independent Study Contract.

## **EMERGENCY AND DISASTER INFORMATION CONTACT LIST**

**Complete Emergency Information Contact List online with VOR.** These cards provide us with important information as to whom we should contact in case of an emergency. This information needs to be **updated throughout the year** as changes occur, so please let us know immediately if you change your address, phone number, emergency address, or phone number. Unless specific written permission is received from you, your child will not be released to any undesignated adult. Your child will only be released to the persons you list, so please give this serious consideration when completing registration information. Accurate and complete information is essential.

## Health Information

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### HEALTH

Our Health Office Staff works hard to ensure the health of our students and coordinates their efforts with a nurse who is on-site 2.5 days a week. We request the following:

1. Always bring special health issues and physical concerns to our attention. Please keep the school informed of any new health problems detected by your physician.
2. For any orthopedic or medical equipment (casts, crutches, wheelchair, etc) use on campus, the “Orthopedic/Medical Equipment Orders For School” must be completed by a California Physician and submitted to the Health Office before returning to campus.
3. In case of an accident requiring the services of a doctor, it is essential that parents keep us informed of any change of family address and phone number as well as emergency names and phone numbers.
4. Medications: Most medications are easily given before or after school. If it becomes necessary to dispense medication during school hours:
  - It must be prescribed by a doctor (licensed in California) and be in the container dispensed to you from a pharmacy.
  - District Policy also requires that we obtain a parent and doctor’s authorization on a District medication form. The “Authorization for Medication Administration” form can be obtained in the health office. No medication will be given at school unless this form has been completed by your child’s doctor and is on file at school.
  - All medication prescribed by a doctor must have your child’s name and dosage that he/she is to receive while at school.
  - All medications must be kept in the health office. Children are not permitted to carry medication.
  - If you have any questions, please discuss them with the nurse and health office personnel.
5. Immunizations are required before school attendance. Verification of immunizations should be presented at the time a child is registered.
6. Vision and hearing screenings are conducted during the Kindergarten or Grade 1 year. They are repeated in Grade 3 and Grade 5.
7. Anyone picking up your child from the Health Office MUST have a valid ID and be listed on the emergency list that was filled out at the time of registration. No exceptions.

Do not send a child with the following symptoms to school. Please notify the Health Attendance Clerk in the front office of the absence.

Students cannot come to school if they have any of the following symptoms.

- |  |                                     |  |
|--|-------------------------------------|--|
| <input type="checkbox"/> Fever >100.0F           | <input type="checkbox"/> Cough      | <input type="checkbox"/> Poor appetite                 |
| <input type="checkbox"/> Shortness of breath     | <input type="checkbox"/> Fatigue    | <input type="checkbox"/> Runny nose/nasal congestion   |
| <input type="checkbox"/> Sore throat             | <input type="checkbox"/> Headache   | <input type="checkbox"/> Nausea, vomiting, or diarrhea |
| <input type="checkbox"/> New loss of taste/smell | <input type="checkbox"/> Body aches |  |

- **Cough and difficulty breathing** - keep home if your child has labored breathing (heaving of chest muscles with each breath), rapid breathing at rest, blue color to skin, wheezing (if never previously evaluated and treated), a diagnosis of pertussis / whooping cough (unless 5 days of antibiotics have been received), a diagnosis of tuberculosis (until treated) or any COVID 19 symptoms.
- **Rash that is undiagnosed**, especially when there is a fever and behavioral change.
- **Chicken pox** - keep home until all blisters are scabbed over and no signs of illness.
- **Diarrhea or Vomiting**
- **Impetigo** – (skin infection with yellow scabs around the mouth) Keep the child home for 24 hours after starting antibiotic treatment.
- **Ringworm** (contagious skin fungus infection). Keep child home until treatment is started.

**Students with the above symptoms should stay home for at least 24 hours prior to returning to school.**

If at any time you are unsure if your child's illness is contagious, you may want to call your child's primary care provider. If you have further questions, please contact your school site to speak to the school nurse.

**Asthma**

If your child has asthma, please work with the school nurse and your doctor to develop a written asthma action plan for your child that includes your child's asthma triggers and how to avoid them. Students must have a medication prescription on file with the Health Office in order to keep an inhaler at school

## CVESD Wellness Policy 5030

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Chula Vista Elementary School District (CVESD) and Valley Vista School recognize the link between student health and learning and we are committed to providing a healthy school environment that promotes student & staff wellness, proper nutrition, nutrition education, and regular physical activity. The Wellness section under Board Policy on our district's website explains and updates all district guidelines to reflect changes in federal, state, local and/or district policies.

