

# First Street School Family Handbook 2025-2026



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**Roadrunners will learn, grow, and thrive!**

**B**e Safe, **E**xercise Responsibility, **E**ngage in Learning, and **P**ractice Kindness

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Office: (916) 645-6330

24 Hour Attendance Hotline: (916) 434-7240

Website: <https://fses.wpusd.org/>

Principal – Ms. Lyndsay Reynolds

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## **Attendance**

Regular attendance is one of the most important factors in long term academic success. When your student is here every day, we are able to build better relationships with them, we can help them understand academic concepts that build on one another, and we can better identify areas of concern in order to provide your student with the support that they need to be successful.

Regular attendance includes *arriving at school on time, coming to school every day, and staying in school for the entire day*. You can help by ensuring that your student only misses school for excused reasons. Absences from school will be excused for *health reasons, attendance at funeral services for a family member, appearance in court or observation of a religious holiday or ceremony*. **When a student misses 18 or more days of school for any reason, they are considered to be chronically absent.**

When your student does need to be absent, please be sure to notify the school as soon as possible. You can report an absence by calling the twenty-four hour attendance line (916-645-6330) or by using the school website to send an email to our attendance clerk. Please be sure to indicate your student's full name, dates of absences, and the specific reason for the absence. We also encourage you to notify your student's teacher if possible.

### **Appointments**

Please help us support your students by doing your best to minimize appointments during the school day. In the event that you need to check your student out early, consider calling ahead to the office 15 minutes early so we can have your student ready when you arrive to sign them out. Students leaving school before the end of the school day must be signed out through the front office by the parent, guardian or other adult listed on the student's emergency card. **ID will be required to pick up a student.**

### **Short Term Independent Study**

While we strongly discourage Short Term Independent Study during the school year, we do understand that events may occur beyond your control that may result in your student needing to study from home for a period of time. Short Term Independent Study is used to ensure that a student is able to maintain academic progress in his/her regular classes during a short term absence of no more than 14 days due to emergencies, vacation or illness.

Requests for Short Term Independent Study must occur no fewer than five days before the student's first day of Short Term Independent Study. Short Term Independent Study work will be due the day the student returns to school.

A student requesting Short Term Independent Study must be in good academic standing, have satisfactory attendance, and (if applicable) have successfully completed work from previous participation in Short Term Independent Study. Please contact our attendance clerk for more information about how to request a Short Term Independent Study.

### **Withdrawals/Transfers**

In order for all necessary records to be completed, families must notify the Attendance Clerk at least two days before a student withdraws from school or transfers to another school.

Students will follow their regular schedule on their last day of attendance and complete the withdrawal process. Final clearance must be made with the Attendance Clerk at the end of the school day. A

forwarding address, with zip code, must be left with the clerk.

### School Attendance Review Board (SARB)

The School Attendance Review Board (SARB) is triggered when there are concerns about students related to irregular attendance. These meetings are intended to find ways to support families in helping their students attend school regularly.

The Principal and Attendance Clerk will send information to the student’s home if the student has excessive tardies, excused absences, or unexcused absences. The letters will be sent according to the following guidelines:

Excused for Illness	Action
5 <sup>th</sup> excused absence	Excessive Excused Absence Letter 1
10 <sup>th</sup> excused absence	Excessive Excused Absence Letter 2
14 <sup>th</sup> excused absence	Excessive Excused Absence Letter 3
15 <sup>th</sup> excused absence and each absence thereafter will require a doctor’s note	No Doctor’s note=unexcused absence

Unexcused Absence	Action
3 <sup>rd</sup> Unexcused Absence	Truancy Notification 1
6 <sup>th</sup> Unexcused Absence	Truancy Notification 2
9 <sup>th</sup> Unexcused Absence	Truancy Notification 3, SARB Notification

### Tardies

Arriving on time to school is an important part of being successful in school. From setting routines, to building relationships, to learning important concepts, the beginning of the day sets the tone for your students’ day at school. We understand that there may be occasions where you are running late. If your child is tardy, please sign them in at the office.

