

Chula Vista Elementary School District
WOLF CANYON ELEMENTARY SCHOOL

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Web Site: <http://schools.cvesd.org/schools/wolfcanyon>

School Blog <https://www.wolfcanyontimberwolves.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.

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WOLF CANYON ELEMENTARY SCHOOL

Welcome to Wolf Canyon Elementary School, home of the Timberwolves! Wolf Canyon Elementary opened in July 2007 and is proud to be Chula Vista Elementary School District's 44th school. We are committed to making learning fun and meaningful for all students. Our school is on the FAST track emphasizing the Fine Arts, Science, and Technology throughout the curriculum. It is the goal of Wolf Canyon Elementary to provide all students with the opportunity to reach their academic, social, emotional, and physical potential, discover their gifts and talents, and grow up to be productive citizens in our community. Please take the time to read the information contained in this Handbook as it will provide you with the school policies and procedures. It also contains information regarding the services and programs at Wolf Canyon. We look forward to serving you and providing your child/children with the best education possible.

Mathew Shy – Principal

OUR SCHOOL

Wolf Canyon Elementary School is the 44th school built during the first half of 2007 and opened its doors on July 17, 2007. Situated in the Otay Ranch community, Wolf Canyon serves students from Kindergarten to 6th grade. We received high honors from the California Department of Education earning the Gold Ribbon Award and the Exemplary Arts Education Program Award in 2015-2016.



MISSION

The mission of Wolf Canyon 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. Our mission statement, “Responding to the Call of Excellence for All” is our school mantra.

VISION – WE BELIEVE:

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

WHAT IS 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 (except when drinking or eating) and practice 6ft. physical distancing. Students may bring their own light snack and water. School drinking fountains are not in service but reusable water bottles can be filled at classroom sinks.
- ❖ Safety protocols include: Parent honor system (don't send children to school if sick or exposed to COVID), daily health screening when entering campus, handwashing frequently, 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 and 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 3 weeks of the start of the hybrid model.*** After that, a request must be submitted in an email to Victoria.bowman@cvesd.org

WHAT IS DISTANCE LEARNING?

- ❖ **Distance Learning** is instruction in which the student and instructor are in different physical 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.
- ❖ **Daily Live Interaction:** Defined as interaction with certificated employees and students (opportunities for student-to-student connections) for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders. Instruction is standards-aligned, and students are expected to complete the assigned work. Teachers and administration monitor student progress and communicate concerns with parents/guardians in a timely manner.
- ❖ **Synchronous Learning:** Is 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:** Is instruction or learning that does not occur in real time (live), including self-guided instructional lessons/activities/modules, pre-recorded lessons, discussion forums, online collaboration/chats that do not happen live, and 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.*

HYBRID MODEL-DAILY SCHEDULE AND ROUTINES

OFFICE HOURS 8:00 a.m. – 4:00 p.m.

REPORT ABSENCES TO: (619) 482-8877 x620110

When possible **please call** before coming to the campus - (619) 482-8877

Hybrid Schedule

Monday – Thursday Schedule	
Cohort A: Morning Session	Times
Arrival - Welcoming Students in Classrooms: 10 min	8:45 – 8:55 a.m.
Instruction: 155 min	8:55 – 11:30 a.m.
Students Dismissed	11:30 a.m.
Student Egress: 15 min	11:30 – 11:45 a.m.
Cleaning of Classrooms	11:30 – 12:30 p.m.
Cohort B: Afternoon Session	Times
Arrival - Welcoming Students in Classrooms: 10 min	12:30-12:40 p.m.
Instruction: 155 min	12:40 – 3:15 p.m.
Students Dismissed	3:15 p.m.
Student Egress: 15 min	3:15-3:30 p.m.
Friday Schedule	
Synchronous Instruction - 155 minutes	8:55 – 11:30 a.m.
Asynchronous Instruction: No fewer than: 25 min (TK-K), 75 min (Gr. 1-3), 85 min (Gr. 4-6)	

ARRIVAL:

- AM Cohort arrival anytime between 8:30 – 8:50 a.m.
- PM Cohort arrival anytime between 12:15 - 12:35 p.m.
- Students may arrive on campus by vehicle drop off or walking.
- No bikes, scooters, Heelys, or skateboards are allowed on campus while in the Hybrid Model.
- Students should not arrive earlier than the scheduled arrival time as there is no supervision.
- There will be multiple entry points onto campus (see Photo below).
- Arriving students, wearing a mask, will line up at the check-in station and maintain a 6 ft of distance from other students.
- Students will enter the check in station, give a thumbs up if they do not have any COVID-19 symptoms, and will have their temperature checked.
- Once screened, students will go straight to the classroom where the teachers will be waiting.
- TK – First grade parents are encouraged to stay with their children throughout the screening process but cannot accompany their child onto the campus. Students will be escorted to their rooms by teachers and extra support staff.