### **Below is a Summary of Key Wellness Policy Guidelines that directly impact our School Community**

- ❑ Nutrition guidelines are implemented for all foods available on campus during the day (*including one hour before and after school*), with the objective of promoting student health and reducing childhood obesity.
- ❑ Food items are ***prohibited*** in celebration of a student's birthday on the school site during the school day. **Please be advised that individual food celebrations are not permitted on campus.**
- ❑ **No more than *two* parties/celebrations *with food* for each class**, per school year are allowed and are scheduled after lunch whenever possible. Designated days: last day of quarter 2 (Dec) and last day of quarter 4 (Jun). **All food items should be store-bought, pre-packaged, and/or pre-wrapped for food safety and allergies.**
- ❑ The District emphasizes *non-food* incentives as alternatives to all school staff.
- ❑ We *encourage* parents/guardians to support student wellness by considering the *nutritional quality* and *portion size* of items they send for snacks/lunch and complying with District guidelines for *non-food birthday parties, healthier celebrations, and special events*.

### **Ways to Celebrate, without food!**

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#### **BIRTHDAYS**

Chula Vista Elementary School Board Policy 5030 ***prohibits*** food items in celebration of a student's birthday on the school site during the school day and 30 minutes after school. There will be no exceptions to this policy.

- ☞ Donate a hardcover book to our Library – your child's name will be placed on the inside cover of the book commemorating the donation forever!
- ☞ Pencils, Bookmarks, Erasers, Stickers, etc.
- ☞ Bring, and lead students in creating a simple craft project – paper airplanes, origami, etc.

- ☞ Offer to lead students in a kickball game, softball game, jump rope, or frisbee tournament.
- ☞ Come to school to read aloud to the class – your child’s favorite story, fun poems, etc.

\*\*Always make arrangements with your child’s teachers **before** planning any type of celebration.\*\*

## General Information

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### **BREAKFAST**

Breakfast will be served from **7:30 - 7:50 am** for all students. Due to limited seating, only students are allowed seating in the lunch arbor. If any family member wishes to accompany their children, you may stand around the perimeter of the lunch arbor.

### **BICYCLES/SCOOTERS**

To ensure student safety, children are **NOT** permitted to ride bicycles, scooters, skateboards/skates, shoe skates, or hee-lies on campus. We do not have bike racks on campus. **Students will need to request to store bicycles/scooters inside the MPR.**

### **CELL PHONES, ELECTRONIC GAMES & TOYS**

Students may bring cell phones to school; however, **they may not use them while on campus, including before school and during school.** All phones must be turned off, and students must follow classroom cell phone policy during the school day, which may include cell phones being collected and locked up by the student’s teacher to keep them secured.

Students not adhering to this policy will have his/her phone confiscated which may result in the revocation of cell phone privileges. Phones may be confiscated by noon supervisors, teachers, administrators, and other staff, and the phone will be returned only to a parent or guardian after school. A second violation will result in a conference with the principal and further disciplinary action. **Please note that the school is not responsible for cell phones that are lost, misplaced, broken, or stolen.**

Electronic games, radios, toys, games, and physical education equipment are **not** to be brought to school (Board Policy 5131). **The school is not responsible for these items. Listed items will be confiscated from students by a teacher or adult on campus and returned to a parent or guardian of the student.**

### **TEACHING CHARACTER PROGRAM:**

At Castle Park, this year, we have quarterly virtues to teach, model and encourage positive behavior expectations. Below is what virtue we will focus on each quarter.



Teachers will introduce and review the virtue. Parents are encouraged to support and discuss these virtues with their children throughout the year.

| QUARTER | VIRTUES   |
|---------|-----------|
| Q1      | RESPECT   |
| Q2      | GRATITUDE |
| Q3      | KINDNESS  |
| Q4      | EMPATHY   |

**CLASS ASSIGNMENTS:**

At the beginning of the school year, we would like to ask families to please wait until the third week of school to discuss any possible class assignment change. If a family wishes to talk about a change, they need to pick up a form from the office describing the rationale for the change.

**TEACHER REQUESTS:** Castle Park Elementary is a small school that feels like a family for many of our students. Most grade levels consist of two classrooms per grade level and may involve a combination classroom (also called a combo class). Combination classrooms are often required due to enrollment reasons. Students are grouped with similar abilities and needs. A lot of thought and purpose goes into the creation of our classes and for these reasons, specific classroom requests are difficult to honor. **Once classroom rosters are created, students are not moved to another classroom unless student enrollment numbers dictate the necessity to do so.** If families would like to inform the school of a preferred teacher, families may provide **educational information (in written form)** about their child, to assist teachers and school administration with classroom placement. Please note, that **no changes will be made to class rosters within the first two weeks of school.**

**FIELD TRIPS:**

Field trips are academically engaging and instructional and connected with the curriculum that is currently being studied in specific grade levels. Field trips may take place throughout the school year.

