



Allison Elementary School

4315 Don Julio Blvd., North Highlands, CA 95660

Phone: (916) 566-1810 Fax: (916) 566-1811



Parent/Student Handbook
2018-2019





Welcome Allison Families



Dear Parents/Guardians,



The staff at Allison School would like to welcome you to the 2018-2019 school year.



We are looking forward to a very successful year for you and your children. We, at Allison, value the importance of meeting the academic, physical, emotional and social needs of each and every student. We strongly believe that family involvement and support are essential to this educational process. We will be asking for each family to volunteer at Allison anytime during the school year. We have various parent committees for you to get involved in, such as SSC, ELAC, and PTA. We also need family volunteers to assist in the classroom, in the cafeteria, on the playground, in the after school program, family nights and special events.



This Parent-Student Handbook contains information about our school. We encourage you to read through it thoroughly with your child and discuss the information it contains. Keep it with your other reference books, (telephone book, etc.) and refer to it when needed. It will answer most questions that you may have throughout the school year. Also, I recommend that you remove and post the calendar of important dates and events where it can be seen daily.



Also know that from time to time, it becomes necessary to add to the handbook.

When this happens, you will be notified through the Gator Gazette. Please make it a habit of reading the Gator Gazette each month. It should come home the Wednesday prior to the next month in the Wednesday Folders.



If you have questions or concerns not covered in this handbook, please feel free to make an appointment with your child's teacher or with the principal. The school phone number is (916) 566-1810 and the principal's district cell phone number is (916) 549-7885.



We are looking forward to a great year!



Jacqueline DeWitt



Principal
Allison School





Communication



School Hours





Meals



Breakfast is served from 7:15 a.m. to 7:40 a.m. There is no supervision in the cafeteria for students who arrive before 7:15 a.m. **Students who arrive after 7:40**



a.m. will be given a breakfast snack, such as graham crackers or fruit and milk.



Please make sure your child arrives to school on time. Lunch is served from 10:45



a.m. – 12:30 p.m. depending on the grade level. TK-K begins at 10:45 a.m. 1st – 3rd



begins at 11:15 a.m. and 4th – 6th begins at 11:45 a.m. Students may bring a healthy



snack to eat at morning and afternoon recesses. Snacks are eaten at the green picnic tables outside the cafeteria. No snacks or food can be brought on the playground. If



your child is enrolled in the MASTERS After-school Program, they eat supper at 2:30 each day.

Emergency Information



Only those people whose names appear on the Emergency Card can pick up your child/children from school. Please make sure this information is up to date. If any of



your Emergency Card information changes, please notify the office immediately. We



always need your current home and work phone numbers in order to notify you in case of an emergency. If you move or are thinking of moving please notify the office.



The principal will do a home visit if she is unable to contact you by phone or email. If



there is ever an emergency at the school site, an emergency phone message will go



out immediately. **MAKE SURE WE HAVE YOUR CELL PHONE AS YOUR PRIMARY**



NUMBER IF YOU ARE NOT AT HOME DURING THE SCHOOL DAY. Sometimes, we



enact Precautionary lockdowns, if a neighboring school goes on lockdown, even



though there is no danger to Allison staff and students. Also, we perform monthly



lockdown and fire drills in an effort to prepare for unforeseen emergencies.

Morning Drop Off/Afternoon Pick Up



Please help us all be safe by:


























• **Not PARKING in the bus entrance Fire Lanes** (This is just for busses and daycare vehicles). Always use the last driveway for both dropping off and picking up your child/children.













• **Waiting patiently for pick up and drop off.** The staff tries to keep things moving as quickly as possible. Please be patient with us. We will ask cars that are blocking the pick up area to move to a parking stall in the middle parking lot, if students do not arrive from class within a couple of minutes after dismissal time.











-  • **We have added a passing lane to the far right of the three pick up lanes.** They are to be used by vehicles which are already loaded with students or cars that are passing through. Do not allow your child/children to cross the blacktop area of the parking lot and walk to your car unsupervised or cross in the middle of the street. Your child/children will be loaded when your car reaches the front of the line.
 
