



***Casa de Oro Elementary
Student-Parent Handbook
2026-2027***

"Growing Minds and Building Leaders"

**10227 Ramona Drive
Spring Valley, CA 91977**

Phone: (619) 668-5715

Email: CDO@LMSVSCHOOLS.ORG

Website: <https://www.lmsvschools.org/casadeoro>



Instagram: @cdoelem



PTA Instagram: @casa_de_oropta

Dear Casa de Oro Families,

Welcome to the 2026-2027 school year! I am honored to serve for a second year at Casa de Oro Elementary School. I am very excited and grateful to continue to serve such a vibrant and caring school community.

Casa de Oro is truly a special place—full of heart, pride, and possibility. I am committed to supporting every student and family to ensure that each child has a positive, meaningful, and successful learning experience. My goal is to continue to build on the strong foundation already in place while fostering a positive school culture where every student feels heard, valued, supported, and celebrated.

Throughout the year, we will focus on important character traits such as respect, responsibility, resilience, kindness, and inclusivity—values that help guide our learning and strengthen our school community. We are also excited to celebrate our students in a variety of meaningful ways. Each month, we will host a Friday Cougar Rally, which serves as joyful, community-building celebrations that bring our entire school together to reinforce our shared values and school spirit. In addition, we will recognize individual students during our Cougars of the Month celebrations, honoring those who exemplify our core character traits. On Fridays, we'll come together in the amphitheater to build connections, share announcements, and celebrate all the great things happening at CDO.

Please take time to read through this handbook carefully, as it contains important information about school expectations, schedules, procedures, and routines that will help set your child up for success.

I truly believe in the power of partnership—it takes a village to raise and educate a child. Together, as educators, families, and community members, we can ensure every student has the opportunity to thrive.

I am looking forward to meeting all our students and families very soon and I am thrilled to begin another school year with you.

Respectfully,

Mrs. Faulk

Daily Schedule

School Office Hours

7:30-3:00 Monday-Friday

School Hours

8:00-2:20 Monday, Wednesday, Thursday, Friday

8:00-1:05 Tuesday (Minimum Day)

Gates Open for Arrival/Run Club/Breakfast

7:35

Recess

Time	Grade
9:35-9:55	(TK), (TK/K)
10:00-10:20	(K), (K/1), (1/2), (2)
10:25-10:45	(3), (3/4), (4/5), (5)

Lunch

Grade	Eat	Play
TK	11:05-11:25	11:25-11:45
K-2	11:30-11:50	11:50-12:10
3-5	12:20-12:40	12:40-1:00

Casa de Oro Elementary

Description

Casa De Oro Elementary is a small community school with a culture of belonging and positivity. We "Grow Minds and Build Leaders" through dynamic programs that respond to individual needs and create opportunities for growth and success for all of our students.

Mission Statement:

In collaboration with parents, staff, students, and the community we will ensure that each and every child achieves their highest academic and social potential within a safe and nurturing community.

Our Core Values Include:

- Promoting innovative and creative thinkers for the 21st century.
- Providing a quality and rigorous education for all students.
- Fostering caring and empathetic relationships with students, families, and the community.
- Understanding that every student is a scholar who uses respect, honesty, and understanding to build a community.

With a focus on the whole child, during and after school activities include art, environmental literacy, vegetable gardening, Farm to Table, and culinary arts. Students also have opportunities to participate in robotics, student leadership, Sonshine Club, and Music.

Our Community Pledge for Student Success:

I will **GROWL!**

Grow my Mind

Respect Myself and Others

Own my Own Learning Choices

Work and Watch Myself Succeed

Let's Make a Difference



ATTENDANCE / STATE LAW:

California State Education Code Section 48260 states in part that each person between ages 6-16 years is subject to compulsory full-time day school during the time school is in session. Cases of excessive absences or tardies may be referred to the School Attendance Review Board (SARB). This is part of the legal system, which enforces compulsory education attendance.

Every absence/tardy interferes with your child's progress in school.

