

FOOTHILL RANCH ELEMENTARY SCHOOL

1 TORINO DRIVE
FOOTHILL RANCH, CALIFORNIA 92610
(949) 470 - 4885
Attendance Line: (949) 470-4885 (PRESS 1)
<http://fre.svusd.org>

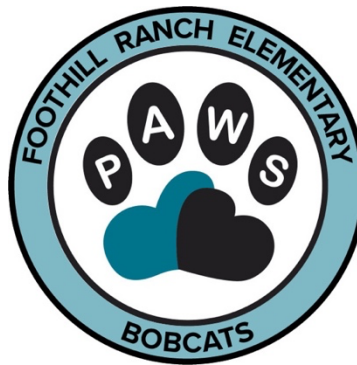
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MRS. DEBORAH SHAVER, PRINCIPAL

MRS. CAROLYN FRIES, ASST. PRINCIPAL

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SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT
25631 PETER A. HARTMAN WAY
MISSION VIEJO, CALIFORNIA 92691
(949) 586-1234

EMERGENCY INFORMATION

Parents/Guardians must complete the data confirmation for each child each school year. It is imperative that we maintain up-to-date information with each question answered completely. This includes vital information needed in the case of illness, accidental injury, or an emergency at school. If at any time during the school year there should be a change in family address or phone numbers (home, work, or cell), please notify the school office immediately. Failure to keep the office informed could mean a loss of precious minutes in the event of an emergency.

ABSENCES

The California Education Code, Section 48200, makes full-time education compulsory for children from ages six to 16, or high school graduation. It is the legal responsibility of parents or guardian to see that their school-aged children are enrolled and attending school every day unless they have a valid excuse. Under the law, a child may be legally excused from attending school only for illness, quarantine, funeral service of a member of the immediate family, or for medical services, such as dental or optometric. Staying home to visit with out-of-town relatives, babysitting a younger brother or sister, accompanying parent(s) on a day off, etc. are not legally valid excuses for a child missing a day of school and can result in a truancy.

REPORTING ABSENCES

Each absence must be verified, preferably by a parent's telephone call to the school attendance line on the day of absence. This is the quickest and surest method of accounting for the whereabouts of our students. If your child is going to be absent, please call the **attendance line: 949-470-4885, option 1 or email us at fattendance@svusd.org**.

Please call each day your child is absent. If we have not been informed of your child's absence, we must assume that something is wrong and proceed as follows:

- Call/email the student's home.
- Call/email the parent's place of employment.
- Call the neighbor or relative listed on the emergency card.

You can save the office staff a considerable amount of time by remembering to call each time your child will be absent. We wish to thank you in advance for helping us with this important safety procedure. If we are unable to reach parents/guardians, the absence can result in a truancy.

Homework can be requested on the third day of a student's absence but not for absences of fewer than three days.

If a child is to be absent for 5 or more days, the District may receive state funds if parents, teachers, and principal develop an independent work contract. This is a fairly simple procedure. Please notify the office at least one week ahead of time so the proper contract form and work can be prepared.

TARDINESS

It is vital that every child attend school promptly and regularly. Please visit our website for the most current bell schedule. **Students in grades 1-6 should not arrive prior to 8:00 AM.** Students arriving after the instructional day has begun are to report to the office to receive a tardy pass.

EARLY DISMISSAL

Please send the teacher a note/email stating the time a child is to be dismissed from school for a medical or dental appointment. This will provide the teacher with a "special reminder" so your child will be prepared to leave early. Please come to the office to sign your child out and we will call the classroom to have your child meet you in the office. Please be prepared to show office staff a valid picture ID (driver's license or passport). A note stamped by the health care provider is required for an "excused" late in or early out.

ARRIVAL/DISMISSAL

Student safety is our #1 priority! Please help us by following the safety rules!

- **The parking lot is for staff and handicapped parking only.**
- Cross only where there is a crossing guard on duty.
- Obey the signs and staff directions.