- A district permission slip must be completed, signed, and returned by a guardian for students to participate. Parent verbal permission, phone calls, or written notes may NOT be accepted in lieu of a signed permission slip.
- Students **may not** be signed out or released to guardians at the field trip site. All students must return to school with their teacher.
- If your child has special needs, please notify the teacher prior to the field trip.
- **Chaperones are selected at the discretion of the teacher.** Parent chaperones must visit the office and check in on Raptor prior to leaving for a field trip. Parents attending a field must show proof of COVID vaccine or a NEGATIVE COVID Antigen test 72 hours prior to the field trip. Show proof must be recorded in the main office.

- Siblings are not allowed to go on field trips.
- Although the goal is to provide each child with the opportunity to participate in these learning experiences, if a child's behavior is a chronic problem in the classroom or on campus, students may lose their opportunity to participate, and/or a child's parent may be required to chaperone.
- Castle Park Elementary reserves the right to cancel a field/study trip at any time if guidelines are not followed or student behaviors become a concern.

### **HOME/SCHOOL COMMUNICATION:**

We truly believe that for our students to succeed there must be a strong and supportive partnership between the home and the school. To build and strengthen this relationship, it is important to communicate regularly. **Please contact your child's teacher first for general information and when you have a concern or suggestion about your student, or if you do not understand communication from the teacher.** It is through direct communication with the teacher that the parent will gain the support needed to ensure success for their student. Student Attendants, Instructional Aides, and Noon Supervisors are not permitted to discuss information about students with parents.

### **HOMEWORK POLICY**

Refer to your child's teacher on their Homework Policy.

### **INSTRUCTIONAL MATERIALS:**

Students are issued books and use school materials including laptops, iPads, headphones, etc. They are responsible for all books and materials entrusted to them. The cost of lost or damaged textbooks or materials will be billed to the student's family, in accordance with School District procedures.

### **LIBRARY BOOKS:**

It is the intent of Castle Park Elementary School to allow all students the opportunity to check books out of our wonderful school library. We have many books and students are expected to learn how to take care of books so they will last for many years to come. Therefore, we invite your cooperation in the care of library books. Please help your child to understand and practice the following:

- Keep books clean and protect books from weather, animals, babies, etc.
- Do not bend or tear the pages.
- Turn pages from the top.
- Do not treat books roughly.
- If you borrow a library book, return it to school the following week. Books may be renewed.

It is the child's responsibility to take care of the books that he/she borrows from the library. If your child damages, destroys, or loses a library book, you will be asked to pay for it. Replacement books are library-bound editions that are purchased by the school librarian. These are more costly than books that can be purchased in stores because of the quality of the binding required for books that will be circulated for many years.

## **LOST & FOUND**

The Lost and Found are located outside the auditorium. Please mark all belongings with your child's full name and room number. All unclaimed articles remaining prior to a school break will be donated to charitable organizations.

## **LOST OR DAMAGED SCHOOL ITEMS**

**School Board Policy #6161.2** states it is the responsibility of the parents or guardians of a child who loses/damages or destroys district materials/equipment to pay for the replacement of said materials/equipment at the current replacement cost.

The following procedure is used for library materials:

1. When a book or other material is one week overdue, a notice is given to the teacher to be sent home with the student. The student loses library privileges.
2. When the item is overdue a second week, a reminder notice is given to the teacher to be sent home with the student.
3. When the item is overdue for the third week, a bill is given to the teacher to be sent home with the student.
4. If the book is still not returned, a bill is mailed home after the fourth week for immediate payment. The student loses library privileges until the book is returned or paid for.

The following procedure is used for textbooks and other materials:

- A. A bill is mailed to the parent/guardian as soon as the school material is lost, damaged or destroyed.
- B. If there is no response within 15 days, a second billing is mailed to the parent.
- C. If there is no response within 15 more days, the principal sends a letter home and the district office is notified.

### Method of Payment

Payment may be made with cash, money order, or check. If paying by check, it should be made payable to the Chula Vista Elementary School District.

## **LUNCH:**

**All students are expected to eat lunch every day and are provided 20 minutes to eat.**

If your child does not eat a meal from our cafeteria, they should bring a healthy lunch from home that follows the District Wellness Policy. Please avoid dropping off snacks/lunch in the office during the school day, to help minimize classroom disruptions. *Do not send sodas, chips, candy, or gum.*

### **PETS**

For the safety of everyone, animals are not allowed on campus unless approved by the administration. This includes bringing dogs or other animals on the campus when dropping off or picking up your child. Service Animals will require appropriate documentation to be on campus.

