

# **Allison Elementary School Parent and Student Handbook 2025–2026**



**Address:** 4315 Don Julio Blvd., North Highlands, CA 95660

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

**Website:** <http://allison.trusd.net>

# **Welcome from the Principal**

Dear Parents/Guardians,

The staff at Allison School would like to welcome you to the 2025–2026 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 every student. We strongly believe that family involvement and support are essential to this educational process. We have various parent committees for you to get involved in, such as SSC and ELAC.

This Parent-Student Handbook contains important information about our school. Please read it thoroughly with your child and refer to it throughout the year. Updates will be communicated via Aeries Parent Portal and Parent Square. Be sure to stay informed by checking Parent Square, our school website, and weekly flyers.

If you have questions not covered in this handbook, feel free to contact your child's teacher or make an appointment with the principal at (916) 566-1810.

We are looking forward to a great year!

**Fernando Cruz**

Principal, Allison Elementary School

# General Information

## School Hours

**MONDAY, TUESDAY, THURSDAY, & FRIDAY-** Regular school hours are from 7:45 a.m. to 2:27 p.m. each day. Students are to arrive NO earlier than 7:20 a.m. or remain on the campus NO later than 2:30 p.m. unless they are participating in a supervised activity.

**EARLY OUT WEDNESDAY-** School hours are from 7:45 a.m. to 12:27 p.m. Please pick your child up promptly, unless you have cleared your SPECIAL CIRCUMSTANCE with the front office

## Breakfast

All meals are free of charge. Breakfast is served from 7:20 a.m. to 7:40 a.m. There is no supervision in the cafeteria for students who arrive before 7:20 a.m. **Students who arrive after 7:40 a.m. will be given a breakfast snack**, such as muffins, 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. 1<sup>st</sup> – 3<sup>rd</sup> begins at 11:15 a.m. and 4<sup>th</sup> – 6<sup>th</sup> 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, for safety reasons. If your child is enrolled in the MASTERS After-school Program, they eat supper at 2:45 each day.

## Cafeteria Guidelines

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.

Students may bring a healthy snack from home to eat during their first recess at the 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, hot chips, sodas or energy drinks are permitted at school, unless it is permitted for a special celebration per teacher or principal approval. No glass items are permitted at school.

## Health and Wellness Policy

TRUSD participates in a 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*

## 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. 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 number of cupcakes brought into the classroom. **Each classroom teacher will provide you with a schedule of their Birthday Celebration date.**

## Volunteers

We invite parent volunteers to assist with playground supervision before school or during lunchtime, as well as to participate in field trips. All volunteers for more than 10 hours per week, field trips/extracurricular activities will need to complete the district volunteer process, which includes getting your application approved by the principal, having a current TB test, and being fingerprinted. This process can take up to 4 weeks to complete, so please plan accordingly if you wish to attend a field trip with your student. Volunteer applications are available in the school office and we are happy to give one. If you have already completed this process, you do not need to complete it a second time, however, please have your ID badge with you when you attend the field trip and other events.

## 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, earthquake and fire drills in an effort to prepare for unforeseen emergencies.

## **Communication**

Flyers are sent home with students that will keep your family up to date on the activities at Allison School. We do our best to send all notices home each week in Wednesday folders. Make sure the office has a current phone number on file so that you will receive phone messages throughout the year with reminders and announcements. If you have an email address, please add it to your child's information in Parent Square. Let your child's teacher know if you prefer text messages or email.

School site information is available on the school's website at <http://allison.trusd.net> or visit the district website at <http://www.trusd.net>, then click on schools and Allison, for more information.

We understand that sometimes you need to get a message to your child during the school day. Messages regarding lunch need to be called in before the lunch period which begins at 10:45 a.m.

Always make arrangements for your student's lunch and/or pick up before the school day starts. The office gets hectic after school and students are not always allowed to use the phone, right away. Please be advised that the office staff cannot be responsible for delivering last minute messages to your child/children. Please call at least (1) hour before dismissal if you would like a message delivered to your child. We ask that you not contact your child via cell phone/smart watch during the day. Students can check their phones and make phone calls, before and after school, right outside the school office. They are not allowed to make phone calls or text from class, in the bathrooms, cafeteria, and playground. Their cell phones/smart watches will remain locked up until dismissal time.

## **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.

## **Attendance & Punctuality**

### **Daily Attendance Expectations**

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.

