

# Laguna Road 2023-2024 Guidelines

August 14, 2023

Welcome to a new school year!



## Dear Parents,

As we prepare for the 2023-2024 school year, please review the following safety procedures, protocols and guidelines to help you and your child get ready for the first day of school. We are excited to welcome all our students back and can't wait to see everyone on the first day of school. Please contact the school office if you have any questions.

Go Roadrunners! Beep! Beep!

Mrs. Stephanie Guppy, Principal

Procedures subject to change throughout the school year

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## Arrival/School Entry:

To prepare for arrival and entry to the campus, please review the following to ensure the safety of your child(ren), teachers, and staff.

### Four Entry Point Locations:

1. **Main Entry - Front of School Through the Blue Gate**  
8:15-8:30 (1st-6th Grade)
  - a. Students will enter campus through the blue gate.
  - b. Grab and Go Breakfast will be available just inside the gate in front of school.
    - i. Breakfast must be eaten at the lunch benches or snack table.
  
2. **Gate Near MPR**  
8:15-8:30 (1st-6th Grade)
  - a. Students may enter through this gate after 8:15am.
  
3. **Lower Lot:**  
8:15-8:30 (1st-6th Grade)
  - a. Students may enter in the lower lot through the playground gate.
  
4. **TK/Kindergarten Gate**  
8:15-8:30 K1, K2, K3, and Room 12 Students
  - a. Students will enter campus through the TK/K gate.
  - b. Families should park, and walk to this gate.

Gates will open at 8:15am and will be closed at 8:30am. All students who arrive after 8:30am need to go through the front office and will receive a tardy slip.

## Drop Off Procedures to Campus in Upper and Lower Lot

1. **If you are driving your child to school:**
  - a. Students will say their good-byes in the car and parents will **NOT** get out of the vehicle. Let your child know lunch plans (bringing from home or school lunch).
  - b. Students must exit the vehicle on the right side of the car.
  - c. Pull all the way up in the line when you are dropping off.
  - d. Students will be allowed to get out of the car when you have pulled all the way forward.
  - e. Do not leave your car unattended in the drop off area.
  - f. Students will put their backpacks outside of their classroom and walk to the playground.
  
2. **If your child is walking to school:**
  - a. Students will enter through one of the gates and put their backpacks outside of their classroom and walk to the playground.

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3. **The bell will ring for students to line up at 8:28am. They should be lined up as designated by their teacher at 8:30am.**
  4. **Teachers will greet their students at 8:30 and walk them to their classroom.**

### **All Grade Levels**

*Families will only be allowed to walk their child to the classroom door only during the first day of school.*

**See Complete Traffic and Parking Guidelines [Here](#)**

### **Safety Procedures for all Visitors and Volunteers**

#### **Visitors:**

1. Between 8:30am and dismissal, all visitors must sign in at the office using the Raptor Visitor Management System, present a form of current, government-issued identification and sign out by returning the sticker badge to the office.
2. Regular visitors must also wear their Laguna Road given volunteer badge.

#### **Volunteers:**

1. Those who plan on assisting in classrooms will be asked to complete the volunteer application form, read through the handbook, and provide required documentation according to the volunteer tier.
2. One approved by the district, you will receive a Laguna Road volunteer badge. It is to be worn when you are on campus and after you have checked into the office.
3. For more information, visit the [district website](#) and/or attend our Parent Volunteer Meeting at the beginning of the school year.
4. All volunteer clearance will remain while you are in FSD, with the exception of updating TB results as directed.

### **How to Contact Your Child's Teacher**

1. It is best to contact your child's teacher via email provided to you on our school website.
2. You may also call the office and leave a message for the teacher to return your call after school.
3. Teachers are not available for spontaneous meetings with parents during the hours of 8:15am-3:00pm. Please schedule a meeting with your teacher if you need to speak with them.

### **Parents, Please Plan Ahead**

1. Please make arrangements with your child and/or teacher in advance for all necessary school items. The office cannot always leave a message for a teacher to retrieve during the school day.
2. The office cannot always deliver or ensure that forgotten items are delivered to the classroom.

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3. It is important we do not interrupt instruction for all students.