MORNING DROP-OFF

- Please remember **"12 cars in, 12 cars out."** Cars should enter as a group into the drop-off zone near Espalier Drive.
- Please pull **all the way** forward, leaving no gaps.
- Please have your children exit the car only between the 1st and 3rd crosswalks.
- Have your children prepared for a quick exit. Book bags/backpacks should be on laps and ready to go. Never have a child go between cars to get in the trunk.
- Children must exit from the passenger side of car only and never walk between cars.
- Never leave your car unattended.
- **No parking in the red zone.**
- Please wait in the line until released by the crossing guard.

MORNING SUPERVISION AND ROUTINES

Kindergarten drop-off begins at 7:45 AM

- Students should wait in the car or behind the designated wait areas until released by a supervisor at 7:45 AM.
- If walking in, kindergarteners should be escorted to the drop off area near the 1st crosswalk.
- Students will be seated in their class lines until the teachers open classroom doors at 8:00 AM to receive students.

Supervision of students in grades 1 – 6 begins at 8:00 AM.

- Students should wait in the car or behind the designated wait areas until released by a supervisor.
- For student safety, parents may not come on campus.
- At 8:00 AM a staff member will escort students to the blacktop where they are to line up in two lines behind their classroom number.
- **Grades 4-5 will be picked up by teachers at 8:15 AM.**
- **Grades 1-3 will be picked up by teachers at 8:30 AM.**

After school pick-up:

- Kindergarten is dismissed at 1:45 PM daily.
- Grades 1-5 are dismissed at 2:15 PM daily.
- Children may not enter the parking lot without an adult and may only cross at the guarded crosswalk.
- **Cars must not be left unattended along the red curb. Remain in your car!**
- No double-parking behind parked cars in the parking lot.
- Meet students only at the curb.
- Pull all the way forward – do not leave any gaps between cars.
- Be patient and courteous.
- If your child is in 3rd-6th grade, please allow him/her to walk to and from school, or drop off and meet in the neighborhood off Rue de Fortuna and Esternay.
- There is no supervision after 2:30 PM.

AFTER SCHOOL

Please note that supervision is not provided after school hours or on weekends. If you send your child back to the playground after school, it is best to accompany him/her. We feel that supervised children are safe children. Children should stay away from the school buildings after regular school hours. Students are not allowed on the roofs at any time. All school rules apply at all times.

OFFICE PHONE

Students should make plans regarding “visiting friends after school” prior to coming to school and will be reminded of this rule if they come to the office to make such arrangements by phone.

COMMUNICATING WITH YOUR CHILDREN AT SCHOOL

We seek your cooperation and assistance in establishing in every classroom an atmosphere conducive to the development of good study habits and uninterrupted academic learning time.

You can help us by:

- Limiting messages you wish us to deliver to your children after school has begun.
- Establishing a system at home which helps eliminate forgotten lunches, homework, musical instruments, etc.
- Not having cakes, cupcakes, ice cream, flowers, balloons, etc. delivered to school for birthdays.

We will not interrupt classroom instruction to inform students that lunches, homework, musical instruments, etc. are in the office. **Lunches and breakfast (for the next day) will continue to be free to all students through the 2021-22 school year.** Any child who forgets their lunch should raise his/her hand during the lunch count in the morning to receive a free lunch. For health reasons, parents may not deliver lunches unless there is a food allergy or medical issue on file in the health office.

PARENT CUSTODY DOCUMENTATION

If you have specific limitations related to the release of your child to a natural parent, please be aware that we must comply with civil code relating to the dissolution of marriage. We must have documentation specifying which parent has official custody of the child. Therefore, we are requesting that you provide us with a copy of the court order, which stipulates the conditions of custody. Please understand that if we do not have this on file, we have no other choice but to release your child to the other natural parent upon his/her request.

