

Laguna Road 2024-2025 Guidelines

August 12, 2024

Welcome to a new school year!



Dear Parents,

As we prepare for the 2024-2025 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

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.

Three 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. They may walk to their classroom patio at 8:15 to put away their personal items. Students then walk to the playground.
- c. 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. **Lower Lot:**

8:15-8:30 (1st-6th Grade)

- a. Students may enter in the lower lot through the playground gate when the 8:15 bell rings.

3. **TK/Kindergarten Gate**

8:15-8:30 K1, K2, K3, and Room 14 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. Gates may be closed at the 8:28am bell. Students are expected to be at their line at 8:30am. All students who arrive after the gates have closed need to go through the front office and will receive a tardy slip. Any adults on campus should leave through the main office once school has begun.

Drop Off Procedures to Campus in Upper and Lower Lot

1. **If you are driving your child to school:**

- a. Do not wait or leave your car unattended in the middle of the drive-thru lane between 8:00-8:30 and 2:00-3:15.
- b. 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).
- c. Students must exit the vehicle on the right side of the car.
- d. Pull all the way up in the line when you are dropping off.
- e. Students will be allowed to get out of the car when you have pulled all the way forward.
- f. Do not leave your car unattended in the drop off area.
- g. Students will put their backpacks outside of their classroom and walk to the playground.

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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.
 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. Gates may close as early as 8:28am, especially in the lower lot. Staff who close the gates need to meet their students 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 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 guarantee a message for a teacher to retrieve during the school day.
2. The office cannot deliver or ensure that forgotten items are delivered to the classroom.
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. All lunches dropped off for students need to be communicated before school. Office staff will not let a student know they have a lunch in the office.
5. 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.
6. If a child does not have lunch, we will make sure they get a school lunch.
7. 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, 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.

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 by the teacher. 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, the teacher must communicate with the school office manager and custodian 1-2 weeks prior to the event. School staff are the only persons who should notify the district office for school parties and celebrations.

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 lanes.
4. Parents in the drive-thru lane must pull forward at all times.
5. 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.
6. Please do not park in the staff lot, nor in reserved parking spaces.
7. Please do not create a second line. It is not safe for students to pass between cars.

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8. 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.

Mobile Device Policy

On July 30, 2024, the Fullerton School District (FSD) Board of Trustees approved Board Policy 5131.8, which helps establish district-wide rules around the use of mobile devices by students when they are at school. This new policy will be in effect at all of our FSD school campuses beginning this 2024-25 school year. See the memo to parents [here](#).

The following items qualify as a mobile communication device:

- Smartphones
- Smart watches
- Smart glasses
- Gaming devices
- Wired or wireless headphones
- Other mobile communication devices

Mobile communication devices are to be turned off and put away so that they are not able to be seen while students are at school during school hours. School hours include anytime a student is on a school campus, including before and after the bell rings. This may also include school sponsored events such as: school dances, and other events at the administration's discretion.

If a student uses a mobile communication device in an unauthorized manner, the student will be subject to disciplinary consequences, and the student's mobile communication device may be confiscated by a FSD employee. If the mobile communication device is confiscated, it will be stored securely until it is returned to the student or parent/guardian or turned over to the principal or law enforcement as required.

If a student uses a mobile communication device off campus and the use poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities or violates the law, the student will be subject to disciplinary action as provided for under the law or board policy. The district is obligated to involve law enforcement at any time a student is suspected of breaking a law.

If a student brings a mobile communication device to school or a FSD activity and the device is lost, stolen, or damaged, FSD will **not** pay for the device or any repairs.