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 • **Please be courteous to school staff and volunteers.** We have almost 500 students at Allison, who all get dismissed at the same time. We will do our best to make the transition quick, safe, and seamless as possible. If you have any ideas on how to improve our current system, please stop by the office and chat with the principal and safety team.
 


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 • **Not stopping on the street in front of the school.** This is illegal and unsafe. We have been contacted by the Sheriff's Department and the Safe School Officer and citations will be issued for stopping or parking on the street in front of the school. Do not allow your child/children to cross in the middle of the street. A safe place to park is in front of the field after the last driveway.
 


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 • **Do not exit through the entrance of the last parking lot.** We will do our very best to keep cars moving through the zones. If you come before the cones are placed in the office parking entrance, then you can park in the middle lot. Many of our support staff members, who park in the middle lot, leave by 2:00, so space should be available.
 


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 • **If you have a Handicap Placard in your window,** you will be allowed entrance into the office parking lot and can move forward to the handicapped parking in the middle parking lot.
 



Attendance

 We ask your complete cooperation in seeing that your child attends school each day and that he/she arrives and leaves on time. Attendance is a significant part of the student's educational experience. When students are absent from school, they miss the opportunity to develop positive classroom relationships and participate in school activities, classroom discussions and academic activities. All of these experiences will help them become successful, well-rounded individuals. According to California School Law, the only legal reasons for children to be absent from school are: illness, dentist or doctor appointment, or death of an immediate family member.
 









 When a student has been absent, **a note must be brought to school from home** or a call must be made to the office at 566-1810 before the absence will be considered as an excused absence. **A parent has only 5 school days** to clear an absence before it becomes an unexcused absence. If your student has a doctor's appointment during the school day and will be returning to school the same day, a
 









note from the doctor will be required. Students with poor attendance will first be required to attend a site School Attendant and Review Team (SART) meeting. If absences or tardies continue, they will then be referred to the district School Attendance Review Board (SARB) and possibly the district attorney. If you are having difficulty getting your child/children to school on time, please contact the school principal for assistance and community resources at (916) 566-1810.



Tardies and Early Dismissals

A student is late when he/she arrives on campus after the bell rings. After 29 minutes, the student is tardy. If your student is late or tardy for school, they must check in at the office to get a late pass. We encourage you to try and schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the office and check your child out. *(Please remember that the entire class is disrupted when we call the classroom to dismiss your child.)* **For your child's safety, the office will not release a child to anyone whose name does not appear on his/her emergency card.** If the office staff doesn't recognize the adult, proper I.D. will be required before the child can leave the school grounds.



Lates, tardies and early dismissals will affect a student's attendance rates.

Awesome Attendance and Perfect Attendance

Awesome attendance will be awarded at the end of each month to students who have done a great job of getting to school nearly every day and on time. They will also be eligible to participate in some very fun school-wide activities. Students who have perfect attendance will be recognized each trimester at the school-wide Awards Assemblies (see calendar in back of handbook). Students who have perfect attendance for the entire year will have a special luncheon with the principal.

Classroom Interruptions

It is our goal to reduce the number of interruptions to the instructional program and therefore, increase the amount of time on task for students. Parents/guardians can assist us in this by being aware of the importance of good use of instructional time. Please remember that only EMERGENCY MESSAGES will be delivered to the classroom. **Always check in at the office before going into any classroom.** We expect that each child will come to school ready to learn and that each teacher will come to work ready to teach so that classroom time runs smoothly. Please make sure that your child/children exhibit appropriate behavior while in the classroom and on campus. Students with ongoing behavior issues will receive a Behavior Support Plan.





Dress Code



The purpose of the dress code is to help students develop standards for their personal appearance and to ensure their safety in the school environment. School attire must also support a safe academic environment free from distraction. If a student comes to school dressed inappropriately, parents/guardians will be contacted to bring a change of clothing for their child. It is the student's and parent's responsibility to see that these standards are followed.



1. Shoes: Shoes should be appropriate for running activities. No high heels, flip flops or skate shoes. Sandals must have a heel strap.