BICYCLES

Only students in grades 3-6 are allowed to ride bicycles to school. Each bicycle must be equipped with a lock and parked only in the bicycle racks. Bikes are not to be hung up on the bicycle compound fence. Children will be expected to abide by traffic safety laws going to and from school. There is a Bicycle Safety Handbook available in the school office. State law requires anyone under 18 to wear a bicycle safety helmet. Any student not abiding by the school rules and laws relating to bicycles will have bicycle privileges suspended. **Scooters, skateboards, rollerblades, Heelys, etc. are not permitted.**

SAFETY PRECAUTIONS

We make every effort to ensure your child's safe arrival at home after school. Please instruct your child to go directly home after dismissal. For the safety of your child, it is very important to be on time when picking him/her up at the end of the school day. Our school staff is not responsible for supervision after school hours. Any time a child's routine is to be different than usual (such as parents out of town or if a child is to go home to a friend's or baby-sitter's house), let us know via a note so we're ready to assist. The following precautions should be discussed with children to ensure their safety. If your child reports a suspicious occurrence to you, **CALL THE SHERIFF IMMEDIATELY AND REPORT IT.**

- Always be with someone when walking to or from school. Cross only at crosswalks. (Please note: All students who live north of Bake and use Rue de Fortuna must use the crosswalk in front of the school.)
- Walk on the side opposing traffic whenever possible.
- If a car pulls alongside and follows, quickly change directions and look for assistance.
- Do not stop to answer questions for someone in a car or walking near you if you do not know them.
- If someone steps out of a car toward you, run and yell for help.
- Get the license number and a description of the person if possible.
- Report the incident IMMEDIATELY to the Sheriff's office, then to the school.

DISASTER PREPAREDNESS

Our school has a detailed plan should a disaster occur during the school day. Please review the items listed below.

1. The principal and staff will be responsible for all children until a parent or authorized person arrives. Students will be signed out of each individual classroom by parent/guardian.
2. Information may be obtained from radio or television.
3. Please **DO NOT CALL** the school.
4. Maintain a calm appearance and a positive attitude in the presence of the children.
5. If the school is evacuated, a sign posted on the school grounds will inform community members of the evacuation center.

Again, it is vital that the EMERGENCY INFORMATION ON FILE IN THE OFFICE must be kept UP-TO-DATE!

In completing this information, please take into consideration the following:

1. Keep this information up-to-date by logging on to the Family Portal at the District web page. It is on the Student Info tab under Emergency Contacts. You can also make changes by sending a note to the school when a change is made. Discuss the names on the form with your children. Explain to them why we can release them only to authorized persons. Review with them your "family emergency plan."
2. Include local friends and neighbors who will be available. Remember, road and freeways will be heavily congested. If either parent would not be available during the school day, please indicate this on the card. If there is a young adult (such as a high school brother or sister) you wish to include, please be sure to list them.
3. Notify the persons you are listing to be sure they are available and willing to assume the responsibility.

HOMEWORK

Our Homework Policy provides that:

1. Assignments will be related to class work, explained thoroughly, and will be reviewed in class.
2. A grade or credit will be given for each assignment. As a minimum, homework will be used in determining a student's final effort grade and may have a bearing on his/her final grade in a subject area.
3. The following time limits have been established to maintain continuity throughout the school and the School District.

Grade 1:	10-20 minutes
Grade 2:	20-30 minutes
Grade 3:	30-40 minutes
Grade 4-5:	40-60 minutes
Grade 6:	60-90 minutes

When studying at home, conditions should be made as favorable as possible. Quiet and good lighting are probably the most important of the physical conditions. When a separate room is not available, a study corner with an uncluttered desk and lighting that is adequate should be provided. Please consult with your child's teacher regarding any individual problems your child may have with homework.

REPORTING TO PARENTS

Individual parent-teacher conferences may be scheduled at any time during the school year. Please schedule all conferences with the teacher so adequate time is available for the preparation of the materials needed for discussion. Student progress reports are issued each trimester to parents. The reporting times this year are as follows:

Early November	Report card and parent conference
Mid-March	Report card and optional parent conference
Last Day of School	Report card only

GRADES AND ABSENCES

If a student misses school without an excuse and does not subsequently turn in homework, take a test or fulfill other class requirements that were missed, the teacher may lower the student's grade for nonperformance. Students with excessive unexcused absences may be given a failing grade.

LOST OR DAMAGED SCHOOL PROPERTY

If a school textbook, library book, iPad or Chromebook is lost or damaged; it will be necessary to pay the school/district for the cost or repair of the item.

VISITORS (At this time, COVID restrictions do not allow for visitors on campus.)

