

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT
LA PALOMA ELEMENTARY SCHOOL



Parent Student Handbook
2023-2024

Mission and Vision Statement



The **Mission** of La Paloma School is to empower each student with the academic expertise, leadership, and personal growth that will prepare them for the college and career of their choice.

Our **Vision** is to develop individuals whose joy in learning, personal integrity, courage, and compassionate leadership enable them to lead meaningful lives as contributing citizens in a changing, dynamic world.

Wildly Important Goals (WIGS)

Goal # 1

Each and every SCHOLAR at La Paloma will make one year or more of growth in reading comprehension by the end of the 3rd trimester.

Goal # 2

Each and every SCHOLAR at La Paloma will make one year or more of growth in math by the end of the 3rd trimester.

Goal # 3

Each and every SCHOLAR at La Paloma will hold a leadership role and identify themselves as a LEADER by the end of the 3rd trimester.

Leader in Me

La Paloma Elementary is a *Leader in Me* school. *The Leader in Me* program will be implemented as a way to teach our students traits of personal leadership. All students have the capacity to lead in their own lives and positively affect those around them by making good choices. *The Leader in Me* program teaches students seven habits and equips students with the self-confidence and skills they need to thrive in the 21st-century economy.

Our hope is that you will join us by asking your child to reteach to you what they are learning. This will give them a better understanding of the 7 Habits, and it will give both of you the opportunity to learn together. For more information about *The Leader in Me*, please go to *The Parent's Place* at www.TheLeaderInMe.org. You will find ideas to use at home that will reinforce your child's learning and involve your family in fun and interactive ways.

The Seven Habits of Happy Kids

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek first to understand, then to be understood
6. Synergize
7. Sharpen the Saw
8. Find your Voice

The
Leader in Me™
great happens here

Arrival and Dismissal

Students are to arrive at school between 7:30 am and 8:00 am, as there is no supervision prior to 7:30 am.

- *The drop off gate closes promptly at 8:00 am. Students can enter through the office after 8:00 am and will not be marked tardy if they arrive prior to 8:05. After 8:05, students will be marked tardy.*
- Students shall leave after school as dismissed unless specific permission has been received to remain for approved activities. Students are expected to travel directly to and from school along the safest and shortest routes.
- School dismissal is 2:15 (TK/K), 2:20 (1-6). Please contact the school office if your pick-up arrangements change.

Vehicle Drop-off/Pick-up Safety Procedures

Grade	Regular Day	Minimum Day	Shortened Wednesday
TK/Kinder	8:00-2:15	8:00-12:20	8:00-1:10
1 st -6 th	8:00-2:20	8:00-12:25	8:00-1:15

- **Heald Lane Cul de sac** – This is a drop off or pick up area only. Please enter and exit using Heald Lane ONLY. Please do not block access to the parking lot. Pull as far forward as possible in the Cul de sac when dropping off or picking up your child/children. Pass slowly and carefully as you exit Heald Lane. **You may not park and leave your car unattended at the “curbed” lanes. Do not double-park.**
- **District Bus Loading Zone-Red Zones** - Absolutely no cars are allowed in the bus-loading lane located in front of the office.
- **Red Zones –Bus Zone** - Federal Law regulations prohibit non-emergency vehicle parking, loading, and unloading in red zones. These areas are designated strictly for emergency vehicles only. We kindly ask that you adhere to this law by keeping these areas clear to allow access for Emergency vehicles.
- **Calle de la Paloma** – IS A PRIVATE ACCESS ROAD ONLY and MAY NOT BE USED FOR SCHOOL TRAFFIC. Violators are subject to be ticketed by local law enforcement.
- **Parking** – Parents may park by the Community Center parking lots. Also, along the side of the school. **NO PARKING AT ALL on Calle de La Paloma.**

Bike/Scooter Riders - Riders (bicycles, skateboards and non-motorized scooters) are required to wear helmets and bring locks to secure their property. Bicycle racks are located

at the lunch pavilion. Riders must follow traffic safety rules on roads and remember to walk across crosswalks and onto campus.