2. Make-up: No make-up, cosmetics, hair products or grooming aids are allowed to be brought to school.



3. Pants/shorts/skirts/dresses: Pants must be worn at the waist. Skirts and shorts must be at the end of the thumb or as close to the fingertips as possible. Leggings may be worn under appropriate pants, shorts or skirts/dresses. Appropriate pants are those that do not have excessive or large tears and free of distraction.



4. Shirts: No bare midriffs, spaghetti straps, halter tops, see-through shirts or inappropriate slogans or pictures. Inappropriate slogans and pictures are those that offend the reasonable child or person. Tank tops must have a 1 inch shoulder strap.



5. Hats: Hats are to be worn outside only, unless for religious reasons. Baseball caps must be worn with the visor facing forward. No do-rags or scarves that exemplify gang attire or are distracting to the learning environment.



6. No gang attire or wallets with chains.



7. No extreme hair-dos or spray painted hair color that is distracting to the learning environment.



Exceptions to the dress code may be made for spirit days, school fun days, or religious reasons, at the discretion of the principal. Parents will be notified when such an exception is made.



Please keep our dress code in mind any time you visit or volunteer at school. We are models for our children!



The principal shall make the final determination regarding the appropriateness of a student's attire.



Cell Phones/Personal Items



Cell phones, at school, are strongly discouraged. If your child must have a cell phone at school, it must be kept in their backpack or given to the teacher to be locked up, and turned off during school hours. Cell phones being used during school hours will





be confiscated and must be picked up by a parent. Phone calls can be made BEFORE and AFTER SCHOOL DIRECTLY OUTSIDE THE FRONT OFFICE. **Items such as iPods, iPads, tablets, handheld computer games, toys, slime and sports equipment are not to be brought to school under any circumstances.** These items will also be confiscated and turned in to the principal for pick up by parents. *The school is not responsible for any lost or stolen personal items.*



Discipline Philosophy

Student discipline is part of a learning process, and it builds cooperative morale among students, staff and parents. Misbehavior will be corrected as a means to provide a healthy learning environment, ensure safety for your child, and maintain an orderly campus. Teachers are expected to handle everyday, minor student misbehavior problems. The principal will intervene and support the teachers and parents in cases of extensive or ongoing student misbehavior. Consequences will be fair and uniform. Parents may be asked to come to school and sit in class with their child, if misbehavior continues or assist the school in implementing a Behavior Support Plan for your child.

The staff at Allison School has a goal of establishing an atmosphere, throughout the school, in which students are **safe, responsible, and respectful.**

- Students should be courteous and respectful at all times to one another and to adults and shall not infringe on the rights of others- definitely no bullying of others. No hitting is allowed. **Students are to keep their hands, feet and objects to themselves at all times.**
- Parents are notified by the staff of both appropriate and inappropriate behavior through telephone calls, emails, notes, report cards, awards and conferences.
- Students should be respectful and responsible when in contact with school or private property of others.
- Use of profanity, vulgar language or behavior and sexual harassment is inappropriate at school. Sexual harassment may be cause for suspension.
- Students are expected to follow all classroom and school rules including cafeteria, library, computer lab, playground and bus rules as outlined by teachers and principal.

Students who break the rules may be given a citation. Citations will be sent home with the student on the same day given and must be returned to the classroom teacher with a parent signature the next day. Consequences from Citations will come from the teacher. **Students with Office Referrals will be sent to the office.**





Consequences from Office Referrals will come from the principal or principal designee. Parents will be contacted via phone, email, or home visit if their child receives an Office Referral. Office Referrals can result in loss of privileges, campus community service, or suspension- depending on the extent and severity of the circumstances.