DISMISSAL:

- AM Cohort Dismisses at 11:30 a.m.
- PM Cohort Dismisses at 3:15 p.m.

TK, Kinder and First Grade Students along with SDC Primary:

- TK, Kinder and first grade students will only be released to a guardian or a person on the child's emergency contact list.
- Parents, wearing a mask, should line up to pick up their child and maintain 6 ft distancing.

Second Through Sixth Grade Students and SDC Upper:

- Will be dismissed in staggered groups.
- Students walking home alone will immediately leave campus and walk straight home.
- If parent is walking to meet their child, please arrange for a location in the front of the campus to meet your child.
- If parent is driving, the student should wait in front of the school while maintaining 6 ft of distance. When they see their ride, they should walk directly to the car and depart the campus.
- Students not picked up on-time will be brought to the tent at the front of the school and wait for pick-up.

Hybrid Entry and Exits



EARLY DISMISSAL / LEAVING SCHOOL GROUNDS

Students are not allowed to leave the school 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 in the office by the parent or designee prior to leaving the school grounds. 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 to the school office upon arrival of the person picking the child up.

BEFORE / AFTER CARE

Childcare services available on the school campus before or after school include:

- YMCA Childcare: Fee based childcare services provided before and after school. 7:40 – 4:00p.m.
- WEEKLY COST: \$171 Members / \$201 Non-Members Scholarships available for qualifying families
- Please email Program Director Miriam Martinez at mmartinez@ymcasd.org for availability.

MEAL/PROGRAM

Wolf Canyon Elementary School offers meal distribution to families on Thursdays between the hours of 1:00 – 2:00p.m. Parents can drive into the bus loop and receive five days' worth of breakfast and lunch for each child in the household.

Note: Students will not be eating lunch on campus during the Hybrid model.

HEALTH

Do not send your child to school if they present with any of the following:

- Chills
- Cough
- Fatigue
- Headache
- Sore Throat Diarrhea
- Fever 100 or higher
- Shortness of breath/difficulty breathing.
- Muscle or body aches
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Been in close contact with an individual who tested positive for the COVID-19 virus within the last 10 days.

If a child presents with a fever during the health screening provided at an entry gate, the child will be sent to the tent area in front of the school. Parents will be contacted by the Attendance Health Secretary immediately and parents will need to come to school to pick up their child.

If a child exhibits any of the above symptoms during school, they will be sent to the office quarantine area, parents will be contacted, and the student will be sent home. Student will not be allowed back on campus for 10 days or a negative PCR COVID-19 test.

If there is a confirmed positive COVID-19 case on campus, all students, and adults within that cohort, as well as anyone in close contact with that individual will be quarantined for 10 days. Close contact is defined as being near a person who has tested positive for COVID-19 for more than 15 minutes in a 24hour period (with or without a mask).

SAFETY GUIDELINES:

When dropping off or picking up your children.

- *DRIVE SLOWLY AND CAUTIOUSLY*
- *OBSERVE SIGNS AND CONES*
- *NO TEXTING OR TALKING ON CELL PHONES WHILE DRIVING*
- *USE THE CROSSWALKS AT ALL TIMES*
- *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 OR DISREGARD THE SAFETY PATROL OFFICERS*
- *NO ANIMALS ON CAMPUS DURING DROP OFF AND PICK UP. SEE PAGE 14 FOR INFORMATION REGARDING PETS*
- *BE RESPECTFUL AND POLITE*

CLOSED CAMPUS

To ensure a safe campus Wolf Canyon Elementary School is a closed campus. All students must report to the front office before leaving early or when returning to campus.

DURING Hybrid Model - No parents or visitors are allowed on campus.

All gates will be locked during school hours. All persons picking up students must wait in the Designated Entry/Exit for the Grade Level of their child. (refer to map on page 6) Students will be escorted to and from the respective Entry/Exit location by teachers.

INTERNET POLICY

Internet access is available to Wolf Canyon Elementary School students in the classroom, the computer lab, and the school library. Students and teachers can use this resource as a powerful tool to gather information and perform research in the worldwide electronic library.

LIBRARY BOOKS

Reserve up to 5 books for checkout using the remote Hold (detailed instructions provided below).

Hybrid Students: Books will be delivered in a box outside of each Hybrid Classroom on Wednesdays. Books will be banded together with the Student Name outside. Books being returned can be place in the same box on Wednesdays or to a similar box located by the front gate.