Closed Campus

La Paloma Elementary is a closed campus. Students may not leave the grounds at any time during the school day except in the company of a parent, guardian, or those authorized on the **CENSUS VERIFICATION FORM**.

Hug Your Kid at the Gate

To ensure the safety of our students and staff, the school policy for morning drop-off is that you give goodbye hugs at the gate, and allow your child to walk to the playground.

Student Check Out

(Penal Code Sec. 627) All students leaving campus before the end of the school day must be released from the office by a parent or authorized adult. Picking up students during the last 20 minutes of school is discouraged.

Note: In the event of separated or divorced parents, court papers indicating legal custody must be shown to office personnel to prevent release to a parent not having custody.

State law requires all persons not enrolled as a student must report their presence and purpose to the school office immediately upon arriving at the school.

Dress and Grooming Standards

Appropriate dress and grooming contribute to a productive learning environment. Students should give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction that would interfere with learning.

- Shoes must be worn at all times. *Sandals and Flip-flops and backless shoes may not be worn.*
- Clothing and jewelry must be free of writing, pictures, or any other insignia that is crude, vulgar, profane, or sexually suggestive.
- Clothing may not advocate racial, ethnic, or religious prejudice or the use of drugs or alcohol.
- Students may not wear hats or hoods inside.
- Clothes must conceal undergarments at all times. See-through or fishnet fabrics, halter tops, bandeau tops, off the shoulder or low-cut tops, bare midriffs, skirts or shorts shorter than mid-thigh, and baggy pants may not be worn.
- Personal cleanliness, including clean hair and clean clothes is expected.
- Any dress or activity that indicates support or membership in a gang will not be allowed.
- Uniforms and auxiliary clothing of school sponsored groups and teams are acceptable campus dress.

The school administration is the final authority when a difference of opinion arises. When a violation of the dress guidelines occurs, the student will be warned and required to correct it. Continued violations may be referred for disciplinary action.

Lost and Found

All found articles are placed in clothing rack by room #51. All valuable items are kept in the office. Please write your child's name on the inside of coats, jackets, sweaters, lunch boxes, etc. Every year, too many items accumulate in the lost and found. Therefore, the lost and found will be cleared of unclaimed items periodically and donated to a local charity. Parents/Guardians are encouraged to check the lost and found to recover lost/missing personal items as soon as possible.

General Information

Class Placement

A student's class and teacher assignment for the first few weeks of school are temporary and subject to change depending upon fluctuations in pupil enrollment and district class size guidelines. If a parent desires a change of teacher, that request must be made in writing to the principal. There is a form available in the school office. A request *does not guarantee* that a change will be made.

Census Verification/Change of Address

Census Verification (emergency information) is sent home at the beginning of each school year. It is required that we have a completed form for every child. Please indicate several people (at least 3) whom you have authorized to pick up your child in the event of an emergency. **We can only release students to adults listed on the Census Verification.**

It is extremely important to keep phone and address records current, so that in the event of an emergency, the school can contact the parent or another authorized adult. Please come into the office with any changes so we may update your EMERGENCY INFORMATION.

Textbooks, Library Books, and Chromebooks

Textbooks and Chromebooks are loaned to students for their use during the school year. All books and workbooks are to be kept clean and handled carefully. Library books may be checked out by students for one week at a time. Overdue notices will be sent home once an overdue book exceeds a month. A student with an overdue, lost or damaged book will not be allowed to check out books from the library until the book has been compensated for.

Transportation

All bus transportation is arranged through the FUESD Transportation Department.
Telephone number: 760-723-7075

Attendance Compulsory Education Law

Education Code Section 48200 provides:

“Each person between the ages of 6 and 18 years... is subject to compulsory full time education”.

Education Code Section 48260 provides:

“Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for more than three days or tardy in excess of 30 minutes on each of more than three days in a school year is truant”.