~~Volunteers and visitors are always welcome at Foothill Ranch! All visits must be prearranged with the teacher. On the day of your visit, please come to the office first to let us know you are on campus. You will be asked to **sign in and receive a visitor's pass**. Per SVUSD Board Policy, classroom observations are limited to 20 minutes in order to reduce distraction to the instructional program. Parents are also welcome to eat lunch with their child(ren) and should follow procedures for signing in through the office and wearing a visitor's sticker. We ask that you and your child sit at an empty table away from other students. Parents and/or siblings may not accompany their child to the playground area due to insurance and safety restrictions.~~

VOLUNTEERS (At this time, COVID restrictions do not allow for visitors on campus.)

~~Prior to volunteering for the first time at any SVUSD school, please fill out an SVUSD Volunteer Form I and show a valid picture ID (driver's license or passport). There is also a Volunteer I pamphlet in the school office that you are required to read. Please be sure to sign in at the office prior to your visit. Volunteers **MUST** wear a volunteer sticker at all times. This enables us to distinguish parent volunteers from strangers who should not be on campus. Please do not be offended if a staff member asks you to wear a sticker. Remember, it is for our children's safety! All volunteers must remain under the supervision of a staff member and should never be alone with~~

~~children. Volunteers are not permitted to engage in any disciplining of students and are directed to bring such issues to a staff member's attention.~~

~~Each classroom needs one Room Parent and an assistant. These very special people organize the holiday parties, help arrange for volunteers at school functions, and furnish additional assistance for their child's teacher. Parent volunteer responsibilities can include working with individual students or small groups of children, preparing materials for the classroom, speaking to our students about your career, correcting student work, duplicating materials for classroom use, or anything you and your child's teacher work out together.~~

HEALTH SERVICES

In case of an accident or illness at school, a qualified person will administer first aid and the parents will be notified. Except for first aid at the time of the injury, the school cannot treat injuries. If it is necessary for a student to go home because of illness or injury, it will be the responsibility of the parent or guardian to pick up the child. **Please understand that we are not permitted to readmit a child to class if their temperature reads 101 degrees or above.** Students should NOT attend school until they have been fever free for 24 hours without medication. Students should not attend school if they have vomited within the past 24 hours.

MEDICATION

CA Education Code allows school personnel to administer medication if the following steps are taken:

1. Physician's request form completed by physician and given to the office.
2. Parental release form on file in the office.
3. Medication must be in your child's original, labeled pharmacy container.
4. **Medicine must be brought to school by parents NOT children.**

Please contact the office for the required forms. Students should not bring aspirin or any other medication to school to take on their own. ALL medication, no matter how harmless it may appear to be, must be kept in the office during school hours. Contact our Health Office if you have any other concerns or questions.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS) --- PAWS

We expect good conduct and courtesy from all students and adults at school, on the playground, and traveling to and from school. As parents, teachers, and school staff, it is our responsibility to model and communicate these expectations.

Student Rights:

A right is something that belongs to you and cannot be taken away by anyone. Students have these important rights:

- Students have the right to be themselves at school.
- Students have a right to be respected and treated with kindness.
- Students have a right to be safe at school.
- Students have a right to tell their side of a problem before a consequence is given.

Foothill Ranch Elementary is a PBIS (Positive Behavior Intervention Support) school. PBIS provides an organizational approach or framework for improving the social behavior climate of schools and supporting the impact of academic instruction on achievement with an emphasis on positive behavior management. Our intent in utilizing this program is to teach proactive strategies for appropriate student behaviors and to create a positive school environment that enables our school to be a safe place where students thrive academically and socially.

We have implemented the PAWS acronym to teach and reinforce our targeted pro-social behaviors: **P- Be Positive** **A- Always Be Kind** **W-Work Hard** **S- Show Respect**.

SVUSD Dress Code

Dress is a form of personal expression that may affect a student's behavior and self-image. A dress code policy is necessary in order to protect the health and safety of the school environment and to foster the student's success in a positive manner.