Distance Learning Students: Will continue to have the drive by pick on and return on Thursdays from 1:30 to 2:30 PM.

Returning Book: You can be return library materials to a box located outside the Front Office on any day during School Hours or during the Thursday "Drive By".

How to Reserve Wolf Canyon Library Books.

Go to CVESD.org – click on Student icon



Find and Click on the **Follet Destiny App**



Select **Wolf Canyon Elementary** from the bottom of the list (Scroll down)

Click "Log in" button in the upper right corner of the next page.



Then Click on the light blue box



Log in with your student account:

- TK – Gr. 1:
 - Username: ID#@live.cvesd.org
 - Password: Lowercase first initial, lowercase last initial Student ID# and =
 - Example: **rc12345=**
- Gr. 2 – Gr. 6:
 - Username: ID#@live.cvesd.org
 - Password: Uppercase first initial, lowercase last initial, 8-digit birthdate
 - Example: **Rc01282000**

Explore the choices and when you find a book – click on the **[Title Details]** button, and then the **[Hold]** button (upper right corner of page).

LOST AND FOUND

Please label all clothing items, book bags, and supplies with your child's name. By doing so, most lost items can be returned to their owners promptly. If an item has been misplaced, please encourage your child to check the "Lost and Found" bin located inside the auditorium. Unclaimed and/or unmarked "Lost and Found" items are sent to a local charity at the close of every quarter throughout the school year.

MEDICATIONS

Medications are not permitted at school except when kept in the school Health Office. Parents of students who require medication prescribed for him/her by a physician during the regular school day must complete an "Authorization for Medication Administration" form and keep on file in the school Health Office. This form authorizes office personnel to administer the medication to your child. A new form will need to be submitted at the beginning of each school year.

MISCILANEOUS ITEMS:

TOYS, GADGETS, JEWELRY, HAIR ORNAMENTS, ELECTRONIC DEVICES

Students should not bring toys or unnecessary gadgets to school unless this has been approved by the classroom teacher. Toys, iPods, mp3 players, gadgets, jewelry, excessive hair ornaments, etc. may be a distraction to your child's learning and the learning of others. Wolf Canyon Elementary School is not responsible for lost, stolen or broken personal items or. Please discuss digital conduct with your child. Students may not use their devices during recess and lunch except on rainy days.

PETS

For the safety of everyone, animals are not allowed on campus unless approved by administration. This includes bringing dogs or other animals on the campus when dropping off or picking up your child. In the case of service animals please make prior arrangements with the principal.

PROBLEMS

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.

PROGRESS REPORTS

Wolf Canyon 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 four times a year. Please refer to the school calendar for dates of this year's progress reports and parent/teacher conferences. Children whose primary language is something other than English will also receive an English Language Development (ELD) progress report during each reporting period.

SAFETY

Please report any safety concerns you notice on campus. Also, if someone reports witnessing inappropriate behavior or misconduct regarding any adult on campus, please report it to administration immediately.

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 our school website and follow our blog (Wolf Canyon – Home of the Timberwolves)

Wolf Canyon School Blog <https://www.wolfcanyontimberwolves.org>

DISTRICT Web Site: <https://CVESD.org>

Wolf Canyon CVESD School Site: <http://schools.cvesd.org/schools/wolfcanyon>

Highlights of each week's events are programmed to go out on our school messenger automated phone message each Sunday between 5:00 pm and 9:00 pm so make sure your phone numbers are kept up to date with our school office staff. Additionally, each grade level sends home and/or sends electronically a weekly newsletter informing parents of specific classroom instructional themes, activities and/or events. All flyers are posted on an application called "Peachjar". Click the icon on our blog or download the free "App".

Always discuss concerns, suggestions, general information, etc. with your child's teacher. Student Attendants and Aides are not permitted to discuss information about students with parents.

TELEPHONES / CELL PHONES

Students may use the office telephones only in the case of an emergency or when instructed to do so by the office staff. If you send a cell phone with your child, that phone must be kept in the child's backpack or turned into the classroom teacher and turned off during school hours. Wolf Canyon Elementary School is not responsible for lost, stolen, or broken cell phones. Cell phones should not be used on the school bus except in the case of an emergency. Cell phones may be confiscated by school staff if students do not adhere to the guidelines and policies for use at school. Parents will be notified and may stop by the school office to retrieve the phone. Find a private area to talk on the phone or send text messages - not around the students.

VISITORS AND VOLUNTEERS

No visitors or volunteers will be allowed on campus during the Hybrid Model.