Regular attendance and being at school on time every day is a key factor in a student's success in school. Early dismissal is discouraged and also counts against a student's attendance. If your child is absent from school, please send a note with a parent signature or call the attendance line at 760-695-9693; state the student's name, teacher, absence date, reason for absence, and relationship to student. A student should not be absent from school without the parent(s) guardian(s) knowledge and consent. Students will only be excused from school for health reasons, a family emergency, or justifiable personal reason as permitted by law, board policy, and administrative regulation, all other absences will be classified as unexcused. (AR5113, Education Code Section 46010, Education Code Section 48205). If your child will be out for an extended period of time (minimum of 5 days and a maximum of 15), please notify the office at least one week before the absence. Your child is able to complete an independent study contract and receive school credit for the work they make up.

Cafeteria

• Lunch-daily cost FREE	• Milk- FREE
• Breakfast-daily cost FREE	

Students participating in the free lunch program are also entitled to a free breakfast. Breakfast is served in the cafeteria from 7:30 AM to 8:00 AM.

Medication

The school Health Specialist must assist any pupil who is required to take medication during the regular school day. A signed statement by the parent/guardian requesting the administration of medication **and** a signed statement by the physician prescribing the medicine is required. The parent/guardian must bring the medication to the school health specialist in the original prescription bottle. Medication may NOT be stored in student backpacks.

Accidents at School

Accidents will be brought to the attention of the school Health Specialist or other qualified and trained personnel. Every effort will be made to contact parents to ascertain your wishes for treating your child. It is important that parents immediately update changes in your child's health and contact information. If you cannot be reached in the event of a serious accident/injury, please indicate your preference for action you wish for your child.

Detailed health information and forms are available for you on our district website at <https://www.fuesd.org>.

Support Services

The Fallbrook Union Elementary School District has a wide variety of programs that support the classroom teacher. If you have any questions regarding Special Education or Counseling, please feel free to ask your classroom teacher or office staff members for information to support your child or you may access information online at <http://www.fuesd.org>.

Student Behavioral Expectations

Every student, preschool through adult, has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. The school environment should be characterized by positive interpersonal relationships among students and between students and staff. To that end, the district has adopted and implemented a school wide **Positive Behavior Intervention and Support** (PBIS) program.

PBIS is based on research that indicates that the most effective discipline systems use proactive strategies designed to prevent discipline problems. Before consequences are given, students must first be supported in learning the skills necessary to enhance a positive school climate and avoid negative behavior. This research also shows that there is a strong link between a positive school climate and academic success for all students when students clearly understand behavioral expectations.

La Paloma has developed and will annually revise a **PBIS Plan** that will include: teaching positive school rules; implementing a social emotional skills development and enhancement program; positively reinforcing appropriate student behavior; using effective classroom management; providing early intervention and support strategies for misconduct; and using appropriate, logical and meaningful consequences including the use of restorative practices.

It is only with the understanding, collaboration, and cooperation of everyone who has a stake in the education of our youth that we can succeed in creating learning environments that are conducive to optimum academic achievement for all students.

Student Responsibilities

Students are expected to learn and model La Paloma's Leadership Expectations, follow all school and classroom rules, and demonstrate appropriate social skills when interacting with both adults and peers. When behavioral expectations are not met, the student is expected to work to improve behavior.

1. BE SAFE

- I am responsible, like everyone else, for maintaining safety at school.
- I engage in activities that are safe and report any known safety hazards.
- I help maintain a clean and safe campus that is free of graffiti, weapons, and drugs.
- I report any bullying or harassment.
- I avoid conflicts and physical or verbal violence.

2. BE RESPECTFUL

- I treat others the way I want to be treated.
- I respect laws, rules, and school authority.
- I treat people fairly and respect their rights.
- I respect private and public property.
- I am honest with others and myself.
- I avoid spreading rumors or gossip.
- I respect each person's right to be different, and I look for the good in others.

