

Chula Vista Elementary School District
MCMILLIN ELEMENTARY SCHOOL

1201 Santa Cora Ave, Chula Vista, CA 91913

Phone: (619) 397-0103 FAX: (619) 397-0122

REPORT ABSENCES TO: (619) 397-0102-4600 x460110

Web Site: schools.cvesd.org/schools/mcmillin

Blog: <https://mcmillinelementary.edublogs.org/>



PARENT and STUDENT HANDBOOK
HYBRID MODEL EDITION
2020-2021



Board of Education

Leslie Ray Bunker • Lucy Ugarte

Kate Bishop • Eduardo Reyes, Ed.D. • Francisco Tamayo

Superintendent

Francisco Escobedo, 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 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

McMILLIN ELEMENTARY SCHOOL



Welcome to McMillin Elementary School, home of the Beagles! McMillin Elementary opened in July 2001. We are committed to making learning fun and meaningful for all students even in a Distance Learning model. Please take the time to read the information contained in this Handbook as it will provide you with the school policies and procedures for the Hybrid and Distance Learning Models. Whether we are physically on or off campus, we look forward to serving you and providing your child/children with the best education possible.

---Cynthia Orr, Principal

MISSION

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

VISION – WE BELIEVE:

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

The CVESD Caring Crew and YOU!

We would like to remind our entire community that following the four pillars of health can prevent the spread of COVID-19. As we prepare for the eventual return of some students to campus in phases, our District and school will be enforcing the four core principles (also known as four pillars) for the prevention of COVID-19. These include:

1. Daily Health Screenings
2. Mask Wearing
3. Physical Distancing, and
4. Frequent Hand Washing.

****Please speak to your children about the importance of following these four core principles.**

HYBRID MODEL - DAILY SCHEDULE AND ROUTINES

WHAT IS THE IN-PERSON HYBRID MODEL

- ❖ The **Hybrid Model** is a combination of **in-person** classes (Monday - Thursday) and **at-home** teacher-assigned/teacher-monitored student work (asynchronous instruction).
- ❖ Students attend either an AM Cohort or a PM Cohort on campus 4 days a week with Fridays in Distance learning (synchronous & asynchronous instruction.)
- ❖ All persons on campus must wear a mask and practice 6ft. physical distancing always except when drinking water. Students may bring their own light snack and/or water. School drinking fountains are not in service.
- ❖ Safety protocols include: Daily Health Screening (don't send children to school if sick or exposed to COVID), handwashing frequently, 6-foot distancing, assigned bathrooms per cohort, scheduled disinfecting of classrooms and buildings, no sharing of materials/supplies, desks arranged with physical distancing and partitions, heavy duty air filtration, and a plan for isolation or notification if there is possible COVID exposure.
- ❖ ***If you are selected to participate in the hybrid in-person model, no changes to class assignments will be considered until after the first 2 weeks after the hybrid in-person model begins.*** After that, a request for a classroom assignment change must be submitted in an email to administration and will be considered only if space is available.

SCHEDULE GRADE TK-6th Grade

AM Cohort

Hybrid Schedule: Monday - Thursday	
AM Cohort: In-Person (155 minutes)	With teacher
Arrival - Welcoming Students in Classrooms: 10 min	8:15 – 8:25
Instruction: 155 min	8:25 – 11:00
Students Dismissed	11:00
AM Cohort: Asynchronous Instruction	Without teacher
• TK and Kinder	25 minutes
• 1st Grade - 3rd Grade	1 hour & 15 minutes
• 4th Grade - 6th Grade	1 hour & 25 minutes

PM Cohort

Hybrid Schedule: Monday - Thursday	
PM Cohort: Asynchronous Instruction	"Homework" without teacher
• TK and Kinder	25 minutes
• 1st Grade - 3rd Grade	1 hour & 15 minutes
• 4th Grade - 6th Grade	1 hour & 25 minutes
PM Cohort: In-Person (155 minutes)	In-person with teacher
Arrival - Welcoming Students in Classrooms: 10 min	12:15 – 12:25
Instruction: 155 min	12:25 – 3:00
Students Dismissed	3:00

AM and PM Cohorts

Hybrid Model: Friday (Distance Learning At Home)	
Synchronous Instruction	With Teacher Online
Online synchronous (with teacher) instruction	8:15-10:00
Break	10:00 – 10:15
Online synchronous (with teacher) instruction	10:15 - 11:00
Asynchronous Instruction	Without teacher
• TK • Kinder	25 minutes
• 1st Grade - 3rd Grade	1 hour & 15 minutes
• 4th Grade - 6th Grade	1 hour & 25 minutes