Per Education Code 48260: Truancy notices will be sent out for the following: student is absent from school without a valid excuse on three (3) or more days in one school year or tardy in excess of thirty (30) minutes on three (3) or more days

### AVID

[AVID stands for Advancement Via Individual Determination](#) and is a national program that is focused on giving students the skills and knowledge necessary for success in college and career. Our teachers participate in additional training throughout the year to prepare them to teach lessons through AVID strategies that are created to help students engage more deeply with their learning, develop a love of learning, and give students more autonomy and agency in their learning. These teaching strategies build confidence and skill in our students that set them up for success in college or the career of their choice!

We also work to educate and expose students to the college and university experience and let them know the path necessary to gain admission. Our 2<sup>nd</sup>-5<sup>th</sup> graders participate in field trips to see various colleges in the area. Additionally, you will see AVID education around college admission and career readiness for adults at our many family engagement nights.

## **Behavior - PBIS**

PBIS stands for Positive Behavioral Intervention and Supports and is a data-driven behavior plan that teaches students the behaviors we want to see on campus, at home, and in the community. The Educlimber data management tool helps us identify trouble spots so we can better target areas that need attention. Positive behaviors are reinforced and rewarded. We have adopted the acronym *BEEP* which stands for Be Safe, Exercise Responsibility, Engage in Learning, & Practice Kindness. The current edition of our Behavior Matrix, which shows how our Roadrunners will *BEEP* on campus, at home, and in the community, can be found on our school website.

We expect all of our students to exhibit positive behavior which also includes the following:

- Complete all assigned class work and homework
- Follow adult instructions
- Keep your hands, feet and objects to yourself
- Speak in a calm, respectful voice
- Properly care for school and personal property
- Use only kind words toward others
- Keep dangerous items away from school bully
- Leave personal items or toys at home, this includes toys and trading cards (Pokemon, etc.).

### **Bully Prevention (in PBIS)**

In conjunction with teaching our *PBIS BEEP* rules this year, we will also be providing each student with the knowledge and skills necessary for bully prevention. The focus of this instruction centers on giving students the tools to extinguish bullying through the blending of school-wide Positive Behavior and Intervention Supports, explicit instruction, and a redefinition of the bullying construct. We will teach our students various skills in a Menu of Choice when faced with undesired attention from another person.

### **Playground Procedures**

- Stay in designated areas. The outdoor amphitheater is for use by teachers during class time.
- Stay alert and avoid crossing through other students' games.
- Keep school grounds clean. Snacks are only to be eaten at the tables under the shade structure.
- Use the restroom and get a drink before the bell rings.
- "FREEZE", take a knee, and hold all equipment when the bell rings. Walk to your class line when the whistle blows.
- Report any problems to the playground supervisors on duty.

### **Play Structure Procedures**

- One person on the slide at a time, slide feet first, sit on your bottom, and move out of the way when finished.
- Walking feet only in the apparatus area.
- Balls and other play equipment stay on the blacktop.

- Proceed one way on rings and climbing bars.
- Skipping bars is fine, but no jumping to skip the bars.
- Stay on the intended areas of the play structure rather than climbing the outside.
- Stay right-side-up on the play structure.

## **Student Recognition**

- *BEEP* Cards
  - Awarded to students by any staff member for being Be Safe, Exercise Responsibility, Engage in Learning, & Practice Kindness.
  - Can be used in the student store for prizes. The more cards a student has to trade in, the greater the prize. Cards given out by teachers are worth one, cards given out by classified staff or other school personnel are worth double!
  - Redeemed cards are placed in a jug in the office for a weekly drawing for additional prizes.
- Weekly Morning Meeting Assemblies
  - This year we will be holding all-school morning meetings on Friday mornings to positively acknowledge students for their hard work behaviorally and academically, build a stronger school community, and reinforce lessons in kindness, teamwork, perseverance, and more.
  - If your student is being acknowledged, you will be invited to join. Due to space, we ask that you limit attendees to two adults. Please also be aware that it may be standing room only.

## **Reinforcement & Consequences**

All classroom teachers post and consistently enforce classroom standards for behavior. We want students to learn to take responsibility for their actions. Our approach to helping students is positive and proactive.

At times, it is important for students to have consequences for their actions. At First Street School, we have a five-level discipline system. The first two levels are for minor infractions and are handled by the classroom teachers with consequences ranging from a warning to a classroom citation depending on severity or frequency of the behavior. The final three levels are for more serious infractions or repeated offenses and result in a referral to the office. Suspension or expulsion may be imposed at any time in the case of serious violations (Educational Code 48900) by the administration or their designee.