3. BE A RESPONSIBLE PROBLEM SOLVER

- I take responsibility for my actions.
- I choose how I respond to others.
- I return what I borrow to the same person, in the same condition.
- I give my best in everything I do.
- I come to school regularly, on time, and ready to learn.
- I help to create a positive school environment.

Parents/Caregivers Responsibilities

Parents/Caregivers will take an active role in supporting the school's efforts to maintain a welcoming school climate.

1. Support the implementation of the school's PBIS Plan.
2. Be familiar with and review the La Paloma's Leadership Expectations and school rules with their children.
3. Reinforce positive behavior and acknowledge their children for demonstrating appropriate conduct.
4. If misconduct escalates, parents/caregivers will cooperate with the school as a collaborative partner to address a student's needs.
5. Send the student to school prepared with books, pencil, homework, and appropriate dress.
6. Ensure that the student attends school regularly and on time.
7. Provide a home environment that encourages respect for the school and the learning process; provide a healthy environment with adequate nutrition and rest.
8. Take corrective action when requested by the teacher or principal.

Teacher Responsibilities

Each teacher has a fundamental role in supporting a positive classroom and school. This includes utilizing effective classroom management strategies to create an environment conducive to learning and prevent misconduct. The teacher is responsible for:

1. Defining, teaching, reviewing and modeling La Paloma's Leadership Expectations and school rules.
2. Acknowledging and reinforcing appropriate student behavior.
3. Providing corrective feedback and reteaching the behavioral skill when misconduct occurs.
4. Working with families in partnership to reinforce appropriate behavior (meeting, emails, mailing correspondence, etc.).
5. Following the behavior support plan for students with disabilities available to all staff working with identified students.
6. Utilizing data in collaboration with administration and support personnel to monitor misconduct.
7. Reporting the behavior to the school administrator or person responsible for discipline at the school site for a student who engages in ongoing misconduct, despite appropriate interventions.
8. Assuming responsibility for all students of the school, not just those in individual classrooms.

9. In the event that a student is placed in Classroom Suspension or In School Suspension, the teacher **MUST** provide the student with sufficient and relevant classroom work in order to keep the student engaged in learning.

Consequences for Student Misconduct

School discipline consequences strive to be consistent, reasonable, fair, age appropriate, and matched to the severity of the student's misbehavior. Consequences that are paired with meaningful interventions, instruction, and guidance offer students an opportunity to connect their misconduct with new learning, participate in contributing back to the school community, and are more likely to result in getting the student re-engaged in learning. Any use of consequences should be carefully implemented with well defined outcomes in order to provide the greatest benefit. Positive consequences, including systematic recognition for appropriate behavior, frequently lead to an increase in the desired behavior. Negative consequences are designed to provide feedback to the student that his or her behavior is unacceptable and should not occur again.

Interventions & Disciplinary Actions

Even though there are situations that might signal a suspension from school, an array of interventions should be considered when action is called for in response to student misconduct. FUESD policy requires school administrators to utilize positive interventions when appropriate, prior to or in lieu of suspension to resolve disciplinary issues. When in-school suspension or suspension is indicated, the school will make every effort to provide supervised in-school suspension, or other alternatives within the school to ensure student safety, mental health, and academic success.

Prior to suspension, or any disciplinary measure, students should first be supported in learning the skills necessary to function in the school environment and to avoid negative behavior. Guiding principles that set forth clear expectations and the development of a Positive Behavior Intervention and Support (PBIS) system, enable staff to evaluate and address student misconduct more effectively. Disciplinary and restorative interventions may include:

Loss of Privileges - If someone abuses a previously earned privilege, that privilege can be revoked. The student may earn it back by successfully engaging in the behavior under supervision, or by meeting prearranged criteria for reinstatement of the privilege. Any activity or event that is a scheduled part of the school day (e.g. recess, lunch) is not considered a privilege.

Informal Conference - A school official (teacher, administrator, or counselor) will meet with the student for instruction & guidance providing reteaching and corrective feedback. This may offer the student an opportunity to have an understanding of and be motivated to change their behavior. A student is more likely to become re-engaged in the process of learning.