***Perfect attendance is defined as your child being present at school all day every day. ***

ABSENCES

- **Please call the school office on the day of the absence by 9:00 a.m.** For your convenience a message may be left at the school's voicemail (accessible 24 hours per day, seven days a week) at any time during the prior evening to inform us of the absence as well.
- Be sure to report communicable diseases to our office. If you are not sure about keeping your child at home, please check with our Health Technician.
- Students absent from school for any reason are responsible for the completion of all missed assignments. Prolonged or repeated absences, excused or unexcused, deprive the student of the classroom experience deemed essential to learning. Regular school attendance is required in order for the Board of Education to fulfill its responsibility of providing a thorough and efficient education for each student.
- Any student who accumulates an excessive number of absences will be referred to the School's Attendance Review Board.
- While we understand and appreciate the value of family vacations, please make every effort to coordinate your time away with the school calendar. Scheduling vacations while school is in session is disruptive to the learning process and places children at a decided disadvantage upon their return to school.
- Excused absences from school allowed by the State are those days on which students are sick, have a doctor's appointment, or have to attend a relative's funeral.

TARDIES

- **All students will be marked tardy after the 8:00 bell rings.**
- Tardiness should be avoided for the same reasons as absences and because it interrupts the school day for the other children. Arriving at school on time underscores the importance of the educational process and promotes responsibility and a sense of community for the student. If a student is tardy three times, a letter will be sent to the child's parent/guardian outlining the importance of having the student arrive at school on time. Where a child continues to be tardy (more than three times), the parent/guardian will be required to have a conference with the Principal, teacher, counselor or school nurse to determine the cause of the repeated tardiness and to develop strategies to address the problem.

INDEPENDENT STUDY AGREEMENT

We're pleased to offer a Short-Term Independent Study program to support student learning during absences, even for just one day. Through this program, students can complete assignments at home, allowing them to stay on track and engage with their education. Additionally, if your child has already missed school, you can still request an independent study for that previous absence. Once your child completes and submits their independent study work, the absence will be recorded as "present" rather than "absent," ensuring continuity in their attendance record.

All parents will receive an important email from InformedK12. This is a trusted partner of the La Mesa-Spring Valley School District, so please know the message is not spam.

The email will include a document called an Independent Study Agreement (ISA). This is valid for the 2026-2027 school year and will need to be completed yearly. By opening the document and having both you and your child sign, your child will be eligible to make up schoolwork for up to 15 days of absences—whether excused or unexcused. Please note that to be eligible, you must sign in the first signature box, and your child must sign in the second signature box.

If you know your child will be absent or if they missed a previous day, please contact your child's school office to arrange for short-term independent study. Our staff will assist in providing all the necessary materials and instructions.

EARLY PICK-UP

In the case of a doctor's appointment or an emergency, the parent or guardian must come to the main office to sign out their child before he or she can leave the building. **Your child will be called to the office after you have arrived at school.** No child will be permitted to leave school grounds unescorted during the school day. School gates will be locked for the duration of the school day. Upon arrival at the front gate, please call the school office or ring the doorbell and a staff member will unlock the gate for you.

BACK TO SCHOOL NIGHT:

This evening will provide you with an opportunity to meet your child's teacher and to review the year's curriculum. This is a great time to meet other parents, become a PTA member, and volunteer for various events during the course of the year.

BICYCLES

Only students in the 3rd, 4th, and 5th grades are permitted to ride their bicycles to school. We consider riding a bicycle to school a privilege, and certain standards of safety must be maintained. Failure to follow the student bicycle safety standards will result in the loss of this privilege.

Bicycles are to be ridden to school for transportation only. They are not to be ridden on the school grounds. Be sure bicycles are padlocked, as the school does not take responsibility for bike security. Safety helmets are required by law. For the safety of your child, and legal compliance, your child must wear a helmet.

BIRTHDAYS:

Although we do not hold class parties to celebrate student birthdays, you may send in non-food items such as pencils, stickers or a donation to the class library. *** What is important is that the child's birthday is being acknowledged and celebrated.***

BREAKFAST/LUNCH

Both breakfast and lunch are served daily in the school cafeteria. For the 2025-2026 school year, breakfast and lunch will be served at no cost to students.

- Breakfast and a hot lunch is served daily.
- If lunch is brought to school, be sure your child's name and room number is visible on the outside of the sack or box.

CHANGE OF INFORMATION

To maintain effective communication between the school and home, please notify the main office of any changes to pertinent information (i.e. your address, telephone number, email address, emergency contacts, etc.) during the course of the year so that we may update our records.