### **PROBLEMS:**

Please report concerns about student, staff, or parent conduct to administration immediately. **The administration will investigate promptly and will be unable to discuss findings and consequences with parents due to student confidentiality. Families are not permitted to be part of the investigation. Families may speak to their own children to learn more about any incident and report to the principal or classroom teacher.**

### **RAINY DAYS/INCLEMENT WEATHER:**

It is important for students to attend school every day, regardless of the weather. On rainy or inclement weather days, all students eating breakfast report directly to the cafeteria and will be sent to their designated areas. All other students report directly to the following designated areas:

### **RECESS PROCEDURES:**

Morning recess & lunch recess procedures begin on the first day of school. Please review these procedures with your child.

- The first siren is a 5-minute warning for students to get water and use the restroom
- At the sound of the second siren, students will freeze and put their hands on their knees or touch the ground
- Students will then be called to line up by grade level
- Students will *walk* to line up on the blacktop by his/ her classroom letter

### **REPORT CARDS:**

Castle Park Elementary School utilizes 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, with Quarter 1 being a Parent Conference form, which reports strengths and goals. Please refer to the school calendar for dates of this year's progress reports and parent/teacher conferences. Children who have a primary language other than English will also receive an English Language Development (ELD) progress report

**RESIDENCY VERIFICATION:**

Upon registering and every year after, parents must provide proof of current residency. The Chula Vista Elementary School District must verify the residence of all students attending any school within the district as per California State Law. If you have a change of address, you must notify the office immediately and provide new proof of residency. If your new address is outside of the Castle Park area of attendance, you must register at your new home school. You may fill out a Zone Transfer after registering at your new home school, however, priority enrollment is given to students who reside in the Castle Park area. An audit is performed annually, and home visits can be done at random to verify addresses. If it is established that you do not reside within school or district boundaries, or do not have a currently approved zone transfer, your child will be returned to his or her designated home school.

**REQUEST TO SPEAK OR MEET WITH THE SCHOOL PRINCIPAL:**

The **Principal** respectfully requests that you understand that, at least the morning portion of the school days, is reserved for classroom walkthroughs and observations. You are always welcome to email her or stop by the front office and request an appointment to meet with her. To request to meet with the principal you may request in written form, email at [alicia.flores@cvesd.org](mailto:alicia.flores@cvesd.org), or through Class Dojo.

## VOLUNTEERS/CAMPUS VISITS

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*The Board recognizes that under California law, any person whose conduct materially disrupts classwork or extracurricular activities or causes a disturbance on school grounds may be guilty of a misdemeanor and subject to a fine, imprisonment, or both. (Education Code 44811, Penal Code 415.5) When such conduct occurs, the Superintendent or designee may act leading to the imposition of these penalties.*


### CAMPUS VISITS

We welcome parents to volunteer and visit classrooms. Please communicate with your child's teacher and arrange a visit in advance to minimize the impact on classroom instruction. **It is mandatory for all visitors and parents to stop in the office before visiting the classrooms or any area of the school to get a VISITOR'S PASS. No one is allowed to go directly to any classroom without permission from the school office (California Education Code 32211).** This requirement is designed to maintain the security and safety of all children while school is in session.

# New Volunteer – Checklist (Please see School Site FIRST)

**Volunteers that volunteer less than 3 days a week – No Fingerprints required.**

## VOLUNTEER INFORMATION



### Volunteer Checklist

School Site: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Volunteers Email: \_\_\_\_\_

|                                    | Requirements   | Process   |
|------------------------------------|--|---|
| Volunteers LESS than 3 days a week | Volunteering less than 3 days a week, which includes, visitors, chaperones, and high school students require: <ul style="list-style-type: none"> <li>▪ RAPTOR I.D. Scan</li> </ul>   | School sites are required to keep copies of all volunteer documents.  |
| Volunteers MORE than 3 days a week | Volunteering more than 3 days a week, which includes, visitors and chaperones require: <ul style="list-style-type: none"> <li>▪ RAPTOR I.D. Scan</li> <li>▪ Fingerprint Clearance</li> <li>▪ TB Test/Assessment Expiration: _____</li> </ul>   | School site provides volunteer livescan form and brings to Human Resources for their fingerprint appointment. Volunteer is responsible for returning completed form to school site. |
| Payment Options                    | <b>Option 1</b>  |   |
|                                    | Schools site pays: <ul style="list-style-type: none"> <li>▪ School sets up fingerprint appointment with HR for the volunteer.</li> <li>▪ School emails HR the volunteers name and the school account number to be billed.</li> <li>▪ School gives volunteer Livescan Form to bring to their appointment.</li> <li>▪ Volunteer must bring driver's license or identification card.</li> </ul>   |   |
| Payment Options                    | <b>Option 2</b>  |   |
|                                    | Volunteer donation: <ul style="list-style-type: none"> <li>▪ School site sets up fingerprint appointment for volunteer.</li> <li>▪ Volunteer has fingerprints done with Human Resources.                             <ul style="list-style-type: none"> <li>❖ By Appointment Only</li> <li>❖ Cost: \$60.00 (Cash Only) – Requires payment at time of service.</li> <li>❖ Payment cannot be reimbursed to non-employee's</li> </ul> </li> </ul> |   |
| Volunteer Exit                     | All Livescan volunteers MUST be removed from DOJ Report when no longer volunteering for CVESD and notify Human Resources.  |   |