Formal Conference – A formal conference is held between the student, parent, and one or more school officials. During this conference, the student must agree to correct their behavior. Parent(s) may be notified by telephone, personal contact, letter or certified letter. A conference may also be conducted between the student, their parent(s), appropriate school personnel, and any other individuals concerned.

Community Service – A student may perform community service on school grounds during non-school hours. Such service may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance programs. (EC 48900.6, AR 5144 a)

Restorative Practices – Gives students who commit infractions in school an opportunity to understand how their behavior affects others in the school community, including students, teachers and parents/caregivers, and directly involves them in a process to repair the harm caused. Students may participate in “circles”, “peer mediations,” or other “conferences” to allow affected parties to come together in a safe environment to explore how everyone has been affected by an offense and, when possible, to decide how to repair the harm.

Student Study Team (SST) – A formal process involving a team of school site personnel, parent/caregiver, and student (when appropriate) to collaboratively develop strategies to assist students who have learning and/or behavioral challenges at school. The goal of the SST is to design a team action plan for student improvement.

Behavior Contracts – An effective contract is one which clearly states what the behavioral goals are for the student, including positive reinforcements for demonstrating appropriate behaviors, as well as the consequences that will follow when those behaviors are not demonstrated.

Recess Restriction/Time Out – A student's recess time may be restricted (kept in supervised classroom, benching, sitting in an office/library, etc.). The student shall be given adequate time to use the restroom and get a drink or eat lunch. (AR 5144 b)

Alternatives to Suspension – Consequences identified as appropriate responses to misconduct that provide a student with an opportunity to learn skills necessary to avoid future misconduct may include reteaching expected behavior, practicing the expected behavior, community service, or restorative practices (among others).

***ALTERNATIVES TO SUSPENSION; i.e. SARB; MUST BE USED TO ADDRESS PROBLEMS OF TRUANCY, TARDINESS, AND/OR OTHER ATTENDANCE RELATED ISSUES.**

Suspension from Extracurricular or Co-curricular Activities – Extracurricular activities occur outside of the academic day. Co-Curricular activities may be within or outside of the academic day and are built into the curriculum. It may be determined that a student may not participate in an extracurricular activity (e.g. athletics) or a co-curricular activity (e.g. field trips, Outdoor Ed) if they have shown

unsafe or other behavior that would indicate that they may harm themselves or others.

In-School Suspension - A student may be removed from ongoing instruction and remain on campus during the term of the in-school suspension for no more than five consecutive school days if the principal determines it is appropriate and they are appropriately supervised. At the time of in-school suspension, the student's parent(s) or legal guardian(s) are notified in person or by telephone and by letter that the student is subject to in-school suspension and the infraction resulting in the in-school suspension. Notification to the parent(s) or legal guardian(s) will include clear instructions regarding the due process procedure. An in-school suspension program may include conferences between staff, parents/guardians and students, detention, community service, restorative practices, community agency referrals, Student Study Teams (SST) or other assessment related teams, and/or referral to school support services staff (EC 48911.1). The teacher MUST provide the student with sufficient and relevant classroom work in order to keep the student engaged in learning.

Out of School Suspension - Removal of a pupil from ongoing instruction for adjustment purposes. A student may be suspended by any school site administrator for no more than five consecutive school days. The parent/caregiver and student are notified in person, or by telephone, and confirmed by letter that the student is subject to suspension and will include the details resulting in suspension. Notification to the parent(s) or legal guardian(s) will include clear instructions regarding the due process procedure. A suspension from school may be issued for any of the reasons enumerated in Sections 49800, 48900.2, 48900.3, 48900.4, and 48900.7 of the California Education Code.