In the case of any discipline, it is our hope that we will work together to help our students learn from their mistakes, which will serve them well for the rest of their lives.

## **Nondiscrimination/Harassment**

District programs and activities shall be free from discrimination. The District takes these types of incidents very seriously when students make remarks (slurs) against other students, families, staff members or members of the community. A “slur” is speech, for example, epithets, threats, verbal abuse, use of profanity or derogatory comments that make reference to real or perceived ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics.

A “slur” also includes spreading rumors, jokes, notes, stories, drawings, pictures or gestures that make reference to the previously mentioned protected classes.

Any student who directs a slur towards any other student at school or at a school-related activity and who is reported to the school for making the slur is subject to the disciplinary action described below.

Making slurs may result in, but is not limited to, the following:

- Phone call to parent/guardian
- Loss of school privileges
- Conference with any or all of the following: students involved, parent/guardian, administration, counselor, staff members
- Written apology
- Possible suspension for the second racially motivated offense

### **Dress Code**

Our Board Policy expects students to wear clothing that is suitable for the school activities in which they participate. Additionally, students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program. When practical, dress code concerns will be addressed with students outside of their academic instruction times.

The following guidelines shall apply to all regular school activities:

- ◆ Appropriate shoes must be worn at all times. Shoes must be safe and appropriate for P.E. and outside activities. Heels must be low and all shoes must have backs or back straps on them. Flip-flops are not permitted.
- ◆ Clothing, jewelry, and personal items shall be free of writing, pictures or any other insignia which is vulgar, lewd, obscene, profane or sexually suggestive or which promotes the use of alcohol, drug, tobacco or other illegal activity.
- ◆ Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

### **Cell Phones/Smart Watches/Other Electronic Communication Tools**

While we discourage student possession of cell phones and other electronic communication tools on campus, we understand that parents may wish for their children to carry a cell phone, smart watch, or other electronic communication tool to be used going to and from school. Students who bring a cell phone to school must keep the phone in the OFF position while on campus and store it safely in their backpack. Smart Watches must be set to school mode and students may not use them as communication devices during the school day. The school is not responsible for any lost or stolen electronics. If students have their phone, smart watch, or other electronic communication tool out of their backpack during the school day, the following procedures will be followed:

- 1st Occurrence: Student will be asked to return their device to their backpack, and the incident will be logged in Powerschool.
- 2nd Occurrence: The device will be placed in the office for the student to pick up after school, the incident will be logged Powerschool and staff will contact the parent.
- 3rd Occurrence: The device will be placed in the office for a parent to pick up after school, the

incident will be logged in Powerschool and staff will contact the parent.

- 4th and further Occurrences: The device will be placed in the office for a parent to pick up after school, the incident will be logged in Powerschool, and a parent meeting will be scheduled for each future occurrence.

\*Students using devices for medical purposes are exempt for medical monitoring purposes.

California Education Code Section 48901.7.

## Bell Schedules



### FIRST STREET ELEMENTARY SCHOOL 2025-2026 BELL SCHEDULE



#### Regular Day Schedule

	TK Billings Burga Gonzalo	Kindergarten Burga Gozalo Perez Vargas	1st Grade Opperman Tucker	2nd Grade Opperman Swesey	3rd Grade Moore Ramirez Robinson	4th Grade Costa Daniels	4/5 & 5th Grade Johnson Kinz Lyon
Breakfast	7:30-8:10	7:30-8:10	7:30-8:10	7:30-8:10	7:30-8:10	7:30-8:10	7:30-8:10
Arrival Bell	7:55	7:55	7:55	7:55	7:55	7:55	7:55
Instruction Begins	8:00	8:00	8:15	8:15	8:15	8:15	8:15
AM Recess	10:00-10:30	9:30-9:45	10:00-10:15	10:00-10:15	10:00-10:15	10:20-10:35	10:20-10:35
Lunch/ Recess	Lunch 11:20-11:40  Play 11:40-12:00	Lunch 11:20-11:40  Play 11:40-12:00	Lunch 10:40-11:00  Play 11:00-11:20	Lunch 10:40-11:00  Play 11:00-11:20	Lunch 11:00-11:20  Play 11:20-11:40	Lunch 11:40-12:00  Play 12:00-12:20	Lunch 12:00-12:20  Play 12:20-12:40
PM Recess	n/a	n/a	1:40-1:55	1:40-1:55	1:40-1:55	n/a	n/a
Dismissal	Dismissal 11:20	1:40	2:40 (1:40 Early Release Mondays)	2:40 (1:40 Early Release Mondays)	2:40 (1:40 Early Release Mondays)	2:40 (1:40 Early Release Mondays)	2:40 (1:40 Early Release Mondays)