CHARACTER EDUCATION

Throughout the year, students will be recognized for consistently displaying the character traits connected to our Cougar Focus of the month. The Cougar Focus of the month aligns with our weekly Social and Emotional lessons that are taught school-wide and weekly through our Second Step Curriculum. This recognition will take place once a month on Fridays during our Cougars of the Month ceremony.

In addition, students and classes will be recognized and rewarded weekly for displaying the expected behaviors as it relates to our schoolwide rules: Be Respectful, Be Responsible, Be Safe. This also aligns to our Cougar Monthly Focus.

Once a month we will also have a "Cougar Rally" in the amphitheater to celebrate character as a community. This will include announcements, recognitions, and a fun activity that connects to our Cougar Monthly focus.

DISCIPLINE PLAN

Our schoolwide discipline plan is founded on **restorative practices**. Restorative practices build community and promote healthy relationships among educators and students in order to teach the social-emotional and conflict-resolution skills necessary to reduce conflict.

Casa de Oro implements the Safe School Ambassador program. We believe that creating a safe and inclusive school community is one of numerous ways to prevent bullying and violence. [Safe School Ambassadors](#) (SSA) is designed to help schools engage and empower students to work with adults. By cultivating this connection staff and students work together to create and maintain a positive culture across campus.

SSA compliments other SEL and school climate initiatives including Positive Behavioral Interventions and Supports (PBIS), Violence Prevention, Youth Empowerment/Youth Voice and Restorative Justice approaches and has a proven track record of reducing school disciplinary actions. SSA equips and engages diverse, socially influential youth as upstanders by providing them with skills to safely resolve conflicts, counter mistreatment, and support isolated and disconnected students. Students are trained to notice and safely act when they see, hear, and know that something is not right and to create healthy connections among their peers.

Using approaches such as dialogues, conferencing, and peer-led mediation, restorative practices get to the root cause of student behavior. A restorative culture seeks to address the missing piece of teaching social-emotional and conflict-resolution skills by turning behaviors into learning opportunities. Accepting responsibility for behaviors and making right what has been wronged is the goal of the learning opportunity.

Students are responsible to their teachers for classroom expectations and behavior. When a student does not respond to the classroom accountability system, a student may be referred to a support staff member for a more intensive intervention aimed at helping the student make better behavioral choices. The ultimate goal in addressing all behaviors is to ensure a supportive and stable educational environment while encouraging growth towards self-discipline, accepting responsibility, and appreciating the rights of others. When fully implemented, restorative practices improve school climate, increase academic achievement and reduce racial disparities in school discipline.

Students use a **THINK SHEET**: When you have **broken a rule** or **failed to meet an expectation**, take time to think about your **choices** and their **consequences**.

The following questions are utilized during a Restorative Conversation:

What happened?

What were you thinking at the time?

What have you thought about since?

Who else has been affected by what you have done?

What do you think you need to do to make things right?

In addition, the following scripts can be used during Restorative Conversations.

Students follow a script when accepting responsibility and apologizing.

(Name of student they are addressing) _____ I want to give you an apology.

I am sorry for _____.

Next time I will _____.

Students who are discussing an issue also have a script to share an I-Message.

(Name of student they are addressing) _____

I feel _____ when you _____.

Could you please _____

Through restorative practices there are still times students may need more “think time” or time away, community service, or other consequences for repetitive or more extreme behaviors. On occasions there are infractions that will result in an in-school or out of school suspension. Please refer to our LMSV District Student Sexual Harassment and Suspension Policy below.

STUDENT SEXUAL HARASSMENT: EC 212.5, 48980: It is the policy of the La Mesa-Spring Valley School District Board of Education that all persons regardless of their sex be afforded equal rights and opportunities and enjoy freedom from discrimination of any kind in educational programs and settings. Furthermore, the Governing Board considers sexual harassment to be an offense, which can result in suspension or expulsion of the offending student.

Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

Unwelcome sexual flirtations or propositions-

- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Graphic verbal comments about an individual’s body or overly personal conversation.
- Sexual jokes, notes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about a student enrolled in a predominantly single-sex class.
- Displaying sexually suggestive objects.

