

**Allison Elementary School**

4315 Don Julio Blvd., North Highlands, CA 95660

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

**Parent/Student Handbook**  
**2024 - 25**



**ALLISON SCHOOL**  
*Alligators*



# Welcome Allison Families



Dear Parents/Guardians,



The staff at Allison School would like to welcome you to the 2024-25 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 information about our school. We encourage you to read through it thoroughly with your child and discuss the information it contains. Please SAVE IT and refer to it when needed. It will answer most questions that you may have throughout the school year.



Also know that from time to time, it becomes necessary to add to the handbook.



When this happens, you will be notified through either the Aeries Parent Portal- Parent Square. Please make it a habit of reading the information provided in Parent Square, the School Website and weekly flyers, regularly. Our school website can be located at [Allison.trusd.net](http://Allison.trusd.net).



If you have questions or concerns not covered in this handbook, please feel free to make an appointment with your child's teacher or with the principal. The school phone number is (916) 566-1810. Make sure you have created a Parent Aeries Communication account in Parent Square on the Twin Rivers Website- [www.trusd.net](http://www.trusd.net).



We are looking forward to a great year!



Fernando Cruz  
Principal



Allison Elementary School





## Communication



Frequently, 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 [www.trusd.net](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.



## 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.



## Meals



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



**Cafeteria Rules:** 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.



**Snack Recess:** Students may bring a **healthy snack** from home to eat during their first recess at the GREEN 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***


## MONTHLY 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 and given a birthday certificate. 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. Please do not deliver cupcakes to your child's classroom on non-party days. The Office Staff have been instructed not to deliver them.



 **Each classroom teacher will provide you with a schedule of their Birthday Celebration date.**




## **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.



## **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.





# Arrival & Dismissal



Please help us all be safe by:



**Not PARKING OR DROPPING Off in the bus entrance Fire Lanes** (This is just for busses and daycare vehicles). Always use the last driveway for both dropping off and picking up your child/children.



• **Waiting patiently for pick up and drop off.** The staff tries to keep things moving as quickly as possible. Please be patient with us. We will ask cars that are blocking the pick-up area to move to a parking stall in the middle parking lot, if students do not arrive from class within a couple of minutes after dismissal time.



• **Not Blocking the Passing Lane. We have added a passing lane to the far right of the three pick up lanes.** They are to be used by vehicles which are already loaded with students or cars that are passing through. Do not allow your child/children to cross the blacktop area of the parking lot and walk to your car unsupervised or cross in the middle of the street. Your child/children will be loaded when your car reaches the front of the line.



• **Walking all scooters and bikes once you get on campus, including walkways and parking lot.**



• **Adhering to TK/K precautions. TK and Kindergarten Parents can drop off and pick up students at their classroom door.** Please remember to sign your child out each day for safety precautions.



• **Being courteous to school staff and volunteers.** We have roughly 400 students at Allison, who all get dismissed at the same time. We will do our best to make the transition quick, safe, and seamless as possible. If you have any ideas on how to improve our current system, please stop by the office and chat with the principal and safety team.



• **Not stopping on the street in front of the school.** This is illegal and unsafe. We have been contacted by the Sheriff's Department and the Safe School Officer and citations will be issued for stopping or parking on the street in front of the school. Do not allow your child/children to cross in the middle of the street alone. A safe place to park is in front of the field after the last driveway.



• **Do not exit through the entrance of the last parking lot.** We will do our very best to keep cars moving through the zones. If you come before the cones are placed in the office parking entrance, then you can park in the middle lot. Many of our support staff members, who park in the middle lot, leave by 2:00, so space should be available.



• **If you have a Handicap Placard in your window,** you will be allowed entrance into the office parking lot and can move forward to the handicapped parking in the middle parking lot.





## Attendance



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.



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## 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.



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## Awesome Attendance and Perfect Attendance



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



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 principal. Students with perfect attendance for the month, will be part of a monthly celebration and receive treats.



## Classroom Interruptions





## Dress Code















 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/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.**   
   
   
 











## **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 everyday, 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. 