**FIRST STREET ELEMENTARY SCHOOL  
2025-2026 BELL SCHEDULE**



**Early Release Schedule**

	TK Billings Burga Gonzalo	Kindergarten Burga Gozalo Perez Vargas	1st Grade Opperman Tucker	2nd Grade Opperman Swesey	3rd Grade Moore Ramirez Robinson	4th Grade Costa Daniels	4/5 & 5th Grade Johnson Kinz Lyon
Breakfast	7:30-8:10	7:30-8:10	7:30-8:10	7:30-8:10	7:30-8:10	7:30-8:10	7:30-8:10
Arrival Bell	7:55	7:55	7:55	7:55	7:55	7:55	7:55
Instruction Begins	8:00	8:00	8:15	8:15	8:15	8:15	8:15
AM Recess	10:00-10:30	9:30-9:45	10:00-10:15	10:00-10:15	10:00-10:15	10:20-10:35	10:20-10:35
Lunch/ Recess	Lunch 11:20-11:40 Play 11:40-12:00	Lunch 11:20-11:40 Play 11:40-12:00	Lunch 10:40-11:00 Play 11:00-11:20	Lunch 10:40-11:00 Play 11:00-11:20	Lunch 11:00-11:20 Play 11:20-11:40	Lunch 11:40-12:00 Play 12:00-12:20	Lunch 12:00-12:20 Play 12:20-12:40
Dismissal	Dismissal 11:20	1:40	1:40	1:40	1:40	1:40	1:40



**FIRST STREET ELEMENTARY SCHOOL  
2025-2026 BELL SCHEDULE**



**Mini Day Conference Schedule (11/17 - 11/21)**

	TK Billings Burga Gonzalo	Kindergarten Burga Gozalo Perez Vargas	1st Grade Opperman Tucker	2nd Grade Opperman Swesey	3rd Grade Moore Ramirez Robinson	4th Grade Costa Daniels	4/5 & 5th Grade Johnson Kinz Lyon
Breakfast	7:30-8:10	7:30-8:10	7:30-8:10	7:30-8:10	7:30-8:10	7:30-8:10	7:30-8:10
Arrival Bell	7:55	7:55	7:55	7:55	7:55	7:55	7:55
Instruction Begins	8:00	8:00	8:15	8:15	8:15	8:15	8:15
AM Recess	10:00-10:30	9:30-9:45	10:00-10:15	10:00-10:15	10:00-10:15	10:20-10:35	10:20-10:35
Lunch/ Recess	Lunch 11:20-11:40 Play 11:40-12:00	Lunch 11:20-11:40 Play 11:40-12:00	Lunch 10:40-11:00 Play 11:00-11:20	Lunch 10:40-11:00 Play 11:00-11:20	Lunch 11:00-11:20 Play 11:20-11:40	Lunch 11:40-12:00 Play 12:00-12:20	Lunch 11:50-12:10 Play 12:10-12:30
Dismissal	Dismissal 11:20	12:30	12:30	12:30	12:30	12:30	12:30

## **Bicycles and Scooters**

Students are encouraged to ride bicycles and scooters to school if they can be ridden safely according to the vehicle code, the student wears a bike helmet, and bikes are locked in the on-campus bicycle racks during the day. Students must walk their bikes and scooters on campus at all times. Helmets must be worn when riding bikes and scooters to and from school since this is a California State law. Students observed not wearing helmets will not be allowed to ride their bikes home.

According to CA law, bicycle, scooter and skateboard riders and passengers under 18 years of age must wear a fastened bicycle helmet while riding on a public road (CVC §21212). Head injuries are more complex and more difficult to heal than typical injuries – don't take the risk!

California State law also states that anyone operating a motorized scooter must have a valid driver's license. Because of this, motorized scooters are not allowed as a means of transportation for our students.