*All volunteers at the School Site, must be cleared before they can start to volunteer.  
Send all volunteer correspondence to [Janette.Davis@cvesd.org](mailto:Janette.Davis@cvesd.org)*

Revised: 09/2022

**Volunteer Application Link:** <https://bit.ly/3VDI9zu> or use the QR code



**TB Services Brochure Link:** <https://bit.ly/3PYswzC>

Someone that volunteers **less than 3 times a week**, does not need to be fingerprinted but must

meet all other requirements. (**Raptor sign-in and volunteer training**). *rev 12/2/22*

## **CLASSROOM INSTRUCTIONAL TIME**

Classes should not be interrupted during instructional time. Messages for your child and/or classroom teacher will automatically go to voice mail. Urgent telephone messages relating to transportation and any other unexpected changes for students need to be called into the office at 619-422-5301 before 1:00 p.m. Messages left after 1:00 p.m. may not reach your child in time before school is dismissed.

## **CLASSROOM CALLS**

In order to keep classroom disruptions to a minimum, **phone calls will not be transferred to the classroom during the instructional day.** However, you will be able to leave a message on the teacher's voice mail and they will return your call. **You can also contact them via email or Class Dojo, which is the best form of teacher communication.** Prior to coming to school each day, make sure your child has all their belongings, including any snacks and lunch, and that they know where to go after school, and who is picking them up.

## **CLOSED CAMPUS:**

To ensure a safe campus, Castle Park Elementary School is a closed campus. All students must report to the front office before leaving early or when returning to campus. All visitors and/or volunteers must report to the office to sign in and receive a visitor/volunteer badge. **Staff is instructed to question adults on campus who do not have a visible badge.** **All gates will be locked during school hours from 8:00 a.m. to 2:30 p.m.** All persons picking up students are asked to wait outside the school gates until the bell rings. If a child is leaving early, the person picking up the child must come to the office to sign the child out, must be on the emergency contacts, and show a photo id. Office personnel will contact the classroom and have him/her come to the office.



## **SAFETY**

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### **SAFETY PLAN & STUDENT RELEASE**

**SAFETY IS EVERYONE’S RESPONSIBILITY.** Castle Park Elementary has worked with the District to develop a Comprehensive School Safety Plan. Fire, earthquake, and emergency drills are conducted throughout the school year in order to be prepared in the event of such an occurrence. If you arrive on campus and see a sign on the office door that reads, “FIRE, EARTHQUAKE, LOCKDOWN DRILL, OR DISASTER DRILL IN PROGRESS”, **please wait off campus and return in 15 minutes.**

In case of a **real** school emergency or natural disaster, such as an earthquake, we have a plan in place for releasing your child. Instructions for reunification with your child will be communicated to you by the school or District. Students will be reunited with families once law enforcement and school officials deem it appropriate. Following is a brief description of our reunification plan:

#### **Castle Park Elementary School Reunification Plan**

During an emergency, our concern is for the safe and orderly dismissal of our students. If as many as 400 parents arrive at our school at approximately the same time to pick up students, your cooperation and patience are essential to our plan. Parking will be very limited, so be prepared to walk or park away from the school and under the direction of first responders.

For the safety of your child, before allowing you to take him/her home, we must document to whom each child is released. When you arrive at school, you will be directed to our “Request Gate/Check-in area” at the main gate of the school. A runner will be sent to the student supervision area and escort your child to the “Release Gate” in the back of the school, where you can reunite with your child. In extreme circumstances, a student reunification area may be set up off-campus, and generally in collaboration with emergency responders.

It is imperative that you keep all information on your child’s Emergency Card up to date. Your child will only be released to those listed on the card. You will be required to sign for the release of your child. This is extremely important as it is our only means of ensuring that all students are always accounted for. Be prepared to present a picture identification card if requested. You will not be able to take your child without signing for their release. We recognize that you may be worried and want to be reunited with your child as quickly as possible. However, this system has been established to ensure your child’s safety.

These procedures should be shared with everyone on your Emergency Contact list, so they are familiar with our procedures.

Also, we ask that you please report any safety concerns you notice on or near campus, as well as any inappropriate behavior or misconduct to the administration immediately.

**SAFETY DRILLS:** As part of our requirement and School Safety Plan the following drills are conducted throughout the school year. All drills are unannounced. In addition, each teacher is responsible for teaching their classes the procedures and protocols for each of the drills.