Student Ingress and Egress

1. Student will arrive at one of the 5 designated gates depending on grade level.

Student Entry and Exit Points

Purple: 5th & 6th Grades

Blue: 3rd & 4th Grades

Red: 1st & 2nd Grades

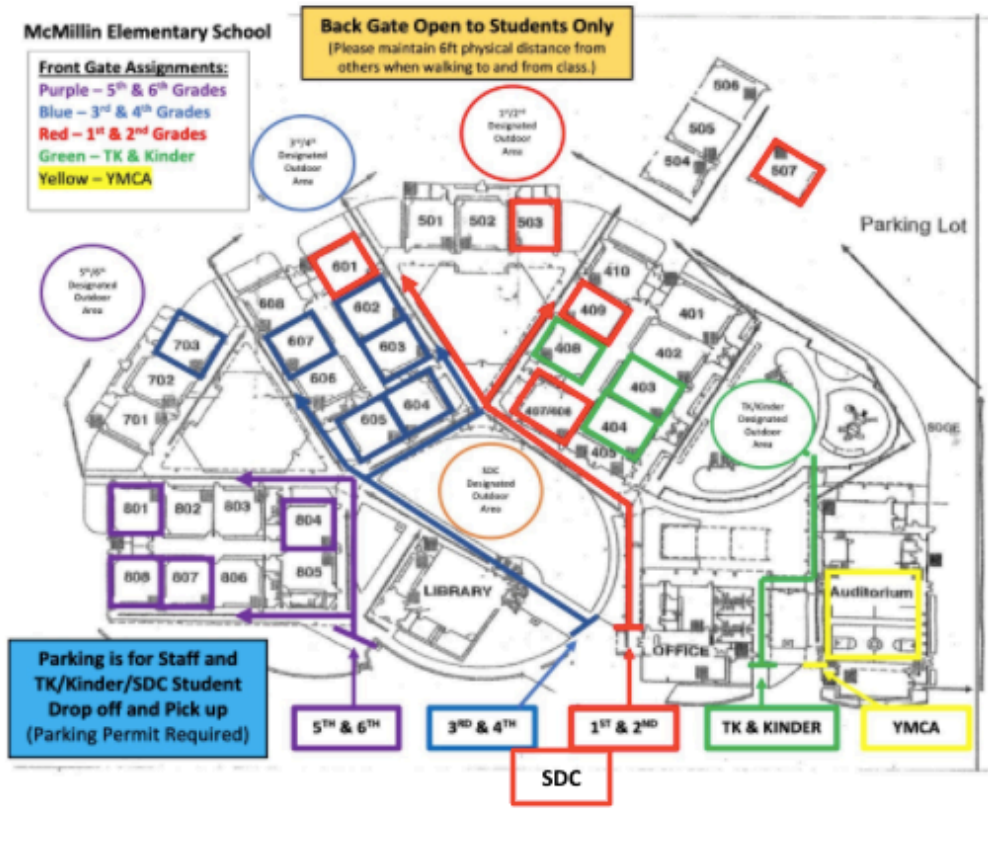
- ◆ Survey for pick up and drop off

Green: TK & Kinder

Yellow: YMCA DLSP

Back Gate Open to Students Only

- ◆ Students will follow pathway assigned to their grade-level



Upon Entry

- Five (Color Coded) entry points will be established per grade level for arriving students.
- Health screening will be conducted at each entry point unless parents do an online health screening each day.
- After screening or a thumbs up that parents did online screening. Students walk to their classroom and take a seat at their desk.



Parking

Parking Lot

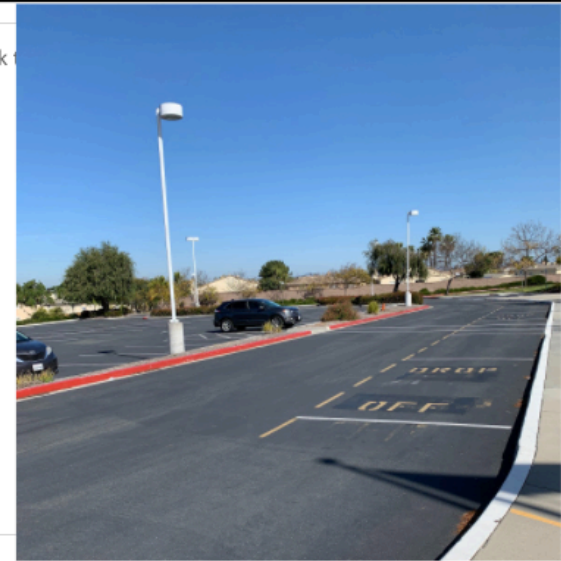


1. Only parents of our our SDC, TK, and Kindergarten parents will be able to park in McMillin's parking area.
2. Parents that are in SDC, TK, and Kindergarten will be getting a PARKING PASS. Our parking lot will be monitored and only cars with Parking passes will be able to park.
3. Staff will also be assigned a parking pass.
4. All 1st grader - 6th grader will need to walk or be dropped off in front or walk through back gate.
5. BUS LOOP is not available for drop off. We will have busses at these times.