Expulsion - A student may be expelled without being suspended and, therefore, not be allowed to attend any FUESD school or program during the term of expulsion; or the enforcement of the expulsion may be suspended pursuant to Education Code Section 48917. The length of an expulsion may be for the balance of the semester in which the Board expels or for the balance of the semester, plus the following school semester; or for one-calendar year, depending on the violation and/or the student's social adjustment background. Under certain circumstances, the term of an expulsion may be lengthened. Students recommended for expulsion are afforded a fair and impartial hearing if requested and all due process rights. The student's parent(s) or legal guardian(s) are notified by telephone and letter that the student is subject to expulsion by the student's school at the time of suspension. Notification to the parent(s) or legal guardian(s) will include clear instructions regarding the due process procedure. The school principal will recommend to the Board of Trustees that the student be expelled. The due process procedure is immediately initiated. The expulsion does not become effective until the due process procedure has been completed. (EC 48925, 48917)

SARB- (School Attendance Review Board) - Written notifications of school truancy and parent/caregiver conferences or interventions toward better attendance are implemented for students defined as 'habitual truants' at each school site. Chronic

truancy or tardiness may result in a student and parent/caregiver's required attendance at a SART (School Attendance Review Team) meeting at the school site or a SARB (School Attendance Review Board) hearing at the Child Welfare and Attendance office. Failure to comply with the SARB directives may result in either criminal prosecution of the parent or a violation of Education Code section 42800 by the student. Violation of this Education Code concerning compulsory school attendance can result in parent fines, community service, suspension of driver's license, revoking of work permits, parents' attendance at school with the student and/or declaration of the child as a ward under the Welfare and Institutions Code section 601.

Grounds for Suspension/Expulsion (Education Code 48900)

A student can be suspended from school by the principal or designee if it has been determined that the student while on school grounds or during an activity off school grounds related to school attendance has:

- Caused, attempted to cause or threatened to cause physical injury to another person or willfully used force or violence to another person
- Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object
- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind
- Unlawfully offered or arranged or negotiated to sell any controlled substance, alcoholic beverages, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid substance, or material and represented the liquid substance or material as a controlled substance, alcoholic beverage or intoxicant
- Committed robbery or attempted to commit robbery or extortion
- Caused or attempted to cause damage to school property or private property
- Stole or attempted to steal school property or private property
- Possessed or used tobacco or any products containing tobacco or nicotine products
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Unlawfully possessed or unlawfully offered arranged or negotiated to sell any drug paraphernalia
- Disrupted school activities, or willfully defied the authority of school personnel
- Knowingly received stolen school property or private property
- Possessed an imitation firearm (reasonable person concludes replica is a firearm)
- Committed or attempted to commit a sexual assault
- Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary proceeding
- Unlawfully offered, arranged to sell, negotiated to sell, or sold a prescription drug
- Engaged in, or attempted to engage in, hazing, as defined in Section 32050

The following offenses only apply to students in Grades 4-12.

48900:

- .2 Committed sexual harassment—when a person uses sexual words and actions that make another person feel uncomfortable or unsafe

- .3 Caused, attempted to cause, threatened to cause or participated in an act of hate violence
- .4 Intentionally engaged in harassment, threats, or intimidation directed against a pupil or group of pupils
- .7 Terroristic threats against school officials, or school property or both

Any disciplinary referral may result in a warning/conference with school personnel, phone call or note home, detention, appropriate work assignment, restriction from school activities, in-school or home suspension, or other appropriate consequences.

Leadership Awards Celebrations

La Paloma Elementary School is committed to ensuring that every student is on the path to college and career readiness. We look forward to recognizing students who strive to grow as leaders academically, socially, and personally. Once a trimester, we will host a leadership celebration where students will be honored for their growth and accomplishments in these areas. We welcome parents and teachers to share in their students' success.

We believe in the value of developing student leaders. Leader In Me awards will be presented to students during our monthly flag ceremonies.

Students will be honored and recognized for their growth as scholars in:

- Academics
- Leadership
- Socially Responsibility

Telephones/cell phones/electronic devices

Students are permitted to use the office telephones only in cases of emergency and with staff permission. Personal calls are not permitted. Please make plans in advance with your child as to what to do when the school day ends. Cell phones should be turned off and out of sight once a student arrives on campus and should not be accessed until after school is out when the student is exiting the campus. Electronic devices (iPod, MP3 player, Gameboy, smart watches, etc.) are prohibited at school and if seen may be confiscated. Parents may pick up the device in the office at the end of the school day.