- Fire Drills-1 a month
- Earthquake Drill- 1 per quarter
- Bus Evacuation Drill- 1 per year
- Lockdown Drill/Secure Campus/ Shelter-in-place- 1 of each per quarter and 1 additional drill of any of the three

## School Discipline Policy

We have 4 Overarching Rules:

- 1) Be Safe
- 2) Be Respectful
- 3) Be Responsible
- 4) Be Kind

*Respect all people and property.  
Follow directions the first time they are given.  
Obey all school safety rules.  
Come prepared and on time.  
Make POSITIVE CHOICES every day!*

**Castle Park Elementary School Behavior Matrix:** Using the four pillars of Be Responsible, Be Respectful, Be Safe, and Be Kind as our common behavior language, we use the behavior matrix to teach the different common areas of the school so that every student understands what is expected of them.



| School-Wide Behavior Expectations                       | Be Responsible  | Be Respectful   | Be Safe   | Be Kind   |
|---|---|---|---|---|
| <b>Arrival/ Dismissal</b>                               | <ul style="list-style-type: none"> <li>● Arrive on time</li> <li>● Report to designated area after dismissal</li> </ul>   | <ul style="list-style-type: none"> <li>● Walk quietly</li> <li>● Stand in line in number order at arrival</li> </ul>  | <ul style="list-style-type: none"> <li>● Walk facing forward</li> <li>● Use walking feet</li> <li>● Keep hands, feet, items to yourself</li> </ul>  | <ul style="list-style-type: none"> <li>● Use kind words</li> <li>● Greet and respond to greetings</li> <li>● Be gentle and understanding</li> <li>● Show empathy</li> </ul>   |
| <b>Classroom</b>  | <ul style="list-style-type: none"> <li>● Be an active listener</li> <li>● Be prepared</li> <li>● Be on time</li> </ul>  | <ul style="list-style-type: none"> <li>● Cooperate with others</li> <li>● Use indoor voice</li> </ul>   | <ul style="list-style-type: none"> <li>● Must be accompanied by adult at all time</li> <li>● Use materials properly</li> <li>● Keep hands and feet to yourself</li> <li>● Use walking feet</li> </ul> | <ul style="list-style-type: none"> <li>● Use kind words</li> <li>● Use your own materials</li> <li>● Stay within your own space</li> <li>● Consider others' thoughts and ideas</li> <li>● Show empathy</li> <li>● Encourage each other</li> </ul> |
| <b>Cafeteria/ Lunch Tables (Breakfast and/or Lunch)</b> | <ul style="list-style-type: none"> <li>● Only eat your own food</li> <li>● Clean up after yourself and help by picking up items on floor and/or tables</li> </ul>                           | <ul style="list-style-type: none"> <li>● Listen to ALL adults: Custodian, noon-duty staff, teachers, parents</li> <li>● Raise hand for request</li> <li>● Use indoor voice</li> </ul> | <ul style="list-style-type: none"> <li>● Wait for your table to be dismissed.</li> <li>● Sit with feet on floor, bottom on bench and facing table</li> </ul>  | <ul style="list-style-type: none"> <li>● Use polite manners</li> <li>● Thank custodians, kitchen staff, and noon-duty staff</li> <li>● Include others in conversations</li> <li>● Use kind words</li> </ul>                                       |
| <b>Hallways/ Common Areas</b>                           | <ul style="list-style-type: none"> <li>● Use pass at all time</li> <li>● Go straight to your destination</li> </ul>   | <ul style="list-style-type: none"> <li>● Walk quietly</li> </ul>  | <ul style="list-style-type: none"> <li>● Walk facing forward.</li> <li>● Use walking feet.</li> <li>● Keep hands, feet, items to yourself</li> </ul>  | <ul style="list-style-type: none"> <li>● Notice others</li> <li>● Greet and respond to greetings</li> </ul>   |
| <b>Restroom</b>   | <ul style="list-style-type: none"> <li>● Wash your hands</li> <li>● Put paper towels in garbage can</li> <li>● Promptly use restroom for intended purpose</li> </ul>                        | <ul style="list-style-type: none"> <li>● Knock on stall door</li> <li>● Give people privacy</li> <li>● Use quiet voices</li> </ul>  | <ul style="list-style-type: none"> <li>● Keep feet on floor</li> <li>● Keep water in sink</li> </ul>  | <ul style="list-style-type: none"> <li>● Use polite manners</li> <li>● Help or get help if needed</li> </ul>  |
| <b>Assembly</b>   | <ul style="list-style-type: none"> <li>● Clap when appropriate</li> </ul>   | <ul style="list-style-type: none"> <li>● Inside voice</li> <li>● Use audience manners</li> <li>● Be an active listener</li> </ul>   | <ul style="list-style-type: none"> <li>● Wait for arrival and dismissal signal.</li> <li>● Sit crisscross</li> <li>● Keep hands to yourself</li> </ul>  | <ul style="list-style-type: none"> <li>● Encourage presenter</li> <li>● Celebrate others</li> </ul>   |
| <b>Library</b>  | <ul style="list-style-type: none"> <li>● Use book marker only for looking for books</li> <li>● Return all items borrowed from the library</li> <li>● Return unused books to cart</li> </ul> | <ul style="list-style-type: none"> <li>● Keep book in a safe place</li> <li>● Handle book with care</li> <li>● Use inside voice</li> </ul>  | <ul style="list-style-type: none"> <li>● Push in chairs</li> <li>● Use walking feet</li> </ul>  | <ul style="list-style-type: none"> <li>● Help classmates find books</li> <li>● Thank librarian</li> </ul>   |
| <b>Playground/ Recess</b>                               | <ul style="list-style-type: none"> <li>● Stay in school-approved areas</li> <li>● Get a drink and go to the restroom</li> <li>● Use and return equipment appropriately</li> </ul>           | <ul style="list-style-type: none"> <li>● Follow game rules</li> </ul>   | <ul style="list-style-type: none"> <li>● Play only allowed games</li> <li>● Keep hands to yourself</li> <li>● Walk to and from the</li> </ul>   | <ul style="list-style-type: none"> <li>● Include everyone</li> <li>● Show empathy</li> <li>● Use kind words</li> </ul>  |

