



## Welcome to Cielo Vista Elementary Parent Handbook

Welcome Cielo Vista Community this document contains important information for the 2023-2024 school year. We are excited and are looking forward to a successful school year! We have provided you with important information on the processes and policies at Cielo Vista. Please take the time to read over the documents, if you have any questions, we are here to support you. We look forward to a successful year providing our students with a safe, academic and social emotional environment in partnership with our community.

### Schedules

Pre-K thru 5<sup>th</sup> 8:00 a.m.-3:25 p.m.

Kinder-5<sup>th</sup> Line up bell is 8:00 a.m. Instructional time starts at 8:15 a.m. and ends at 3:25 p.m. Breakfast will be served in the classrooms from 8:00-8:10.

Office 7:30 a.m.- 4:00 p.m.

### Attendance

Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance. This relationship between attendance and achievement may appear early in a child's school career. When a student is absent from school a parent or guardian must contact the school by 9:00 A.M. to explain the reason for the absence. Doctor, dentist, or any other medical excuse **MUST BE SUBMITTED** within two weeks of the original date of absence. Medical excuses submitted after the two-week period will **NOT** be accepted to excuse the original absence. We work hard to keep our attendance rating above 97%. Our school goal is to have every student in class every day, except when illness requires an absence. Makeup work is the responsibility of the parent and student. Please ensure to contact your child's teacher for assignments. Attendance warning letters are sent to students/families with 3 unexcused absences. Continued attendance issues are followed by a meeting with the Assistant Principal and an attendance school contract. Further problems can result in conference with the principal and referral to Truancy Court..

## **Celebrations**

Student birthday parties are not allowed. At this time, we will be accepting **individually wrapped treats** for a student's birthday that will be passed out the last 15 minutes of the day.

## **Cell Phone Use**

Cell phone use is not permitted during instructional time. Cell phones used during unauthorized times are collected and returned to parents after a \$15.00 fine is paid.

## **Communication**

There are times when the school nurse or other staff need to contact you regarding your child. Please notify the school of a change in your phone number and/or address. Information regarding school events is sent home in monthly calendars, separate event reminders, social media, weekly marquee announcements to include ClassDojo. Reminders are also sent via phone and text.

## **Discipline**

All students PK-5 are expected to comply with the EPISD "Student Code of Conduct". The campus teaches expected behaviors through a positive behavior system which is called "ROAR". All employees, parents, and students are to be R- Respectful, O-Organized, A-Accountable and R-Responsible. There is more information included in this parent packet. Student infractions can lead to a referral to the office where the administration will investigate the situation, counsel the student, set consequences, and contact parents. Discipline problems are learning opportunities for a child. Parental support is essential!

## **Dress Code**

Cielo Vista does not have school uniforms. However, we ask that parents use good judgment in providing appropriate school clothing for children. Any clothing that is indecent, suggestive, contains alcohol, drug or tobacco product references, or contains profanity is prohibited. Shoes should be suitable for PE. Body piercings, dyed hair or creative hairstyles that cause distraction are not permitted.

## **Early Pick-up**

Dismissal for PreK-5 students is at 3:25. If a student needs to be picked up prior to the end of the instructional, parent or guardian must come to the front office to sign out the student. We will not release children to anyone who is not listed as an emergency contact. **Picture identification is required for persons picking up students.** If students are picked up early at any time before 3.25 p.m. it is considered a partial day absence.

### **Field Trips**

Field trips are additional educational experiences for our students. In order for the student to participate, a parent or guardian must sign and return a permission slip. If teachers request parents to chaperone, there must be a completed/online VIPs application approved. Remember VIPS applications must be renewed annually. Siblings are not allowed to attend.

### **Lunch**

The lunch period is an extension of the school day. Schools play an important role in shaping lifelong healthy eating habits by offering nutritious meals. Students are provided with the opportunity to have social interaction, as well as the development of self-feeding and self-care skills. Peer interactions are important to the social and emotional development of all children. Eating lunch with your child will not be allowed due to safety reasons. No outside food will be accepted during the school day, to include lunch time. Please ensure to send your child with their lunch on the morning. Students will be receiving free breakfast and lunch for the 2023-2024 school year.

### **Parent Involvement/Volunteers**

Parents are an integral part of our team, and your input is valued. Please take the time to attend parent/teacher conferences. Adult volunteers are needed in various capacities. Parents interested in volunteering must complete an annual VIPS online application at [episd.org](http://episd.org) and pass a background check in order to volunteer in any capacity such as field trips, classroom activities, etc. Please see Mrs. Cruz for more information.

### **Personal/Lost Items**

Parent cooperation is requested in limiting the number of unnecessary items brought to school: such as, toys, personal electronics, etc. Students must assume responsibility for all school supplies and books assigned to them, as well as their personal belongings. Lost items are placed in the Lost & Found. Please label all items, including lunch boxes. If your child has lost an item, encourage them to check the Lost & Found in the Community Room. Please be aware that we donate any unclaimed items to a local charity twice yearly.

### **Physical Education**

PE is part of our state mandated curriculum. It is taught daily by certified physical education teachers. All students are expected to participate. Parents may have children excused from PE when necessary, with a signed and dated note, however, students will be required to sit outside to allow supervision by the coaches, as alternative supervision is not available. If non-participation is for more than 3 days, a notice from a U.S. licensed physician is required. Please be sure students wear appropriate shoes for PE.

## **PTA**

The Cielo Vista PTA is very active. Each year, they hold a variety of school-wide activities, which in turn provide many needed items for the school. Please help us maintain this vital relationship by joining this essential organization. At meet the teacher nights, the PTA will have memberships and t-shirt purchases available.

## **Safety**

Student safety is everyone's responsibility. The campus rules and procedures serve that purpose. There are monthly fire drills. Lockdown drills are each semester. If you have concerns and/or suggestions please contact Ms. Guerra, Principal or Mrs. Ortiz, Assistant Principal. The back gate will be locked all day. All students K-5 must enter the front doors of the building.

## **Student drop-off before school**

At 7:30, there is supervision for students in the cafeteria. Students are not to be dropped off before 7:30. At 7:45, 1<sup>st</sup>-5<sup>th</sup> grade students are escorted to the playground and are supervised until the 8:00 bell rings for line up on the blacktop for teacher pick-up. The back gate will remain locked all day. The only entry to the building is through the front doors.

## **Student (Kindergarten-5<sup>th</sup> grade) pick-up after school**

Teachers will escort students out of the building at 3:25. There will be set locations where each class will wait for parent to pick up their child from the teacher. If children are not picked-up on time they will be taken to the office and parents will need to enter the building to sign-out their child.

## **Student Devices/Library Book**

Student's devices are the responsibility of the student and guardian or parent as agreed upon on the Power Up document. Library books are the responsibility of the student. Students must pay for books if they are damaged, stolen or lost.

## **Visitors**

The safety of your child is of utmost importance to us. For the safety of our students, all visitors have their ID scanned into the Raptor System to receive a visitor badge. That badge is worn while the visitor is on campus and must be returned to the office at the end of the visit. Visitor badges are worn at all times while on campus. Pending parent survey it will be determined if two or four guest may attend activities during the school day.

If you have any questions, please call the front office for any additional questions.

Thank you, Cielo Vista Families!!!!

Ms. Guerra/Principal and Mrs. Ortiz/Assistant Principal