1st Offense: Verbal warning

2nd Offense: Phone is taken and given to the teacher. Teacher will contact the parent. Phone will be given back at the end of the day.

3rd Offense: Phone will be given to admin in the office, parent contacted, and parent will have to come pick up the phone up from office.

Field Trips

Field trips are wonderful opportunities for students to extend their learning experiences and apply them to the world around them. All field trips are curriculum based. Our PTA pays expenses for these grade level trips. **A field trip permission form must be completed, signed by the parent, and returned to the teacher in order for a student to be eligible to attend.** Students are NOT ALLOWED to ride to the field trip by any other method other than the school bus (except for walking field trips). Parents may transport their children home AFTER SIGNING THEM OUT with the teacher at the end of the trip. Parent permission by telephone is not allowed.

Celebrations/Food Donations

Please do not bring balloons onto campus as they cause a distraction to the school's learning environment. Due to food allergies, please consider bringing in pencils, crayons, erasers or notebooks instead of cupcakes and treats to celebrate birthdays. If you are planning to bring a celebration treat, please contact the teacher first to discuss your plans. All food items must be prepackaged and store bought.

Pets

Pets are not permitted on campus at any time.

Volunteers

We are grateful to have parent and community member volunteers in our schools. Please see our district website for more information about required documents and to review the Volunteer Code of Conduct. <https://www.fuesd.org/volunteer/> You may also come into our office if you need assistance.

RELEASE OF STUDENT FROM SCHOOL Emergency and Non-Emergency Procedures

These procedures establish District uniform criteria for releasing students to their custodial parent/guardian and non-custodial individuals in Emergency and Non-Emergency situations. These procedures are to be followed during the school day and after school hours.

Unauthorized Student Release Request

If an individual appears at the school or contacts the school requesting the release of a student during school hours without custodial parent/guardian consent, no removal shall be permitted until contact is made with the custodial parent/guardian. If custodial parent/guardian consent cannot be obtained, no student shall be released.

Student Release in Emergency Situations

Emergencies include, but are not limited to, a student accident, a natural disaster, a power outage, a school closure, significant student discipline, or another situation of imminent danger for student's well being.

1. School officials identify/verify the student's custodial parent/guardian from the student's emergency card on file in the school office, and attempt contact.
2. If custodial parent/guardian is not available at the time of the emergency contact, school officials will call alternate contact people listed on the emergency card.
3. The person picking up the student should be prepared to show picture identification. This identification must be copied and placed with the sign-out for future reference.
4. In all cases, the emergency person (parent or emergency contact) needs to sign the student out (sign-out log), indicating they have picked up the child, noting the date, time, relationship, and purpose for pick-up (**Reference Authorization to Release Student from School during School Hours form and Student sign-out log**).

NOTE: In Emergency situations, students will only be released to custodial parent/guardian or individuals listed on the student's emergency card. If you want your child to be released to a specific person during an emergency, that person must be identified and listed on the emergency card.

Student Release in Non-Emergency Situations

Non-Emergencies include a doctor/dentist appointment, a personal family matter, a change in normal student pick-up procedure, or a situation that does not pose an immediate danger for the student. A custodial parent /guardian may request Non-Emergency Release of their child or a school may request of the custodial parent/guardian a Non-Emergency release of a student (i.e. illness, discipline, suspension etc.)