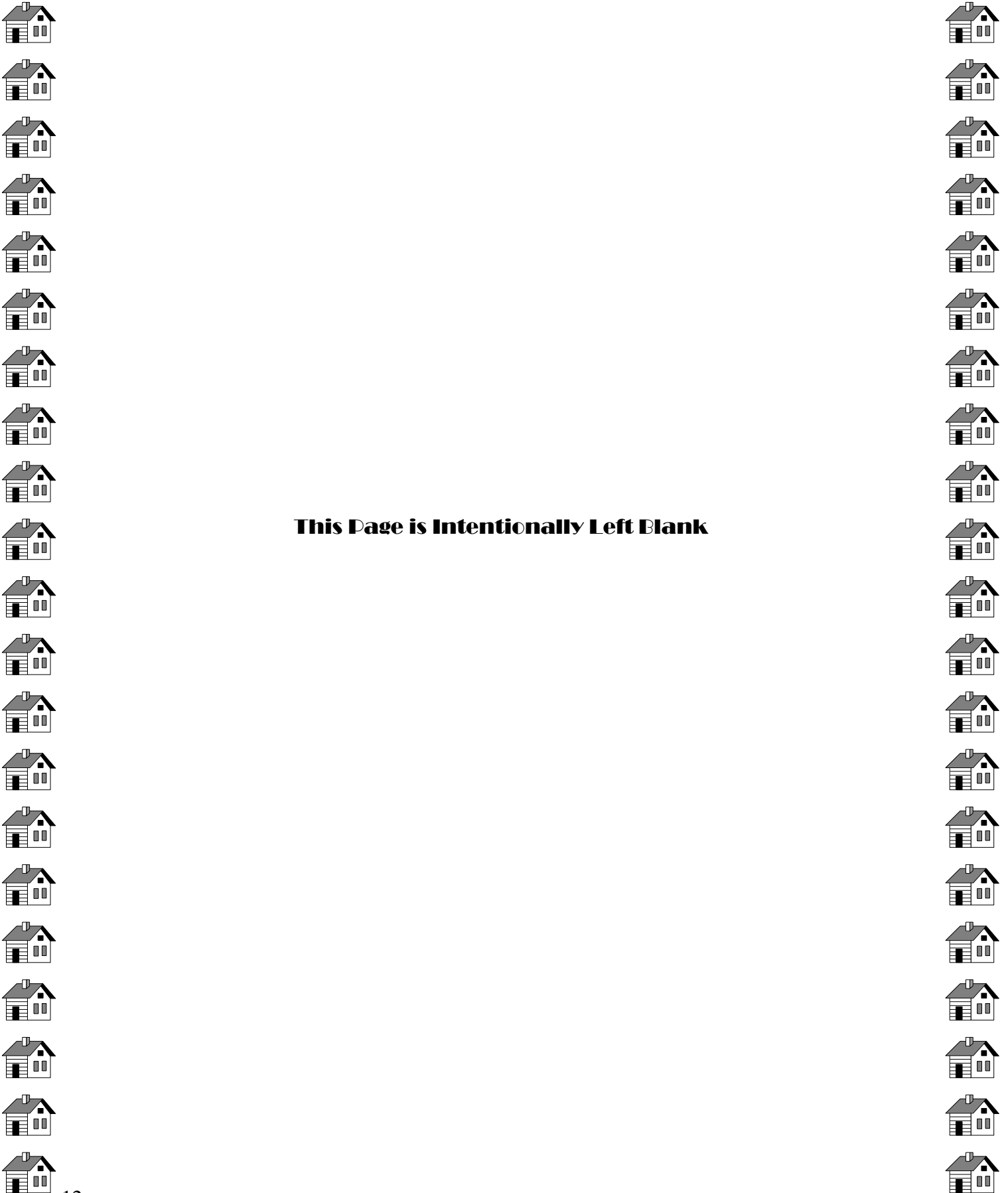




-  • Stole or attempted to steal school property or private property, knowingly received stolen school property or private property. 
-  • Committed an obscene act or engaged in habitual profanity or vulgarity. 
-  • Created, an intimidating, hostile, or offensive environment. 
-  • Intentionally engages 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.





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**PLEASE SIGN AND RETURN THIS PAGE IN  
YOUR CHILD'S WEDNESDAY FOLDER  
AS ACKNOWLEDGEMENT THAT YOU HAVE  
READ THIS PACKET**

Cut Here



Important: Return this form to your child's teacher.

I have reviewed this handbook with my child, \_\_\_\_\_, and I understand that we will be responsible for the rules and information as stated in the handbook.