Drop off

- Cars must pull all the way up before students are release to get in cars.
- Students need to be exiting cars on the right side.
- Parents are not allowed out of cars.
- Backpacks need to be ready for students to grab.
- We will assist in opening doors for students.

Click



BUS LOOP

- No Drop off
- YMCA ONLY
- (7:30-7:45,
- 3:30-4:00)
- Please do
not walk up
Bus loop



**No Dropping off at
Red Curb**

ATTENDANCE REPORT ABSENCES TO: (619) 397-0103 x460110

ARRIVAL

To ensure safety for everyone there is a 15-minute arrival time window for each cohort. For the AM Cohort students may arrive anytime between 8:05 am– 8:20 am. For the PM Cohort students may arrive between 12:10 am – 12:25 pm. *Students should not arrive before this time as there is no supervision. Please always keep younger siblings in strollers or with you. NO PETS!*

- Five (Color Coded) entry points will be established per grade level for arriving students.
- Health screening will be conducted at each entry point unless parents do an online health screening each day.
- After screening or a thumbs up that parents did online screening. Students walk to their classroom and take a seat at their desk.
- Back Gate will be open for at exactly 8:15-8:25 and 12:15-12-25 for arrivals

LATE ARRIVALS/TARDIES/ABSENCES

- Students who arrive or are picked up late will need to report to the the front of the school.
- To support and minimize disruption to student learning, please plan medical appointments during school vacations or after school when possible.
- If your child is absent, it is important that you call the school Health/Attendance Office that day to report the absence.
- If you failed to call the Health/Attendance Office, please send a note with your child on the day he/she returns to school. This note should include the date of absence and reason.

*Once a child has been tardy for 15 minutes or more 3 times, it is counted as an absence. Once a child has been tardy 10 times or more, or missed more than 10 days of school, excused or unexcused, that child will be placed on the chronic attendance list and a School Attendance and Review Team (SART) meeting will be scheduled to discuss possible solutions. Children on Zone Transfers may lose the right to return to McMillin Elementary School the next school year if attendance issues persist. **Students who are late or absent more than 3 times may lose their spot in the Hybrid Model in-person learning.***

DISMISSAL

- During dismissal, gates will be unlocked for Dismissals at 11:00-11:15 and 3:00-3:15.
- Those picking up students will be allowed to pick up their child outside the school gates, back gate, or at the front of the school.
- Students who walk home will need to leave the campus and not loiter or play.
- Students not picked up on time will be brought to the front of the school to wait for pick up.
- Students will be dismissed in small, staggered groups.
- Students will be escorted off campus to pick-up area and encouraged to stay away from one another while in transit.
- Parents are not allowed on campus and will need to wait for students outside EMPLOYEE ONLY SIGNS

EARLY DISMISSAL/LEAVING SCHOOL GROUNDS

- Students are not allowed to leave the school building and/or grounds with anyone other than their parent or guardian, or a designated adult who is listed on the student's emergency card.
- Students must be signed out by in the office by the parent or designee prior to leaving the school grounds. Please call the office upon arrival.
- Unfamiliar individuals will be required to show a picture identification to office personnel before the child can be released.
- Parents and designees will be asked to wait outside the office while school personnel call the child to the office. Students will only be called by office staff upon arrival of the person picking the child up.

INDEPENDENT STUDY CONTRACT POLICY FOR EXTENDED ABSENCES

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

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

When dropping off or picking up your children please remember the following safety guidelines:

- Drive slowly and cautiously
- Observe signs and cones
- No texting or talking on cell phones while driving
- Always use the crosswalks
- Do not double park
- The parking lot is not a pickup and drop off area
- Do not motion for your child to walk between cars
- No animals on campus during drop off and pick up. See page 14 for information regarding pets
- Be respectful and polite
- Bikes, scooters, skateboards, hoverboards, etc. are allowed on campus during the hybrid model but students must walk them while on campus
- DO NOT WALK-UP BUS LOOP. Please use designated walking areas.