### Breakfast and Lunch

1. Breakfast and lunch continue to be free this school year.
2. If a student would like a second breakfast or lunch, or an a la carte item, they will need to pay using their school lunch account.
3. All information for meal applications and putting money in your child's lunch account can be found on the [FSD Nutrition Services website](#).
4. If you need to drop off a student lunch, please put it on the cart just inside the school office. If you deliver a lunch after the student's lunch hour has started, we cannot guarantee that they will receive the lunch.
5. If a child does not have lunch, we will make sure they get a school lunch.
6. We do not allow any delivery services to deliver lunches for students.

### Absences

When your child is absent, parents are required to call the office at (714) 447-7725, email [kelly\\_gudmundsen@myfsd.org](mailto:kelly_gudmundsen@myfsd.org), or use our [absence reporting form](#).

1. Please report absences prior to 9am on the first date of the absence.
2. Please say the child's name, reason for absence, and person calling.
3. Absences that are not verified within five (5) school days following the student's return to school will be classified as unexcused.
4. Please supply a doctor's note for any absence of three (3) days or more.
5. For long term absences or when returning from a health procedure, please have your physician complete the [Student Participation Following Illness form](#).
6. If your child is returning from an injury requiring a medical device (crutches, cast, sling, etc.) or needs accommodations upon return, please have your physician complete the [Student Participation Following Injury Form](#).

### Electronic Devices at School

Students may not bring toys or electronic devices, including smart watches to school. If your child has a cell phone or smart watch for safety purposes, it must be turned off and kept in their backpack until school is dismissed. The school is not responsible for lost or damaged electronic devices. Phones within eyesight of a school official, smart watches that are not turned off, or any electronic device that interrupts learning will be taken by Laguna Road Staff and guardians will need to pick it up at the end of the day. Students who do not follow these procedures will receive an office discipline referral (ODR). **If a student needs to make a call home during the school day, they must report to the office and use the office phone.**

### Student Dress Code

The board of trustees believes that appropriate dress and grooming contribute to a productive learning environment. Any dress that is of distracting nature or interferes with the study of habits of students in the class or school is not acceptable.

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## **Laguna Road Rules of Conduct**

Laguna Road uses Positive Behavior Intervention Systems (PBIS) to support all students. Students are taught clear procedures and expectations in every school situation such as the classroom, playground, lunch tables, restrooms, hallways, library, STEAM Lab, multipurpose room, and office. . They are taught to A.C.T. Responsibly. (Accountable, Courageous, and Thoughtful). We use progressive discipline and provide students with consequences connected to their behavior choices. We believe in teaching and supporting all students to maintain a kind, caring, and safe school environment.

## **Birthday Celebrations and Class Parties/Events**

In line with FSD protocols, Laguna Road will not have food served for individual student birthdays. Please consider donating a book in honor of your child's birthday. Classroom teachers also honor each student's birthday equally.

Any food that is served during approved classroom parties must be approved by the classroom teacher at least two weeks in advance so that the Nutrition Services Department can be adequately notified. Any parent who volunteers for a classroom celebration or event needs to have completed the proper volunteer clearance and must check in to the school prior to volunteering. Parents are responsible for setting up and cleaning up after an event in collaboration with their classroom teacher. If custodial help is needed, please fill out a green request (in the school office) form 1-2 weeks prior to the event.

## **Dismissal Procedures:**

1. All students will leave campus when school is dismissed, except for those who are participating in after school activities.
2. If waiting to be picked up, students will wait in designated areas and listen to adults for directions.
3. Parents will remain in their car when picking up their child in the drive-thru lane.
4. Please be respectful to staff members when they ask you to move up in the drive-thru lane. We must ask cars to move up so that we can get as many cars into the lot and off of the main streets.
5. Please do not park in the staff lot.
6. Please do not create a second line. It is not safe for students to pass between cars.
7. Please be respectful to staff members when they ask you to use the crosswalk.  
Keeping students and parents safe is our top priority. We also need to keep the traffic moving in the drive-thru lane.

## **School Technology and iPad User Agreement**

The [iPad Handbook](#) will be passed out the first two weeks of school and reviewed at Back to School Night. Please read and discuss with your child.