Non-Emergency Parent Request for Student Release

1. A student may never be released early from the school day without the consent of the custodial parent/guardian or students needing to be released from school for protective/safety purposes by child welfare services or law enforcement with appropriate documentation.
2. The parent must request a student's release by phone, in writing, or in person.
3. If the parent requests the student be picked up by an individual other than the parent/guardian, then the parent/guardian must notify school officials either in writing or in person.
4. School personnel must be able to identify/verify the custodial parent/guardian with whom they are speaking, using the attached guidelines (Authorization to Release Student from School during School Hours). Required information to be noted includes the date, pick up time, and relationship of the person to the student/family (i.e., uncle, cousin, neighbor, significant other, etc.), and purpose for the pick up.
5. At time of pick up, the person must show identification, which will be copied and placed with the sign-out log for future reference. In all cases, the person should sign a log indicating that they have picked up the child, noting the time, relationship, and purpose of the pick up.
6. The releasing school employee must verify the person's identification to ensure this person is whom the parent requested and then sign, date, and file Authorization to Release Student from School during School Hours form.

NOTE: In Non-Emergency Situations, students may be released to: 1) the custodial parent/guardian; 2) to a contact person listed on the student's emergency care; 3) to another identifiable and verified adult, whom the custodial parent/guardian has granted permission via phone, in writing, or in person.

Non-Emergency School Request for Student Release

1. School officials must identify/verify the student's custodial parent/guardian from the student's emergency card on file in the school office, and attempt contact.
2. If custodial parent/guardian is not available at the time of contact, school officials will call alternate contact people listed on the emergency card.
3. Should the parent and other emergency contacts be unable to pick-up the student, a parent may authorize release of their student to an alternate adult by phone or in writing.
4. The person picking up the student should be prepared to show picture identification and this identification needs to be copied and placed with the sign-out log for future reference.
5. In all cases, the person must sign the student out indicating they have picked up the child noting the date, time, relationship, and purpose of pick up.
6. The releasing school employee must verify the person's identification to ensure this person is whom the parent requested and then sign, date, and file the Authorization to Release Student from School during School Hours form.

NOTE: In Non-Emergency Situations, students may be released to: 1) the custodial parent/guardian; 2) to a contact person listed on the students emergency card; or 3) to another identifiable and verified adult, whom the custodial parent/guardian has granted permission via phone, in writing, or in person.

Withdrawal Procedures

If you plan to move, please contact the office prior to the last day of attendance to start the withdrawal process. All library books, textbooks, chromebooks, and school supplies must be returned and all outstanding charges paid before your child is withdrawn from school. A transfer form will be prepared for you to take to your new school to assist with enrolling.

After School Student Release Late Pick-Up

1. The school shall comply with all requirements of the California Constitution and Education Code to ensure student safety.
2. Custodial parent/guardian will be called. If the parent/guardian cannot be reached, the authorized persons listed on the emergency card will be called to pick up the student.
3. Anyone picking up a child who is not on the emergency card will need to be approved through direct phone call or written authorization from the parent/guardian. The person's identity must be verified before the child may leave school grounds.
4. The person should be prepared to show identification, which will be copied and placed with the sign-out log for future reference.

5. In all after-school cases, when not listed on the emergency card, the person to whom the student is being released must sign a log in the school office indicating that they have picked up the child noting the date, time, relationship, and purpose of pick up. (**Reference Authorization to Release Student from School during School Hours form and Student sign-out log**)

**Authorization to Release Student from School during School Hours
(To be completed by office personnel only)**

<p>Custodial Parent authorizing release of student Information:</p> <p>Name: _____</p> <p>Contact Number: _____</p> <p>Date: _____ Time: _____</p> <p>Initial Contact: Oral Written</p> <p>Reason: _____</p> <p>Name of authorized person to pick-up student:</p> <p>_____</p>	<p>Verification Questions:</p> <p>DOB</p> <p>Current Address</p> <p>Mother's</p> <p>Maiden Name</p> <p>Teacher's Name</p> <p>Room #</p> <p>Password</p> <p>Verified by:</p> <p>_____</p>	<p>Person authorized to pick up student from school information:</p> <p>Name: _____</p> <p>Date: _____ Time: _____</p> <p>Person properly identified</p> <p>Verified by: _____ (Must be verified by a school/district employee)</p> <p>Notes:</p> <p>_____</p>
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