- Students are expected to show proper attention to personal cleanliness and to wear clothes that are suitable for school activities. Parents have the primary responsibility for student dress, and we appreciate your support and cooperation in ensuring that student dress does not present health or safety hazards or a distraction that may interfere with student learning at school.
- Clothing displaying language or logos, slogans, words, or pictures promoting or depicting alcohol, tobacco, drugs, profanity, violence, or sexual connotations are not permitted. Clothing which references or displays sexual references, sexist, racist, vulgar, or hate messages is also not permitted. Any derogatory message directed towards any person or group is prohibited.
- Shirts must have straps at least 1-inch wide, strapless shirts are not permitted. Shirts must completely cover undergarments and the midriff area. Undergarments should not be visible at any time. Sheer or cutout tops may only be worn with another top underneath (the torso cannot be exposed).
- Shorts, skirts, and dresses must meet or be longer than the tip of the thumb when arms are extended down at the sides of the body.
- For safety reasons, all shoes must be appropriate for school activity. Sandals, high heels, and tennis shoes with wheels are not permitted.
- Hats with a brim may be permitted outside for sun/rain protection only. Baseball hats are to be worn with the bill forward. Hats and hoods may not be worn in the classroom.
- Clothing which displays gang insignia or which could reasonably be construed as gang-related, including but not limited to, initialized belt buckles, dangling belt below the waist level, trench coats, ponchos, pants not worn at waist level (or which are sagging or oversized), hairnets, doo-rags or bandanas, long shorts (i.e. shorts to the ankles), any color t-shirt that extends past the finger tips when the hands hang down to the sides, and pulled up socks are prohibited. Any combination of clothing which law enforcement agencies currently consider gang related is prohibited. Accessories, which could be considered weapons or cause harm, such as spiked wrist or ankle bands, spiked rings, spiked belts, spiked gloves,

oversized rings or chains of any size, and chains attached to wallets are prohibited. Spikes worn in eyebrows, ears, or any other body parts are not acceptable.

As trends change, administration reserves the right to amend the dress code policy as needed in order to keep a safe and orderly school environment, as long as it is consistent with this policy. Administrators reserve the right to make exceptions for specific school activities.

FRE DRESS CODE

- Shirts must have straps at least 1-inch wide, strapless shirts are not permitted. Undergarments should not be visible at any time. Sheer or cutout tops may only be worn with another top underneath.
- Shirts must completely cover undergarments and the midriff area. Student must be able to raise his/her arm without exposure.
- For safety reasons, all shoes must be appropriate for school activity. Sandals, high heels, and tennis shoes with wheels are not permitted. Shoes must have a closed toe and back strap.
- Pants must to be reasonably fitted and must not fall below the waist when the belt is removed.
- Undergarments should not be visible at any time.
- All shorts and skirts must meet or be longer than the tip of the thumb when arms extended down at side of body. They must not be torn or contain holes higher than the tip of the thumb or be inappropriate, unsafe or distracting.
- Bleached, dyed hair or extreme hairstyles are not acceptable, except for on approved spirit days.
- Hats with a brim may be permitted outside for sun/rain protection only. Baseball hats are to be worn with the bill forward. Hats and hoods may not be worn in the classroom.
- No dangling earrings or sharp/pointed accessories.
- Make-up of any type is not permitted.

ETHICS POLICY

Saddleback Valley Unified School District supports a strict Ethics Policy, which deals with students who cheat on tests or plagiarize on assignments. All tests, quizzes, reports, assignments and any school-related test are subject to this policy. Cheating includes looking at or copying another student's paper or talking during an exam. Helping another student cheat on an exam or assignment is also a violation of the Ethics Policy if it has been made clear by the instructor that students are to work on their own. Violation of this policy will result in the following consequences:

1st Offense -

1. Automatic "0" on assignment or test.
2. Teacher contacts parent with details of offense and explains consequences, including Ethics Policy Contract.
3. Referral placed in student discipline file.
4. Trimester citizenship grade will be lowered.

5. Student is placed on probation for the remainder of the school year. Student signs Ethics Policy Contract, copy goes home for parent signature, teachers are notified, and a copy is placed in discipline file.