Teachers review specific school & classroom rules that belong under each of these overarching rules with their individual classroom students within the first weeks of school of every quarter. All students learn about and/or review the school-wide expectations.

**As a Castle Park Student**  
**I am thoughtful and caring.**  
**I am always honest.**  
**I respect myself and others.**  
**I am responsible for my choices.**  
**Peace begins with me.**

Students are recognized for making positive choices and demonstrating appropriate behavior throughout the year with positive behavior tickets, also known as our **Noble Knight Note**, and recognition at awards assemblies.

**At Castle Park, we use Restorative Practices when issues arise that harm our learning community. By using Restorative Practices, we help students see that rules are in place to keep everybody safe and relationships strong. If a rule is broken, it is viewed as a relationship that has been damaged and needs repair. We believe that punishments do not address the root causes or restore trusting relationships between those involved. At Castle Park adults on campus take the time to work with students to determine who was affected, how they were affected, and what needs to be done to restore the positive learning environment and move forward. Typically, we will ask students the following questions, so students reflect on the harm they may have caused and begin to restore trust:**

*What happened? What were you thinking at the time? What have you thought about since? Who has been affected by what you have done? In what way? What do you need to do to make things right?*

While there are consequences for students breaking rules, **consequences focus on restoring trust and making things right.** We are committed to making sure that every student feels safe at school and know that restorative practices are the best way to fulfill this commitment. However, if student behavior continues, additional consequences may be necessary.

**SEVERE CLAUSE:** Defiance, biting, threatening, or hitting any person, endangering others, possessing a dangerous object, and participating in sexual harassment **may result** in immediate disciplinary action.

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## Parent Involvement Opportunities

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### **PARENT INVOLVEMENT OPPORTUNITIES:**

Parent participation and involvement are one of the best ways you can ensure your child's success. We have many different parent involvement opportunities. For example, we have an active Parent Teacher Association (PTA) and many committees such as DAC/DELAC, ELAC, SSC, and Garden and Wellness Committee. For more parent involvement opportunities, please contact the front office.

### **Parent-Teacher Association PTA**

Our PTA works tirelessly on behalf of our school community. PTA organizes various events throughout the school year. PTA runs our big School-wide Fundraisers, to raise money in order to subsidize grade-level educational field trips and provide the events and activities that bring us together and enrich our school experience throughout the school year. PTA provides our teachers with countless hours of volunteer work and support showing our students that our parents value education as much as our teachers do.

As a Castle Park parent, you are automatically a PTA member (donations-based). However, we do need you to sign up as a general volunteer, room parent candidate, or volunteer for a specific event. We would like to create an email list (paperless – *go green*) in order to keep you in the loop for all PTA activities. Please contact our PTA our front office.

### **School Site Council SSC\* Elections for open seats are held within the first 4 weeks of school.**

The school's steering committee, our SSC, is the first step in a formal process for developing improvement strategies and for allocating resources to support the school's Single Site Plan for Student Achievement. This is a committee that makes decisions that guide our school. It is comprised of equal numbers of parents and school staff, each voted onto the committee by their respective groups for a 2-year term.