DISTANCE LEARNING-DAILY SCHEDULE AND ROUTINES

WHAT IS DISTANCE LEARNING?

- ❖ Learning means instruction in which the student and instructor are in different locations. This may include interacting using a computer and communications technology, as well as delivering instruction and check-in time with the teacher. Distance learning may include video or audio or instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. It may also include the use of print materials incorporating assignments that are the subject of written and oral feedback.
- ❖ **Synchronous learning:** Defined as online instruction that takes place in real time (live) with the classroom teacher and a student or students, including direct and live instruction to students through video conferencing, telecommunications, live interactive chats and discussion forums, whole or small-group instruction, 1:1 conferring, assessing and/or instruction, daily live interaction, and interactive class meetings/restorative circles.
- ❖ **Asynchronous learning:** Defined as instruction or learning that does not occur in real time (live), including self-guided instructional lessons/activities/modules, pre-recorded lessons, discussion forums and online collaboration/chats that do not happen live, other independent work.

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

Students who continue the 2020 – 2021 school year via Distance Learning will follow the Distance Learning schedule as before.



Distance Learning Model

Will continue the rest of the 2020-2021 school year

Distance Learning Instructional Model						
	Synchronist Instruction	Instruction	Break/Snack	Instruction	Lunch	Dismissal
TK	180 minutes	8:00 -10:00 AM	10:00-10:15	10:15-11:15	11:15	11:15
Kindergarten	180 minutes	8:15 -10:00 AM	10:00-10:15	10:15-11:30	11:30-12:15	11:30
1st - 3rd Grade	230 minutes	8:15 -10:00 AM	10:00-10:15	10:15-12:20	12:20-1:05	12:20
4th - 6th Grade	240 minutes	8:15 -10:00 AM	10:15-10:30	10:30-12:30	12:30-1:15	12:30

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

- ✓ Grades 4-6: 240 instructional minutes (4 hours)

ATTENDANCE/PARTICIPATION

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

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

School Responsibilities Include:

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

Students Responsibilities Include:

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

INDEPENDENT STUDY CONTRACT POLICY FOR EXTENDED ABSENCES

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

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

GENERAL INFORMATION

BEHAVIORAL STANDARDS ON CAMPUS

- Students are always expected to follow all rules in the classroom and throughout the campus.
- Students follow the 4 Pillars:
 - **Wear a mask while on campus**
 - **Stay 6-feet apart from others**
 - **Stay home when sick**
 - **Wash hands often**
- Everyone will walk quietly in the hallways and **stay to the right**. Running will not be permitted anywhere on campus except for organized activities during P.E. Students are expected to clean up after themselves. Yelling and loud behavior is not acceptable in hallways. Students shall not play in the restrooms or invade others' privacy.
- Students and staff will respect the uniqueness of everyone. Disparaging remarks are not to be made regarding a person's physical appearance, ethnicity, religious affiliation, gender, language, dress, socio-economic status, academic performance, or any other personal characteristics. Teasing and/or bullying is not acceptable.
- Respect, courtesy, and good manners are an expectation of Robo Rockstar behavior. Name-calling, put-downs, cutting in line, obscene language, abusive gestures, harassment, and bullying of any kind is never acceptable. Exclusion of any student is not acceptable.
- Toys, candy, and personal belongings unrelated to classroom learning should remain at home. Taking or causing damage to other people's property is not acceptable. Vandalism and destruction of school property is considered a crime.
- Students are expected to dress appropriately for school. For everyone's safety please wear closed toed shoes.

BREAKFAST/LUNCH DISTRIBUTION

- ❖ Child Nutrition Services will provide 5 days' worth of meals (breakfast and lunch) each **Wednesday from 1:00 pm to 2:00 pm**.
- ❖ Meals will be free to eligible students under the free and reduced-priced meals program.
- ❖ To qualify complete the application online [CLICK HERE](#) or pick up a hard copy at the school office.
- ❖ Please return the completed application to the school office or CNS Office (84 East J Street, Chula Vista).
- ❖ Eligibility is based on the household income and number of people living in the home.

CLOSED CAMPUS

McMillin Elementary School is a closed campus and gates are locked once school begins and again after the last dismissal. If you need in person assistance, please call, or email the school office to arrange a time to come in. The office number is **619-397-0103**.

School Office Hours

The office will be closed for the rest of the school year.
Please call if you need assistance.

You will be able to call, pick up, or drop off materials/forms during the following times.