(NOTE: students who have been suspended from school or have received multiple citations and/or referrals may be excluded from participating in extra-curricular school activities at the discretion of the principal)



Reasons for Suspension

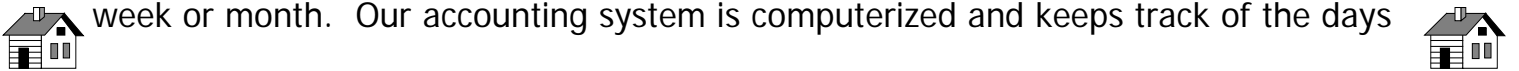
California Education Code 489000 states that the following issues may be cause for suspension from school:

- Disrupted school activities or otherwise willfully defied the valid authority of supervisors.
- Caused, attempted to cause or threatened to cause physical injury to another person.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property, knowingly received stolen school property or private property.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Created, an intimidating, hostile, or offensive environment.
- Intentionally engages in harassment, threats, or intimidation of a pupil, or group of pupils.
- Attempt to cause, threaten to cause or participate in hate violence.
- Willfully used force/violence upon a person, battery, assault with a deadly weapon or assault on an employee.
- Unlawfully offered, arranged or negotiated to sell any controlled substance.
- Possessed, sold or furnished a firearm, knife, explosive or other dangerous object.
- Unlawfully possessed, used, sold or otherwise furnished or been under the influence of any controlled substance.
- Commit robbery or extortion.



Cafeteria

Breakfast and lunch are served each school day. Students are able to pay for lunch **before** school. Please send checks or money in an envelope with your student's name, the teacher's name and the amount enclosed. Students can pay by the day, week or month. Our accounting system is computerized and keeps track of the days





the student(s) buy lunch. Students qualifying for free or reduced lunch need to fill out the appropriate paperwork and return it to the cafeteria- as soon as possible. Until the form is approved, the parents may be held responsible for the charges.

Charges: Due to high number of meal charges that have gone unpaid, we regret to inform you that we can no longer allow students to charge meals. To ensure that your child/children will not go hungry, we will have alternative meals available in the cafeteria. This meal may consist of cheese, crackers, raisins and milk or substitutes.

Snack Recess: Students may bring a healthy snack from home to eat during their first recess at the GREEN Picnic Tables outside the cafeteria. Healthy snacks include fruits, vegetables, popcorn, pretzels, cracker, nuts granola bars etc. No food is allowed on the playground. Garbage must be thrown in the garbage cans. No gum, candy, Taki's/Hot Cheetos (etc.), sodas or energy drinks are permitted at school, unless it is permitted for a special celebration per teacher or principal approval.

Cafeteria Rules: Federal regulations state that adults cannot eat or drink any items from a student's breakfast or lunch. All cafeteria food items must be consumed in the cafeteria. No food or drink items can be taken out of the cafeteria, unless directly supervised by a staff member. Children cannot share food with other children in the cafeteria or snack tables, for health reasons.

Health and Wellness Policy:

TRUSD has implemented the new Health and Wellness Policy. This policy promotes more exercise and healthy eating.

- For Allison Elementary this policy means:
- *Foods must be purchased from an approved vendor and contain no trans fats*
 - *No more than one party, per class, per class month*
 - *No more than one food item or beverage that does not meet school nutritional standards*
 - *Celebrations must occur after lunch*

MONTHLY BIRTHDAY PARTIES

The school and class will be taking on more of a celebratory atmosphere for students' birthdays. During each monthly sing, students with birthdays that month will be recognized and given a birthday certificate. In-class activities will be encouraged. Each classroom will have one day per month to celebrate birthdays with treats. We are trying to limit the amount of cupcakes brought into the classroom, so please do not deliver cupcakes to your child's classroom on non-party days. The Office Staff have been instructed to not deliver them.





Each classroom teacher will provide you with a schedule of their Birthday Celebration date.



Nurse's Office and Medication



The school nurse's office provides first aid and basic care for sick students or those with chronic illnesses. In emergency situations, the nurse's office serves as a waiting area for injured or ill students who are going home. Students taking medication at school must have a Medication Administration Authorization Form signed by a health care provider and the parent. All medication has to be in a prescription labeled container. If you have questions or concerns, please contact the school nurse or health assistant.



Miscellaneous Information



Our school has improved this year on the state common core test, in English Language Arts and Math. Please make sure that your child is present each day and completes their Homework. Allison has an open-door policy. Please stop by the front office to make an appointment to see the Principal, if you have an issue or just want to chat. Classroom teachers welcome parent volunteers. We always need parents to assist the teacher as he/she works with reading groups, math groups, or art activities. We also need parent volunteers to assist with playground supervision before school or during lunch. We look forward to seeing you on campus.