Teacher's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

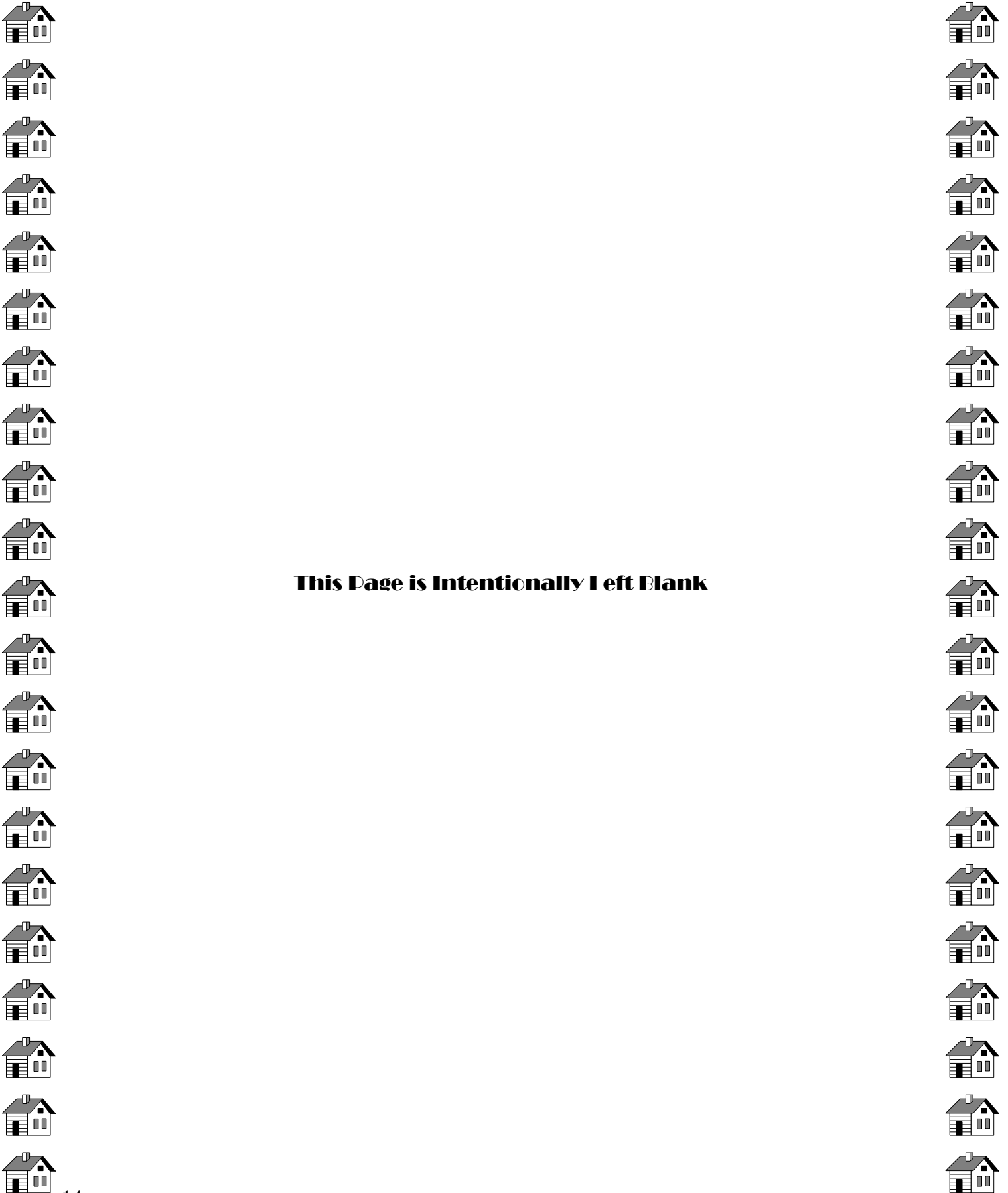
Student's Name: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date





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# 2024-25 Allison School Calendar



First day of school  
ELPAC Initial Testing Begins

August 20<sup>th</sup>  
August 20<sup>th</sup>- June 5<sup>th</sup>

**Back to School Night**  
Labor Day/No School

**August 22<sup>nd</sup>**  
September 2<sup>nd</sup>

Progress Reports Go Home  
Veteran's Day/No School

October 4<sup>th</sup>  
November 11<sup>th</sup>

1<sup>st</sup> Trimester Ends  
Parent Conferences/No School

November 15<sup>th</sup>  
November 21<sup>st</sup> - 22<sup>nd</sup> (All Students)

Thanksgiving Recess/No School  
1<sup>st</sup> Trimester Awards Assembly

November 25<sup>th</sup> - 29<sup>th</sup>  
December 6<sup>th</sup>

Winter Recess- No School  
Martin Luther King Jr. Day/ No School

December 23<sup>rd</sup> - January 3<sup>rd</sup>  
January 20<sup>th</sup>

Progress Reports Go Home  
ELPAC Summative Test

January 24<sup>th</sup>  
February 5<sup>th</sup> - June 3<sup>rd</sup>

Holiday- Presidents' Day/No School  
Holiday- Presidents' Day/No School

February 10<sup>th</sup>  
February 17<sup>th</sup>

2<sup>nd</sup> Trimester Ends  
Report Cards & Invites Go Home

March 7<sup>th</sup>  
March 21<sup>st</sup>

2<sup>nd</sup> Trimester Awards Assembly  
Spring Recess- No School

March 28<sup>th</sup>  
April 14<sup>th</sup> - April 21<sup>st</sup>

Progress Reports Go Home  
**State Testing- CAASPP/SBAC**

April 25<sup>th</sup>  
April 28<sup>th</sup> - May 23<sup>rd</sup>

**Open House TK - 6<sup>th</sup> grades**  
Memorial Day/No School

**May 22<sup>nd</sup>**  
May 26<sup>th</sup>

3<sup>rd</sup> Trimester Awards Assembly  
Kindergarten Promotion

May 30<sup>th</sup>  
June 5<sup>th</sup>

6<sup>th</sup> Grade Promotion  
Last day of school (Minimum Day)

June 5<sup>th</sup>  
June 6<sup>th</sup>

Early Out Wednesday - Dismissal at 12:27 p.m.  
Minimum Days - Dismissal at 12:57 p.m.

Shortened Day - Dismissal at 1:27 p.m.  
Regular Days- Dismissal at 2:27 p.m.

**Sign up for Aeries Communication- Parent Square on the Twin Rivers Unified School District website- [www.trusd.net](http://www.trusd.net) or visit our Allison School website at <http://allison.trusd.net> for more details about school wide events, SSC and ELAC meetings.**