Under California Vehicle Code 407.5(a), an e-scooter is defined as:

A "motorized scooter" is any two-wheeled device that has handlebars, has either a floorboard that is designed to be stood upon when riding or a seat and footrests in place of the floorboard, and is powered by an electric motor.

The law also places clear restrictions on e-scooter operation under Vehicle Code 21235, including:

Riders are REQUIRED to have a valid driver's license or learner's permit.

E-scooters cannot be operated on sidewalks, except as may be necessary to enter or leave adjacent property.

No passengers are permitted on an e-scooter.

Riders under 18 must wear a properly fitted and fastened bicycle helmet.

Additionally, California Education Code requires schools to take responsibility for student safety during their travel to and from campus. Unfortunately, we have seen an increase in incidents involving e-scooters, some resulting in serious injuries. To address these safety concerns and ensure compliance with the law, e-scooters are no longer permitted on elementary school campuses.

## **Cafeteria**

Breakfast - All students are able to obtain a cost-free breakfast in our cafeteria from 7:30 – 8:05 AM. Kindergarten students should arrive at school for breakfast with enough time to eat a full meal and be in their classroom by 8:00am.

Lunch - All students are able to obtain a cost-free lunch during our school lunch periods.

Lunch Menus - Lunch menus can be found at our food service website:

<https://www.wpusd.org/food-and-nutrition-services/on-the-menu>

## **Changing a Student's Teacher**

Teachers and administrative staff take a considerable amount of time forming classes. If a class change is desired, the parent must meet with the child's teacher and principal to discuss the reasons and

availability of space in other classrooms. Requests to change teachers will not be considered during the first 15 days of the school year.

## Chromebooks

Each student is responsible for maintaining the condition of any textbooks, workbooks, and/or classroom materials assigned to him/her and for returning all assigned textbooks to the teacher at the end of the school year or when the child leaves the school.

Your student will be issued a District technology device (Chromebook, Hotspot, iPad, Laptop) to use only for school-related instruction and activities. Its use is conditioned upon compliance with all District Student Internet and Telecommunications Use policies. Copies of the Student Internet Use Agreement and policies can be found on our district website.

WPUSD owns the device, installed software, and other accessories and if the District technology device is used for any improper purposes, the District reserves the right to have the District technology device returned immediately and remove working access.

You are liable for the value of this device while it is in your possession. If notified by the District, you are to return the District issued technology device within 10 days or during the scheduled return window dates. A device not returned, or returned damaged, will result in the full replacement charge of the device.

WPUSD is offering a Student Chromebook Service Plan for families to purchase to cover basic repair or replacement of the student's Chromebook for the school year. Parents can enroll on our website [HERE](#).

### Service Plan Option

- A District Chromebook service plan is available for \$40 per year.
- The plan is effective from the First Date of Registration to June 30 of each year. It will not cover damage prior to the purchase date.
- Plans purchased at any time during the school year will terminate June 30 of that school year.
- Plans purchased during the year will not be prorated.
- There are no refunds for students who leave the district before the effective end date of the current school year's service plan (June 30 of that school year).
- Each student must register their Chromebook device. There is no multi-device family plan.

### Repair/Replacement Plan Coverage Fees

- 1st covered damage/replacement - \$0
- 2nd covered damage/replacement - \$30
- 3rd covered damage/replacement - \$40
- After 3 damages and/or replacements in one school year the parent/guardian is responsible for full price for all damages or replacement. See charges [HERE](#).

### Covered Incidentals

1. Accidental damage to frame, cracked screens, drops, liquid spills, submersion. (See repair coverage fees above). All incidents will be evaluated for deliberate abuse/neglect.
2. Accidental damage to keyboard / trackpad.(See repair coverage fees above). All incidents will be evaluated for deliberate abuse or neglect.
3. Theft, burglary, robbery, home event (with official police report) - ONE PER YEAR. Any

- subsequent incidents are treated as neglect and incur full charges for damage or replacement.
4. Vandalism, must submit an official police report or school administrator non-student incident report. Any subsequent incidents are treated as neglect and incur full charges for damage or replacement.
  5. Mechanical failures, determined by IT staff, are covered even if not under a manufacturer's warranty. Does not count against Plan.