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 (916)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 Incentives**

Awesome attendance will be awarded at the end of each month to classes whose 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. Students with perfect attendance for the month, will be part of a monthly celebration and receive treats.

## **Arrival & Dismissal Procedures**

To ensure a safe and efficient arrival and dismissal for all students, please follow these important guidelines:

**Bus and Fire Lane Access:** Do not park or drop off in the bus entrance fire lanes. These areas are reserved for school buses and daycare vehicles only. All families should use the last driveway for student drop-off and pick-up.

**Patience and Courtesy:** Please be patient during pick-up and drop-off times. Staff members are working to keep traffic flowing as smoothly as possible. If your child does not arrive promptly after dismissal, you may be asked to move your vehicle to a parking stall in the middle lot to avoid blocking the line.

**Passing Lane Usage:** A passing lane has been designated on the far right side of the three pick-up lanes. This lane is for vehicles that are already loaded or need to exit. Do not allow students to cross the parking lot or street to reach your car unsupervised. Students will be escorted to your vehicle when it reaches the front of the line.

**Scooter and Bike Safety:** All students must walk their bikes and scooters once on campus, including on walkways and in the parking lot.

**TK/Kindergarten Dismissal:** Parents of TK and Kindergarten students may walk their children to and from the classroom door. Be sure to sign out your child daily to ensure proper accountability and safety.

**Respect for Staff and Volunteers:** With approximately 400 students being dismissed at the same time, we appreciate your cooperation and respectful behavior. If you have suggestions for improving our procedures, please visit the office and speak with the principal or a member of the safety team.

**No Curbside Stops on Don Julio Blvd.:** For safety and legal reasons, do not stop or park on the street in front of the school. The Sheriff's Department and Safe School Officer have stated that citations will be issued for violations. Instead, use the area in front of the field after the last driveway for safe parking.

**Parking Lot Traffic Flow:** Please do not exit through the entrance of the last parking lot. Vehicles arriving before cones are placed may use the middle lot for parking.

**Handicap Access:** Vehicles with a valid handicap placard displayed may enter the office parking lot and proceed to the designated handicapped spaces in the middle lot.

Thank you for helping us keep all students safe and our campus running smoothly during these busy times of the day.

## **Student Conduct & Discipline**

### **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 every day, 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 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 kind, safe, respectful, and responsible.

- 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, text messages, emails, Parent Square, notes home, office referrals, 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, playground and bus rules as outlined by teachers and principal.

Students who break the rules may be given a minor or major Office Referral. Consequences from minor Office Referrals will come from the teacher.

Students with major Office Referrals will be contacted by the principal. Consequences from major Office Referrals will come from the principal or principal designee. Parents will be contacted via phone, text message, email, or home visit if their child receives a major Office Referral. Major 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.

## **Suspensions/Expulsions**

See the District Student and Family Handbook for additional information. Suspension is the removal of a pupil from ongoing instruction for adjustment purposes. 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.

**Expulsion – See the District Student and Family Handbook for additional information.**

## **Dress Code**

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program. 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, slides, and crocs must have an engaged heel strap.
2. Cosmetics: No make-up, perfume, hair products or grooming aids are allowed to be brought to school. Please refrain from wearing perfumes/colognes, due to some students having asthma or allergies.
3. Pants/shorts/skirts/dresses: Pants must be worn at the waist. Skirts and shorts must be at the end of the thumb or closed fist. Leggings may be worn under appropriate pants, shorts or skirts/dresses. Appropriate pants are those that do not have excessive or large tears/holes 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, sunglasses or other head coverings are to be worn outside only, unless for religious reasons. No scarves or hats that exemplify gang attire or are distracting to the learning environment are allowed.

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.

8. No long fingernails or hoop earrings that deter from student safety.

Exceptions to the dress code may be made for spirit days, school fun days, or religious reasons. If other exceptions are needed, please contact the school principal. 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 and Personal Items**

Cell phones/smart watches are strongly discouraged at school. If your child must have a cell phone/smart watch 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/smart watches 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. Personal items such as 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. Students are not allowed to share or trade items. It generally leads to a disruption in the learning environment. Parents and students are responsible for the personal contents inside a student's backpack. Please double check before coming to school.

**The school is not responsible for any lost or stolen personal items.**

## **Nurse's Office and Medication**

### **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.

## **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, earthquake and fire drills in an effort to prepare for unforeseen emergencies.