2nd Offense – (The second time student violates the Ethics Policy during the same school year)

1. Automatic "F" on assignment or test.
2. Trimester academic grade in the subject where the second offense occurred will be lowered one grade level. Student will be assigned a "U" in citizenship for the trimester in which the second offense occurred.
3. Referral placed in student discipline file and teachers are notified.
4. Parent conference.
5. Student removed from any and all elected or appointed leadership positions for the remainder of the school year.
6. Student will be assigned one day of in-school suspension.

3rd Offense – (The 3rd time the student violates the Ethics Policy during the same school year)

1. Automatic "F" on assignment or test.
2. Trimester academic grade in the subject where the third offense occurred will be lowered by one grade level. Students assigned "U" in citizenship for the trimester in which the third offense occurred.
3. Referral placed in student discipline file.
4. Parent conference.
5. Student placed on out-of-school (home) suspension.

SOCIAL RESPONSIBILITY (BULLYING POLICY)

Bully Prevention works to teach specific behaviors that will reduce the probability of bullying incidents. Through the explicit teaching of a 3-step response (Stop-Walk-Talk) to a problem behavior, students learn to eliminate the reinforcement for bullying. Appropriate conduct is emphasized during school wide assemblies and in classroom discussions. Students are instructed to report any form of bullying or harassment to an adult on campus. Persistent bullying or harassment will not be tolerated and may result in suspension from the classroom or school.

INAPPROPRIATE ITEMS

Personal property that is not used for the instructional program should not be brought to school. This includes personal audio/media systems, personal game players, P.E. equipment, collector cards, toys, sunglasses, etc. The school will not be liable for the loss or destruction of personal items while at school. On the first offense, prohibited items will be confiscated and temporarily held in the office. At the end of the school day, students should come to the office and the item will be returned to the student with a verbal warning. For all additional offenses, the item will be held in the office until a parent comes to pick it up and briefly conferences with administration. If the issue persists, disciplinary action may be taken.

CELL PHONE/DEVICE USE

Please note that student cell phone/device use is prohibited during the school hours. Students are permitted to make/receive phone calls, before and after school only. Student will be issued a verbal warning on a **first offense**. On the **second offense**, the student's parents will be notified, and the phone will be held by the teacher and returned at the end of the day. On the **third offense**, a referral will be written, and administration will arrange a conference with student and parent to address the on-going issue. A formal consequence may be issued. Under no circumstance should device cameras be used to film or take pictures of other students. If the device is worn on the wrist, then the classroom teacher may confiscate the device if texts or phone calls interrupt instruction. In cases where classroom instruction disruptions have occurred from outside texts or phone calls, then the classroom teacher is permitted to ban the device from being brought into their classroom.

PLAYGROUND SAFETY

Students are to report an accident that occurs on the playground to a campus supervisor or teacher on duty. If the child is unable to find assistance, the student should inform their classroom teacher of the incident upon returning to class. Please encourage your child to let the teacher know if he/she is ill or injured. Also, please ask them to report any dangerous condition or any situation that jeopardizes their feeling of safety. Our main rule of conduct on the playground is that students only engage in safe activities. **Students are not to bring balls, toys or other play equipment from home.**

DISCIPLINARY RESPONSE PROTOCOL

Discipline issues are addressed on an individual basis. Each teacher has an established classroom management system. In most cases, discipline issues and consequences are handled by the teacher and addressed at the classroom level. In the event that a more serious offense has occurred or prior interventions have not proven to be effective, the teacher may refer the incident to the office in the form of a discipline referral. When a discipline issue or referral is submitted to the office, the principal **typically** responds by:

1. Reviewing the written referral and briefly speaking with the staff member submitting the referral regarding the incident. The principal or assistant principal begins the process of a thorough investigation.
2. Administration may interview individuals and witnesses involved in the incident/disciplinary infraction. Written statements are often collected at this time.
3. After a full investigation has been conducted, administration conferences with student(s) about their conduct and consequences are issued, if appropriate.
4. The principal or assistant principal contacts parents/guardians of students involved in the incident. **If a student has been assigned consequences, such information is only shared with the parents/guardians of that child** in an effort to maintain confidentiality and comply with district policy.
5. Parent/guardians may be asked to sign and return the referral form to the school for documentation purposes. Discipline infractions are subsequently entered into a district database.