### Non Covered Incidents

All incidents below will be subject to full charges as listed [HERE](#)

1. Loss of accessories, software or data, including power supply.
2. Intentional acts of damage, neglect/abuse as determined by school staff or manufacturer.
3. Corrosion, rust, or cosmetic damage.
4. Unexplained loss, mysterious disappearance or law enforcement seizure
5. Devices not returned when exiting the District, or upon promotion/graduation
6. Tampering with or any unauthorized attempts to repair the device, install software or remove the device from the WPUSD managed domain. (Issues of this type will be referred to site administration for violation of the Student Acceptable Use Agreement)

Students who do not participate in the service plan program will be charged the total cost of repairs, not to exceed the replacement value of the device as listed on the [District Issued Technology Device Agreement](#).

### Repair/Replacement Fees - Not Enrolled in Chromebook Service Plan:

- Chromebook Replacement (non-returned) - \$350\*
- Chromebook Replacement (returned - non-repairable or non-functioning) - \$200
- Chromebook Repair:
  - Cracked, Broken or Non-Functioning Screen - \$ 80
  - Missing Keys on Keyboard - \$25
  - Cracked Frame – if non-repairable may be charge \$200
  - Non-functioning headset adapter - \$200

Failure to return the District technology device will result in full replacement charge noted above and billed to the parent of the student and placed on student fee account until paid in full.

\*Non-returned Chromebook reported as stolen must provide a police report showing Chromebook listed as item stolen to have fee waived.

### **Confidentiality**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to schools that receive funds from the US Department of Education. The law also allows parents the right to inspect and review their child's educational records and to request copies (schools can charge a copy fee) of all or parts of the record. The request to review and/or copy the records needs to be made in writing and shall take place in the presence of an

administrator or his designee. School employees cannot provide people (other than the student's parents/guardians) information or educational records about a student that is under 18 years of age unless the parent has provided written consent that approves the release of such records.

Directory information, such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance can be disclosed by the school. If a parent chooses to exclude their information from being shared, there is a form that must be completed and turned into our school office.

### **Contact Information**

Office Phone Number: (916) 645-6330  
Office Fax Number: (916) 645-6284  
24 Hour Attendance Hotline: (916) 434-5210  
School Web Site: <https://fses.wpusd.org/>

### **Drop-Off and Pick-Up Procedures**

Students may be dropped off in front of the school along the yellow curb area which is for drop-off; drivers must remain in their vehicles in these areas. On First Street, there is a white curb area for 15 minute passenger loading where you may exit your car to drop-off your student.

If you are walking your student to school, we ask that you say goodbye to your child at one of our gates. If it is necessary to speak with a staff member, stop by the office and our school secretary will see if he or she is available.

Students choosing to eat breakfast will be supervised in the cafeteria starting at 7:30am. All students on campus prior to 7:55am will be asked to enter the cafeteria until student yard supervision begins at 7:55 AM. At 7:55 the main gate will open and students are to drop their backpacks off at classrooms and go directly to the blacktop until the 8:10am bell. There is no supervision around the classrooms and all students are expected to stay in the play area prior to 8:10am.

Parents coming on to campus need to check in with the office at all times to sign in and receive a visitors pass.

Traffic only flows one way in the parking lots in front of school. Please drive carefully and slowly down our neighboring streets out of consideration and safety for our neighbors and children!

The area in front of the multipurpose room is a green curb for short-term parking/student loading & unloading. Please do not exit your vehicles in the green loading zone in front of the multi during the hours of 7:45-8:15 AM and 2:30-3:00 PM. This is our peak traffic time, and we need to keep cars moving forward. If seen exiting your car during those times, you will be respectfully asked to return to your vehicle. The green loading zone remains open for short-term parking during all other times.

Our parking lot is closed at dismissal for the safety of our students. Please pull into the loading zone outside the gates and one of our staff members will happily assist you in getting your child. Please do not leave your vehicle when in the loading zone. If you would like to park to pick up your child, please do so

across the street or park in the First Street Community Church parking lot.