7:30 - 8:00 - Office staff available

8:00-8:30 -Office closed for arrival of students

8:30-3:00 -Office staff available

3:00-3:30 - Office staff not available for dismissal

3:30-4:00 - Office staff available

COMMITTEES

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

- ELAC – English Language Acquisition Committee provides support for second language learners and their families.
- Garden Committee provides support for our school garden and actively seeks grants and community donations.
- PTA – Parent, Teacher Association (PTA) supports school events and programs.
- Safety Committee oversees the Safe Schools Plan, MTSS, and Health and Wellness Policy.
- SSC – School Site Council provides oversight and input for the Local Control Accountability Plan (LCAP) and the Local Control Funding Formula (LCFF) or school budget.
- Safety Committee – School staff and parents work together to set and monitor goals for both campus physical safety as well as social and emotional safety.

COMPLAINT PROCEDURE

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

DISASTER/EARTHQUAKE/FIRE DRILLS

Fire, earthquake, and disaster drills are conducted throughout the school year to be prepared in the event of such an occurrence. In the event of a real disaster or emergency, please report to the courtyard in front of the school and wait for a designee to give you further instructions. Students will be reunited with families once law enforcement and school officials deem appropriate.

EMERGENCY AND HEALTH INFORMATION

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

HEALTH

COVID-19 Best Practices

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

LIBRARY BOOKS

McMillin Elementary School Library provides an excellent collection of books from which your child may borrow. To check out books during this time. You can now check out library books at McMillin and pick them up at Curbside! Students can access our library catalog online and place up to 2 books on HOLD. Every Wednesday you can stop by our curbside pick-up station to get your books.

- **How to Reserve Library Books**
 - Go to <https://www.cvesd.org/>
 - Click on Students
 - Click on Follett Destiny
 - Click on McMillin Elementary

- Click on DESTINY Discover on the left-hand column
- Log in using the username and password your child uses to login to the computer or TEAMS
- Select up to 2 books and click HOLD.

* Every Wednesday, **Distance Learning students** can drop off books you already enjoyed and pick up the new ones between 2:00- 3:30 pm. Books that are not picked up at this time will be held in the office for pick up for one week. Office hours are 7:45 am – 3:45 pm.

* Hybrid Model students will get their books delivered in their classrooms and can bring back to campus when finished.

Please help your child remember the following things:

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

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

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

Paperback books - \$10.00

Hardback books -

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

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

PROGRESS REPORTS

McMillin Elementary School will utilize the Chula Vista Elementary School District Standards-Based Progress Reports. The progress report measures and reports students' level of mastery of the California State Standards. Student progress is reported 3 times a year at the end of each quarter. A Parent Conference Student Summary is provided during the first reporting period in lieu of a report card. Report cards with academic progress scores will be issued at the end of quarters 2-4. Children whose primary language is something other than English will also receive an English Language Development (ELD) progress report during each reporting period.

REGISTRATION

To register your child to attend McMillin, you must complete the Registration application online at <https://www.cvesd.org/>.

RESIDENCY VERIFICATION

All students, except for incoming kindergarteners who have already registered for the upcoming school year, **MUST** provide documentation of residency **EVERY YEAR**. Students who do not reside in the school boundaries will need to register at their school of residence and submit a zone transfer request or Please refer to the school blog for more information <https://mcmillinelementary.edublogs.org/> or call the school office at 619-397-0103.

SCHOOL NEWS/COMMUNICATION

Communication between the school and home is important to ensure that parents are well informed regarding their student's educational progress, all campus policies, calendar activities and parent involvement opportunities. For complete information regarding our school policies and procedures, visit or follow our school blog <https://mcmillinelementary.edublogs.org/>

TECHNOLOGY PROGRAMS AND DEVICES

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

Students will keep their School Computers at home during Hybrid Learning to complete asynchronism work. Do not bring devices to campus at this time. Please return devices if you are no longer using or move to a different school. Remember, the school is not responsible for personal equipment that may be lost, damaged, broken or stolen.

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

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

A Parent Helpline is available to provide technical support with Microsoft Office 365 and Teams, as well as assistance for District-adopted online programs (i.e. Achieve 3000). Office hours are Monday – Friday from 8 a.m. – 5 p.m. Parents may call if they need support with these tools and an IT team member will assist them. You may need to leave a message during peak times but please be reassured that someone will contact you as soon as possible. (619) 409-6638

VISITORS AND VOLUNTEERS

During **the Distance Learning Model** and the **Hybrid Model** visitors and volunteers are not permitted on campus at this time. If you wish to volunteer, check with your child's teacher to see if there is something you can do off campus. If must come on campus during the school day for special education assessment purposes, please make arrangements with the special education service provider or call the school office at 619-397-0103