Education Code 48900.2 specifies a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines the pupil has committed sexual harassment as described in Education Code 212.5. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This policy shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. Any student who feels he or she has been the victim of sexual harassment shall immediately report the incident to the principal of the school or other staff member.

SUSPENSION

Pursuant to Education Code 48900 and/or Board of Education Regulation 5131.6, your child will be suspended for the following reason(s):

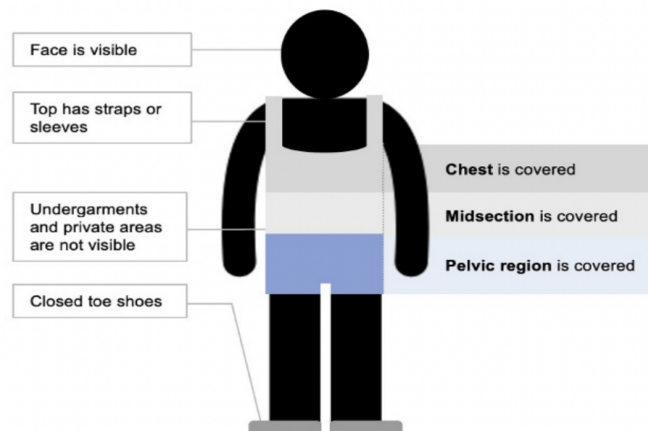
- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.
- Possessed, used, sold, furnished, or under the influence of a controlled substance.
- Offered, arranged or negotiated to sell a controlled substance or alcohol.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Possessed or used tobacco.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawful possession offered or arranged to sell drug paraphernalia.
- Disrupted school activities or otherwise willfully defied the valid authority of school officials.
- Knowingly received stolen school property or private property.
- Sexual harassment.

DRESS GUIDELINES

Although we feel strongly about celebrating each child's individuality, it is necessary to enforce certain guidelines with respect to student attire in the interest of maintaining student safety and establishing an environment that is conducive to learning and high standards for student achievement.

- All attire should be neat, clean, reflect modesty, and be appropriate for school.
- Apparel shall not be sheer, brief, low-cut, or revealing so as to be embarrassing, distracting, or indecent.
- Children may wear shorts during the warm weather, but their shorts must be an appropriate length.
- Any article of clothing that leaves undergarments exposed is not acceptable for school.
- Shirts or tops that leave the stomach area/midriff exposed are not acceptable. T-shirts or other garments must not display any suggestive or obscene wording or graphics.
- Appropriate footwear is required at all times, especially in light of the fact that students may be walking in sand, kicking balls, and playing outside for recess. Flip-flops, sandals, and slippers may not be worn at any time.
- Headgear must not be worn in a manner that hides a student's face, unless for religious, health, or other reasons approved by school administration. (Examples: hats, hoodies, sunglasses, masks, etc.)

DRESS CODE:



DROP OFF/PICK UP AREA- CAR

When dropping off or picking up students, please use the right-hand drop off lane in the “Expressway” on the corner of Ramona Dr. and Agua Dulce. Pull forward as far as you can. **Do NOT make U-turns when entering or exiting the Expressway, do NOT turn left exiting out of the expressway.** You may also park legally along the south side of Ramona Dr. or Agua Dulce. If you park across the street from the school, please use the crosswalks to reach the school safely. Students should always use the crosswalks when coming and going home from school and should never cross in the middle of the street. Unfortunately we do not have a public parking lot. **Please do not drive into or wait in the Staff Parking Lot/Bus Pick Up Area. Lastly, be a good neighbor and don’t block resident driveways.**

EDUCATIONAL EXCURSIONS

During the year, students may have the opportunity to participate in field trips that reinforce or supplement classroom instruction. Parents or guardians are notified of the details of the trip in advance and are encouraged to give their child(ren) permission to attend. A permission slip must be signed by each child’s parent or guardian and returned to school prior to the trip. Only class parents will be permitted to attend/chaperone class trips with the students. If more parents want to attend a class trip than spaces allow then parents will be chosen by lottery. Parents must have completed and submitted the Annual Student Data Confirmation document in order for their child to attend a school field trip.

EMERGENCY DRILLS

In accordance with State law, the Principal and Health and Safety Site Lead will plan fire, earthquake, and lockdown emergency drills throughout the year. Every child and adult in the building is required to participate in these drills.