## Emergency Procedures

Student safety is our number one priority on campus. The school’s emergency plan identifies the specific actions for an emergency situation. We utilize the Standard Response Protocol across the district to ensure continuity and common language between school sites. Students and staff practice emergency procedures such as evacuation, secure, and lockdown drills during the school year to prepare for various emergency situations that might arise. More information about the Standard Response Protocol can be found in the infographic below:



### INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

### COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

**"In Your Classroom or Area"**

**Students** are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

**Adults and staff** are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



## SECURE

**"Get Inside. Lock outside doors"**

**Students** are trained to:

- Return to inside of building
- Do business as usual

**Adults and staff** are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



## LOCKDOWN

**"Locks, Lights, Out of Sight"**

**Students** are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

**Adults and staff** are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE

**"To a Location"**

**Students** are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

**Adults and staff** are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



## SHELTER

**"State Hazard and Safety Strategy"**

**Hazards** might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

**Students** are trained in:

- Appropriate Hazards and Safety Strategies

**Adults and staff** are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



## **Field Trips**

Field trips are an exciting way to enrich the learning experience and supplement classroom curriculum. Field trips planned during the school year are considered part of the curriculum and students are expected to attend just as they would for the regular school day. If you choose to opt your student out of a trip, they will still need to attend school where they will be provided work in an alternate classroom.

We will make every effort to ensure that each student has a signed permission slip so that students are not left behind on trips, but you can help by signing and returning permission slips promptly to your student's teacher. Students without a signed permission slip on the day of the trip will be unable to attend.



Students will need to ride the bus to and from the field trip. The only exception to this is if a parent officially signs their student out from school by completing a sign out log in the office. Parents can only sign their own children out and can only provide transportation to their children to and from the field trip.

Parent chaperones are encouraged and may be required on field trips. To attend as a chaperone, parents must have current TB clearance and have a completed LiveScan on file with the school office. Due to space limitations and required supervision ratios on certain trips, siblings of students attending a field trip are not allowed to attend the field trip.

*\*The Principal may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk. WPUUSD Administrative Regulation 6153 (b).*

## **Grade Reporting (Report Cards & Conferences)**

Our district elementary schools are on trimester grading periods. As such, final report cards are issued at the end of each trimester in November, February, and June. Parent teacher conferences will be held at the end of the first trimester according to the district calendar. These conferences are an important part of our partnership with you in support of your students' education. Our goal each year is to meet with the parents of every student at least once. *Parents/guardians can also request a conference with their student's teacher at any point in the year.*

## **Health Services**

All students must have the proper immunizations to be admitted to school. If a child does not have appropriate immunizations and has started school, they will be excluded until all immunizations have been given to the child and the parents have brought proper documentation.

All children entering the first grade must have completed a doctor's physical by November of their first-grade year or within 18 months before the start of first grade. Parents must also have the WPUUSD physical form correctly filled out and turned in to the office. Students who do not receive a physical or who do not turn in proper documentation will also be excluded from school until the physical is complete and documentation is turned in.

A nurse is available on site each week and a health clerk is on site each afternoon. It is vital that current emergency card information is available in case of an emergency. More than two names and phone

numbers need to appear for emergency situations. Medication may be dispensed to children by school office personnel upon the request of the parent and the child's physician. A form must be completed by the parent and physician prior to the administration of the medication. The form is available in the school office.

Please note that by law, students are not allowed to self-administer any medication, including cough drops or over-the-counter medication.

<https://www.wpusd.org/in-our-schools/programs-resources/health-services/immunizations>

### **Homework**

Homework should be meaningful and supportive of student learning, and should be easy to access for all students and their families. It should not come at the expense of family time, practice or play time, or be in any way causing stress in the home. If students are not using time wisely at school, or on the rare occasion that they are finishing a larger project, your student may find themselves with extra homework. Outside of those exceptions, the general guideline for homework follows the "10 minute rule": ten minutes for each grade level, though this may vary slightly teacher to teacher.

Example:      Transitional Kinder - 10 minutes  
                  Kinder - 10 minutes  
                  First Grade - 10 minutes  
                  Second Grade - 20 minutes  
                  Third Grade - 30 minutes  
                  Fourth Grade - 40 minutes  
                  Fifth Grade - 50 minutes

If, on rare occasions, your student is unable to finish their work, please send your student to school with a note letting the teacher know that your child was unable to finish. If your K-2<sup>nd</sup> student is regularly doing more than 20-30 minutes of homework, your 3<sup>rd</sup>-5<sup>th</sup> grade student is doing more than 50-60 minutes, or they are regularly struggling to complete their homework, please let your teacher know so we can create a structured plan to support your student.