In the event that an investigation leads to an inconclusive outcome and a disciplinary response is not applicable/compromised, administration may contact the parents/guardians of the students involved in an effort to raise parental awareness and anecdotal notes will be kept for future monitoring.

CHILDREN'S POSSESSIONS

Please clearly label all lunch pails, sacks, personal books, articles of clothing, etc., **with your child's name**. Your help is needed in teaching children to care for their own belongings. Many items, often brand new, go unclaimed in the school's lost and found area. All unclaimed articles will be given to a charitable organization periodically throughout the year.

LUNCH PROGRAM (At this time, lunches are free to all students who request one during the morning lunch count time done by the classroom teacher.)

All students should eat something nutritious for lunch. We encourage students to bring their lunch or purchase one from our food services. ~~Saddleback Valley USD has a lunch program called Lunchbox and each student has his or her own account. Students access their account to pay for lunch by entering their permanent student ID number. Lunchbox gives parents the ability to log into their student's account over the internet to view account balances, deposit money, set spending limits and view account history. You can make prepayments to your student's lunch account by sending cash or a check with them to the school office or you can pay online. Please place your payment in an envelope marked clearly with your student's name, their ID #, their teacher's name, the amount enclosed and the check #. Lunches are \$2.75. Reduced price and free lunches are available for families who qualify. Applications are done on the district website. The food service department will notify you as to your qualification. If a child does not have a lunch, we will do the following:~~

- ~~• Call parents to bring them a lunch or lunch money.~~
- ~~• The child will receive a school lunch. A notice will be sent home that \$2.75 is owed.~~

PETS AT SCHOOL

Pets are not allowed on any school campus at any time. Service animals are permitted as long as they are on a leash. A parent must have prior approval from the classroom teacher before bringing a pet to school for a child to share with the class. The pet must be caged properly and have a clean bill of health from a veterinarian. Please do not bring your pets to school to visit your child during break or during drop-off/pick-up time. Please do not bring pets past the school's property line.

SCHOOL PARTIES

Three parties are provided for each classroom each year. The room mom and teacher will communicate information to the class and parents. This may vary from class to class. Student's may not pass out food items of any kind for any reason.

SVUSD WELLNESS POLICY (TREATS & BIRTHDAYS)

The District Wellness Policy AR 5030 defines how the schools are able to recognize treats for birthdays and holidays. Cakes, cupcakes, ice cream, flowers, balloons, etc. may **NOT** be delivered to school for birthdays or other celebrations. Please note that it places a teacher in a very difficult position especially when a parent arrives with a plate full of birthday treats to be handed out to the class. We review this policy with teachers each year and ask that they share this information with parents at Back-to-School Night.

Saddleback Valley Unified School District AR 5030

Celebrations are defined as an individual recognition of a special event, such as a birthday or student accomplishment. Celebrations may not include food items, must have advance approval by the classroom teacher or school principal, and should be scheduled during non- instructional time whenever possible. Alternative suggestions for recognition are the distribution of school or art supplies; the opportunity to read a favorite book to the class, a donation to the classroom, i.e., games, balls, jump ropes, books; or other non-food items or activities.

SCHOOL SITE COUNCIL

The School Site Council is an elected group of staff and parents from Foothill Ranch that acts in an advisory capacity to the Principal and staff. The Council's task is to develop, implement, and update a Single Site Plan as outlined in Assembly Bill 65. The School Site Council serves as a communication link between the community and the school.

COMMUNITY RELATIONS/INTERPERSONAL RESPECT (SVUSD BP 1313)

Members of SVUSD staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/District grounds.

This policy promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, SVUSD encourages positive communication, and discourages volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor.

NON-DISCRIMINATION NOTICE

Saddleback Valley Unified School District has a policy prohibiting discrimination in educational offerings on the basis of an individual's sex, race, color, religion, citizenship, age or physical disability. Complaints alleging non-compliance should be directed to the school principal and/or the Assistant Superintendent, Human Resources for staff (949/586-1234), and the Director of Pupil Services for students (949/586-3204), Saddleback Valley Unified School District, 25631 Peter A. Hartman Way, Mission Viejo, CA 92691.