2018-2019 Allison School Calendar



First day of school

August 20^h



Back to School Night

September 6th



ELPAC Initial Testing Begins

August 20th- June 6th



Labor Day/No School

September 3rd



Progress Reports Go Home

September 26th



1st Trimester Ends

November 7th



Veteran's Day/No School

November 12th



Thanksgiving Recess/No School

November 19th – 23rd

Parent Conferences/No School

November 26th & 27th (All Students)



1st Trimester Awards Assembly

December 7th



Winter Recess- No School

December 24th – January 4th



Martin Luther King Jr. Day/ No School

January 21st



Progress Reports Go Home

January 16th



ELPAC Summative Test

February 1st – May 31st



Holiday- Presidents' Day/No School

February 15th



Holiday- Presidents' Day/No School

February 18th



2nd Trimester Ends

March 1st



Report Cards Go Home

March 6th



2nd Trimester Awards Assembly

March 14th

Spring Recess- No School

April 15th – April 22nd



Progress Reports Go Home

April 10th



Open House TK- 2nd grades

April 25th



State Testing- CAASPP/SBAC

April 29 – May 17th



Open House 3rd – 6th grades

May 24th



Memorial Day/No School

May 27th



3rd Trimester Awards Assembly

May 30th

Last day of school (Minimum Day)

June 6th



Early Out Wednesday – Dismissal at 12:27 p.m.



Minimum Days – Dismissal at 12:57 p.m.



Shortened Day –Dismissal at 1:27 p.m.



Regular Days- Dismissal at 2:27 p.m.




Read monthly school newsletter, the Gator Gazette, **for more details about school wide events, PTA, SSC and ELAC meetings.**




























Allison Elementary School

Tentative List of School Wide Events 2018-19



	Kindergarten/TK Orientation	Aug. 17 th	9:00 – 9:30 a.m.	
	Back to School Night	Sept. 6 th	5:30 – 7:00 p.m.	
	Fall Picture Day	Sept. 13 th	During School Day	
	Hispanic Heritage Celebration	Sept. 27 th	5:00 – 6:00 p.m.	
	Red Ribbon Week	Oct. 22 nd	During School Day	
	PTA Harvest Festival	Oct. 25 th	5:30 – 7:00 p.m.	
	Family Movie Night	Nov. 9 th	5:00 – 6:30 p.m.	
	Book Fair Week (Tentative)	Nov. 26 th	During School Day	
	Holiday Craft Fair	Dec. 13 th	5:00 – 6:00 p.m.	
	Holiday Sing	Dec. 21 st	8:30 – 10:00 a.m.	
	Pennies for Patients	Jan. 23 rd	During School Day	
	Family Movie Night	Feb. 1 st	5:00 – 6:30 p.m.	
	Black History Program	Feb. 7 th	5:00 – 6:00 p.m.	
	Dr. Seuss Day	Mar. 1 st	During School	
	Spring Picture Day (Tentative)	April 11 th	During School	
	Open House TK – 2 nd	April 25 th	5:30 – 6:30 p.m.	
	Day of the Kid Celebration	April 26 th	3:00 – 5:00 p.m.	
	PTA Spaghetti Dinner	May 9 th	5:00 – 6:00 p.m.	
	Talent Show	May 17 th	5:30 – 7:30 p.m.	
	Book Fair Week (Tentative)	May 20 th	During School Day	
	Volunteer Appreciation	May 22 nd	12:30 – 1:30 p.m.	
	Open House 3 rd – 6 th	May 23 rd	5:30 – 6:30 p.m.	
	Top 10 Sing	May 31 st	During Morning Block	
	1 st – 6 th Grade Fun Day	June 5 th	8:30 – 10:30 a.m.	
	6 th Grade Promotion	June 6 th	8:30 – 10:00 a.m.	
	Kindergarten Promotion	June 6 th	9:45 – 10:30 a.m.	