



Paloma Elementary School Family Handbook 2017-2018

660 Camino Magnifico

San Marcos, CA 92069

Phone: 760-290-2199

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Attendance Phone Number, (760) 290-2199, Ext. 4,

Dear Parents,

We appreciate you taking the time to review our student handbook which includes schedules and other helpful information. We believe it takes a village to educate a child and we would like to ensure you feel a part of the Paloma village. Please be sure to keep this handbook for future reference throughout the school year.

Thank you for your help and support,

Dana Spencer
Principal

Natasha Walls
Assistant Principal

Office Hours

7:30 am - 4:00pm

School Hours

Kindergarten and TK

AM 8:15 – 11:50 Recess: 10:10-10:30

PM 11:50 – 3:25 Recess: 1:30-1:50

Kindergarten Early Release Wednesdays

AM = 8:15 – 10:50

PM = 11:50 – 2:25

Grades 1- 5

Mon., Tues., Thurs., and Fri.

School Day Hours: 8:45 – 3:10

Early Release Wednesday: 8:45 – 2:10

10:30-10:50	3rd/4th Grade Recess
10:50-11:10	5th Grade Recess
11:15-12:00	1st/2nd Grade Lunch
12:00-12:45	3rd/4th Grade Lunch
12:45-1:30	5th Grade Lunch
1:30-1:50	1st/2nd Grade Recess

Procedures

Drop off/Pick-Up Procedures



- There is no student supervision until 8:15. Due to safety concerns students are not allowed on campus and must line up in a single file line outside the office until 8:15.
- Students must leave promptly after dismissal. Staff is not responsible for after-school supervision.
- Students are permitted to ride bikes to school. (**Bike contract required and available in the office**) Bike riders must obey all safety rules and wear helmets.

Please be sure to follow signs in our parking area. There is no stopping or parking in red zones at any time.

Drop off and Pick-up

- 1.) Right lane (along the curb) is for drop off and pick up only. No parking during drop off/pick up.
- 2.) Please pull forward behind the car in front of you
- 3.) Please note the red curbs and bus parking area.

To Park

- 1.) Use left lane to enter parking spot area
- 2.) **Parking is allowed only in parking spots.**
- 3.) Parking in disabled spots is for permitted cars only. Must have a disabled license plate or placard on display.

Dismissal

- 1.) Pick up needs to be **curb side only**. *No double parking* in pick up lanes or streets.
- 2.) Students are dismissed from the front gate and the park gate on the west side of the school.



Attendance / Tardies

Consistent attendance at school promotes a positive school experience for children. At Paloma we strive to have school be a place children want to go. If your child struggles to come to school please contact our social worker. District social workers are skilled at giving strategies to help break a poor attendance cycle. Per district guidelines, students will receive attendance letters when they have accrued a specific number of unexcused absences. If you arrive late to school, please check in with the office to receive a tardy slip.

School Wide Behavior Program

Paloma Elementary School strives to create an environment built on safety, responsibility, and respect.

Paloma has three basic rules:

- 1.) Be respectful
- 2.) Be responsible
- 3.) Be safe

The Paloma community will be following the Positive Behavior Interventions and Support system (PBIS). The elements of the systematic supervision are:

- 1) Positive connections with every student
- 2) Establish behavior expectations
- 3) Monitor by moving and scanning
- 4) Notice and reinforce positive behavior
- 5) Respond immediately to problem behavior
- 6) Collect data and work as a team

Some general expectations on campus:

- a. Bullying will not be tolerated. Report suspected bullying immediately
- b. Always be respectful of others.
- c. Hats will be worn facing forward and taken off indoors
- d. Please leave toys and candy at home
- e. To have a cell phone at school, students must have a signed permission letter (available in office). Cell phones must be off and in their backpacks. Cell phones may be used after school, after exiting the gate.

General Lunch Area Expectations

- Once you are seated, you stay seated.
- Keep all food and drinks in the eating area.
- Raise your hand to be dismissed.
- Candy and Gum is not allowed.
- Clean up the eating area and throw all trash away.

General Outdoor and Playground Expectations

- Be respectful to all adults on campus and adhere to behavior expectations and directions given.
- Use equipment for the intended purpose
- Hallways are quiet zones. Students should stay out of the hallways during recess and lunch.