### **Multilingual Learner Advisory Committee (ELAC) \*One school rep. needed for DELAC meetings**

The ELAC primarily serves to advise the principal on programs and services for English Language Learners. The ELAC advises our School Site Council on the annual development of our Site Plan for Student Achievement. The ELAC also, assists in an annual school needs assessment, reviews the annual language census, and is charged with continued efforts toward making all parents aware of the importance of regular school attendance. The committee is comprised of at least *but is not limited to*, the same percentage of parents of English Learners as there are English Learner students in our school's population. The ELAC will meet at least five times a year for training/workshops, planning, and other informational communications. Please refer to the school calendar for meeting dates – *Hope you will join us!*

**DAC**-The DAC is composed of parent and staff representatives from each School Site Council. It meets regularly during the school year in open public forum to share information, study instructional issues, approve school planning schedules, and make recommendations to the Board of Education on specific items.

**District English Learner Advisory Committee (DELAC)**

The DELAC is comprised of parents, teachers, principals, and instructional assistants representing English Learners. This Committee meets regularly to share information as well as to study issues and concerns related to the instruction provided to English Learners. Parents of English Learners play a strong role in these meetings.

**Castle Park needs Parent Representatives at District Advisory Committees** – *Please inform the principal if you are interested and available to represent our school at any of these committee meetings at [alicia.flores@cvesd.org](mailto:alicia.flores@cvesd.org) or message me through Class Dojo.*





**YOUR COPY, no need to return**



**CHULA VISTA ELEMENTARY SCHOOL DISTRICT**

**84 East J Street • Chula Vista • CA 91910  
Phone (619) 425-9600 • Fax (619) 427-0463 • www.cvesd.org**

**VOLUNTARY AUTHORIZATION FOR RELEASE OF INFORMATION**

Teacher:

Date of birth:

From time to time, the Chula Vista Elementary School District has the opportunity to participate in promotional and other activities featuring students, schools, and/or District programs. Please review and sign this form to authorize your child's participation as described below. Indicate your acceptance of any described disclosures by checking the box located next to the authorized disclosure.

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | I authorize the District to duplicate or reproduce my child's work in multiple media formats, including but not limited to, print, electronic, or web-based publications as part of any District event, activity, or promotion.   |
| <input type="checkbox"/> | I authorize the District and/or media agencies to interview, photograph, videotape, and/or publish information about my child in multiple media formats, including but not limited to, print, electronic, or web-based publications as part of any District, event, activity, or promotion. |

I understand that I and my student shall have no intellectual property or another right in or arising from the distribution of any media relating to my child. To the extent that any of the information described above constitutes a pupil or student record under the Family Educational Rights and Privacy Act ("FERPA") and/or the California Education Code, I authorize the release and disclosure of said information relating to my child.

I also agree to release and hold harmless the District from and against all actions, claims, damages, and liabilities of every kind or nature arising out of any media relating to my child.

I understand that I can revise my permission(s) and/or withdraw my consent at any time with written notice to the District. I further understand that this release shall only be valid for the school year in which it is submitted.

**Please complete this form and return it to your child's teacher at your earliest convenience.**

I, THE PARENT/GUARDIAN OF THE CHILD NAMED HEREIN, HAVE READ THE INFORMATION PRINTED ABOVE AND AUTHORIZE THE RELEASE OF INFORMATION/WORK/PHOTOS CONCERNING MY CHILD UNDER THE CONDITIONS OUTLINED.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Address: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_

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## Library Agreement

**YOUR COPY, no need to return**

During the school year, your child will be allowed to check out library materials from the Castle Park Elementary School Library Media Center. Please read the following guidelines and discuss them with your child. Then complete and return the bottom half of this borrowing agreement to your child's teacher.

Proper care of library books will lengthen their shelf life. Please use the following guidelines to help your child develop good borrowing habits.

- **Clean your hands before reading a book.**
- **Avoid eating or drinking when reading a book.**
- **Use a book marker or other flat item to save your place in a book. Do not use pencils or fold down the corners of a page.**
- **Do not write or draw in your library book.**
- **Create a safe, consistent place to store the book. The child will always know where it is and it will stay out of reach of younger siblings and pets.**
- **Return the book on time.**

If your child loses or damages library materials, you will be expected to pay for the replacement and/or repair of those materials. Current replacement costs vary but can be as much as \$25 per item.

I look forward to meeting you soon. If you have questions or require additional information, please feel free to contact me at the number listed above.

Marth Soto  
Library Media Technician

(Please sign and return this bottom portion to your child's teacher) -

### -----2022-23 Library Media Center Agreement-----

I have read the guidelines and explained them to my child. I agree to the above conditions and consent to my child's borrowing library materials from Castle Park School's Library Media Center. I understand I will pay for any lost or damaged items that my child may be responsible for while materials are in his/her possession.

Student First and Last Name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent/Guardian's Name: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_