EMERGENCY CONTACTS

We understand that parents or legal guardians may not always be available in the event of an emergency. As a result, it is imperative that emergency contact information be submitted to the office on the Emergency Health Card sent home in August. Emergency contacts should be available during the school day, and if possible, live in the immediate or the surrounding area. If the name or phone numbers of emergency contacts change, please remember to notify the office as soon as possible.

ESS CHILD CARE

ESS Child Care is a self-supporting, year-round child care program offered before and after school to students enrolled at Casa de Oro. The program is located in the school auditorium. Enrollment is open.

Hours: 6:00 A.M. – 6:00 P.M.

Fees: Call ESS for current fee structure (668-3800)

EXTRA-CURRICULAR ACTIVITIES

There are many opportunities for participation in extra-curricular and service activities. Your children will receive information regarding opportunities as they become available. Some extracurricular

activities may include Sonshine Club, Heartlight Dance, Garden, Cooking, Student Leadership, and ESSPN sports. These activities are subject to change throughout the school year.

HEALTH SERVICES

A school nurse is here to provide first aid and a variety of health-related services. Periodic vision and hearing screenings are held.

- If a child has a fever of 100.4 or higher, or is displaying other persistent symptoms of illness, the parent, or person(s) listed on the enrollment form as “Emergency Number,” will be notified. The child must be picked up as soon as possible. School personnel, including the Health Technician, are not permitted to administer treatment or to diagnose. In the event of an injury, district protocol is implemented and the parent is notified. Children will not be released without an emergency contact present. *****Students may return the next day as long as the fever/symptoms have gone away overnight without the use of medications. If you need further clarification, please call the school office***** See linked health guidance for more information: [Guidance for Going to School](#)
- Please contact the school nurse if a child has a contagious disease or is being treated for one.
- If your child requires medication during school hours, please contact the school nurse. Read the section under medication for more information. Students may not carry or consume prescribed medication that is in their possession. All medications must be stored in the health office.

HOMEWORK

Homework is an extension of class work. As such, it will be assigned on most days. If your child is not bringing home homework assignments on a regular basis, please contact your child’s teacher.

Kindergarten and first grade students will have between 10 and 25 minutes of homework per night; second and third graders will have between 25- 45 minutes; and fourth through sixth graders will have between 45 and 60 minutes.

INSURANCE

Each year, La Mesa-Spring Valley School District provides information to parents on an Accident Medical/Dental Expense insurance policy. The school district itself does not provide any medical or dental expense insurance for pupils injured on school premises or in school activities. If you do not carry insurance on your son or daughter, you are urged to enroll your child under one of the two commercial plans that are offered by the insurance company.

LIBRARY/MEDIA CENTER

We encourage students to check out books to read with topics that interest them during the school year. There is a large fiction and non-fiction section at all reading levels. Please encourage your child to read at home. We also encourage parents to read to their children. If a book is lost or damaged at home the parent is responsible for the cost of replacement.

LOST AND FOUND

The school maintains a lost and found collection. Unclaimed items are displayed for parents several times throughout the year. Any items that are unclaimed throughout the school year will be donated to a local charity.

MEDICATION

In order to have your child take medication at school, the Physician's Recommendation for Medication, form A-228 (San Diego County) must be completed by your doctor and sent to the school. No medication will be given at school without this form. These forms may be obtained in the office. **Only adults may transport medication to and from school.** **NOTE:** All medication taken at school must be under the supervision of a designated school employee.

PARENT/TEACHER CONFERENCES

Parent conferences are held each Fall. Parents are encouraged to be active participants in their students' education by attending these important conferences. Evening appointments will be prioritized by necessity, which will be determined on an individual basis.

PARENT/SCHOOL COMMUNICATION

It is essential for the well being of our students that ongoing communication is maintained between home and school. This can happen through PTA, School Site Council, ELAC, or Title 1 meetings, a phone call or note/email to the teacher, a phone call or note/email to the principal, teacher/parent conferences, etc. Be sure to read our CDO Weekly Update so you stay informed about what is happening at our school.

PHYSICAL EDUCATION

All students in 1st grade through 5th grade are required to participate in physical education classes. We encourage all students to dress comfortably for school and be prepared to participate in active play.