Bullying

Board Policy 5131.2 (available at www.smusd.org) clearly states the definition of Bullying. The Paloma staff encourages students to report any act of bullying to a staff member verbally or in writing. There is a form available in the office; however any written or verbal report will be accepted and addressed. Any and all reports are fully investigated and addressed in a timely manner.



Emergency Procedures and Protocol

In the event of an emergency our students will remain on campus under the supervision of the Principal/ Assistant Principal/Sheriff/District Office who will direct the eventual dismissal of students from our campus. The emergency leader will require anyone picking up a student from campus to show a current identification card. *The adult picking up the student must be listed on student emergency card.*

Dress Code



- Clothing that is offensive or may promote gangs, drugs, or alcohol is not permitted on campus.
- Tank tops should be appropriate (no spaghetti straps)
- Shorts and skirts must be of an appropriate length
- Shoes must be closed toed
- Students may not show their stomachs or have cut outs on their backs.
- Hats must be removed indoors.

The administration is the final authority when a difference of opinion arises. When a violation of the dress code occurs, the students will be required to correct this by calling home for the proper attire. Continued violations of dress guidelines will be considered defiance and may be referred for disciplinary action.

Safe and Drug Free

Our goal is to provide a safe and drug free environment for all our students. Students who attempt to bring drugs, alcohol, or weapons to school may be arrested by a Sheriff's Deputy, suspended from school, which could lead to expulsion from the district for up to one full year.

Over-the-counter drugs

(Board Policy 5141.21)

All medications administered at school must be prescribed by a physician even if they are sold over the counter.

Tobacco Free School

Paloma recognizes the health hazards related to the use of tobacco, including the breathing of second-hand smoke. We are a “tobacco-free” school, which means we do not allow smoking in the classroom or on campus at any time.

California Education Code

Paloma Elementary School has the obligation to enforce the California Education Code and the policies of our District. When a student violates a provision of the Education Code or the San Marcos Unified School District’s Board Policies, (s)he must be held responsible. This could result in detention, suspension, or expulsion. Expulsion is the most severe punishment the District can exercise and prohibits a student from attending school within the District for up to one year.

In some cases, a student’s behavior may violate the California Penal Code in addition to the Education Code. If the school has knowledge of such an occurrence, we are obligated to report it to the Sheriff’s Office. The following behaviors are examples of violations of the Penal Code that must be reported to the Sheriff:

- Sale, possession, or use of drugs and alcohol
- Possession of a weapon
- Possession of explosives (fire crackers and poppers are classified as explosives)
- Theft or vandalism of district property
- Assault against district employees

FOOD AT SCHOOL

Nutritional standards for all foods and beverages allowed in schools and other events must be healthy and promote healthy choices. SMUSD is committed to encourage health and safety through nutrition education, nutrition guidelines, physical education and activity. Please see the district web page at www.smusd.org for a complete list of acceptable foods.

STUDENTS WITH ALLERGIES

We have many children in our school district who have serious allergies to foods such as peanuts, other nuts and dairy products. We are making every effort to ensure their safety and health.

Through cooperative efforts between students, parents and staff we will be able to ensure a safe learning environment for our students with food allergies. We are a **peanut/allergy aware** school and appreciate efforts to reduce foods which may cause an allergic reaction. Steps such as reducing the amount of foods containing nuts or nut oils, and washing our hands and eating surface after eating peanut butter or products with nuts will support this effort.

FIELD TRIP CHAPERONES

If you plan to Chaperone a field trip you will be required to follow these guidelines.

1. You are assuming the responsibility for the supervision of the students in your care. Please keep them with you at all times and follow the time schedule given by the teacher.
2. Please do not purchase or give students snacks as many of our students have known and unknown allergies and specific diets.
3. **If you take pictures please do not post them on the internet or networking sites such as *Facebook*.**
4. During your time as chaperone you are acting in the role of district representative and all school and district rules apply (appropriate dress, no tobacco use and/or consumption of alcohol, appropriate language, etc.)

In case emergency call 911, the teacher, and then the school at 760-290-2199.



An effective school-wide discipline program is a cooperative effort involving students, parents, teachers, and administrators. Working together, we will provide a safe and secure school atmosphere for your child. Please feel free to contact us at 290-2199 if you have any questions.

If you would like to volunteer or join our PTO please check our web page for contact information. A small amount of help from each parent adds up to an amazing year for our students.



Please print and sign the signature page, found on the web page, indicating you have read and agree to support the Paloma School-Wide Behavior plan.