PICTURE DAY

In the fall of every school year, student portraits are taken. Notices will be sent home to inform families of the date and the various packages available for purchase. A reminder will also be included in our CDO Weekly parent communication.

PICKING UP STUDENTS - END OF DAY

All parents wait for their children at the end of the day outside the school gates or in the car pick up line. This is a safety precaution so that we know who is on campus at all times.

PTA

The Parent-Teacher Association is a collaborative partnership between parents and staff members, whose mission is to continually enhance the learning environment for CDO students. This is accomplished through active involvement. All parents are encouraged to become a PTA member. Communication and updates about PTA will also be included in our CDO Weekly Update.

SAFETY

Our student's safety is our first priority and cooperation between the home and the school is crucial for teaching our students about effective safety habits. You can help us in this endeavor by encouraging your student to do the following:

- Arrive to school on time

- Walk on the sidewalks and cross only at specified crossings
- Refuse to enter or approach strange automobiles or to talk to strangers
- Be respectful and considerate to others.
- Return to the school office if their ride or the person responsible for taking them home does not arrive within a reasonable period of time.

SNACKS

Students may bring in a healthy snack to eat during their recess time. Candy or other sweets are not acceptable as regular snacks. Students may not share their snacks with other students.

SPIRIT DAYS

We encourage our students to either dress in our school colors, blue and yellow, or wear a school shirt on a given day of the week to show school spirit. Usually, we commit one day per month for a school spirit day. These special days provide students and staff members an opportunity to come together and show support and pride in our school. Keep an eye out in our CDO Weekly Update and monthly calendar and encourage your student to catch the spirit by participating.

TELEPHONE/ ELECTRONIC DEVICES/ CELL PHONE POLICY

Students are allowed to use the telephone in the main office for emergencies or to clarify arrangements for getting home. Please assist us in having your student understand that the telephone is not available to request forgotten items or to arrange social gatherings after school. Students may bring cellphones/smart watches to school; however, their phones/smartwatches must remain off and stored in the student's backpack for the duration of the school day. The school is not responsible for lost, stolen or damaged cell phones.

CELL PHONE/SMARTWATCH VIOLATION POLICY:

First offense: Student will be given a warning to make sure their cell phone/smart watch remains off and in their backpack.

Second offense: Students will be given a second warning, cell phone/smart watch will be taken and sent to the office for a parent pick up, and parent will be contacted.

Third offense: Cell phone/smart watch will be taken, parents will be contacted, and an agreement with family, student, and the school will be made about either keeping the cell phone/smart watch at home OR checking in the cell phone/smart watch at the office at the start of the day and checking it out.

TOBACCO-FREE POLICY

Board Regulation 1131: The Board of Education has declared the La Mesa-Spring Valley School District to be tobacco free. Students, employees, and community members using tobacco products on District property shall be informed of the District's policy and asked to refrain from tobacco use. Persistent violation of this policy shall result in appropriate disciplinary measures for students and/or employees and the possible revocation of an organizations' Use of Facilities permit if a community member refuses to refrain from tobacco use while on District property.

TOYS, GAMES, and SPORTS EQUIPMENT

Students are not allowed to bring toys or games to school. The school will provide all games and equipment during the students' recess period. All toys and games should be left home, as they are often a distraction to the educational environment we work diligently to maintain. (This includes card games, spinners, fidget cubes, etc.) We thank you in advance for your support. *****Skateboards, scooters, wheelies/heelies, and skates are not allowed at school*****

VISITORS

To ensure the safety of our children and staff members, all visitors must check in at the front office and verify their personal identification, drivers license or ID card, through the Secure Campus Scanner. They will be asked to state the purpose of their visit and will be asked to identify the child to whom they are related prior to being granted entry past the office. Once on campus, all visitors must return to the office just prior to exiting the campus.

VOLUNTEERS

We gladly encourage parents, grandparents, and members of the community to volunteer. There will be opportunities to volunteer as little or as much as you would like from the classroom, lunch area, for an event, or to showcase one of your talents. We must have an application on file in the office for you to volunteer on the school campus. Please stop by the office and fill out a Volunteer Application. **All volunteers must check in at the office before being on campus to volunteer and must have a valid ID.**

CDO... Growing Minds and Building Leaders!