### **Insurance Information**

Since the district does not provide accident medical insurance for school related injuries, it makes available affordable insurance plans to help in the event of an accident and urges you to purchase the plan that best fits your needs. Additional insurance forms are available from the front office staff.

### **Items Dropped Off for Students**

Families need to make arrangements with their students before they leave for school regarding appointments, supplies, and lunch. To eliminate disruption of instruction, lunches, clothes, books or other items brought to school during the school day are to be brought to the front office. Students will be notified of the items arrival and sent up to pick them up.

Please do not send balloons or flowers to students during school hours. Students are not allowed to have them on campus as they are a distraction. If items are delivered to campus, they will be held in the

office until the end of the school day.

No food delivery companies (Uber Eats, Door Dash, etc.) are permitted to deliver food to students during school hours. If a delivery is made to the school during the school day, the food will be available for pickup at the end of the school day.

### **Library**

Classrooms utilize the library weekly. Students may check out books, but are responsible for loss and/or damage.

### **Lost & Found Items**

Clothing items, money, or other found items at school are turned in to the front office. Please check with our office staff if something is missing or found. To help ensure that your child's personal items get returned, please be sure to write your child's name on them. Items not claimed will be donated at the end of each trimester.

### **Parent Teacher Organization (PTO)**

Our Parent Teacher Organization is a non-profit volunteer group that works to supplement and support First Street School's programs. Many of the family and community events held on campus are planned and run by our fantastic PTO. The PTO participates in fundraising activities that help support the events they put on for our school. They also make decisions on which projects and events the organization will fund using the fundraising dollars.

Keep your eye out throughout the year for opportunities to support the PTO. Whether you sign up to help with one event, make a donation, or join our monthly meetings, every little bit helps! We love new ideas, so consider attending a PTO meeting to bring your brilliance to the table – dates and times will be listed on the school calendar on our website.

### **Personal Property**

Students are not to bring trading cards, toys, games, or electronic games from home. These items can become a distraction in class. The school is not responsible for lost or stolen personal items, including electronics. Please revisit the "Cell Phones" section above for clarity on cell phone use.

### **Phone Messages to Students**

Please try to inform your children of any important messages before they leave home in the morning. If necessary, we will do our best to relay any phone messages to your child. Please be aware that we will not interrupt class time with a phone call. To ensure that messages get through in time, please call no later than 1:30.

### **Resolving Concerns**

There may come a time when a parent has a concern regarding a decision, action, or comment of a staff

member. We encourage parents to act quickly in addressing the concern in accordance to our District Complaint Procedure:

**Where do I start?**

Begin with addressing your concern with the individual directly, either by phone or request a meeting in person. Disputes and misunderstandings are often best resolved in person and may be the result of miscommunication. Often, misunderstandings can be cleared up or issues addressed through a courteous conversation at the school level.

**What if I still have concerns?**

You may feel you were unable to resolve the issue with the individual. In this case, you should schedule a meeting or phone call to discuss the situation with your school's assistant principal or principal. Concerns related to administration (assistant principal or principal) should be directed to the district personnel department.

**And if that doesn't work?**

If you still feel there has not been a satisfactory resolution after exhausting all efforts in the steps outlined above, including discussing the situation with the principal, please contact the district personnel department at 916-645-5293. If you have not taken the steps above to resolve the issue with the school, you may be referred back to the school site.

**School Site Council (SSC) / English Learner Advisory Committee (ELAC)**

The SSC/ELAC is created in order to assist the school in developing a school improvement plan and monitoring the progress and spending toward those stated goals. Advisory in nature, the SSC/ELAC's functions are to review the school improvement plan, monitor its implementation, periodically assess the effectiveness of the program, to oversee the development and expenditures of the program improvement budget, and make sure we are not overlooking the needs of our English Learners (EL's). SSC/ELAC membership consists of teachers, parents, classified staff and community members.

**Snacks**

Students are encouraged to bring a nutritious snack to eat during the morning recess break. Suggested snacks are: fresh fruit, vegetables, string cheese, popcorn, cheese and crackers, pretzels, granola bars, fruit leather/strips, and animal crackers. Candy, chips, and soda are not allowed at school. Students seen with candy, chips, or soda will be asked to return the item to their backpack and offered a healthy snack alternative. Healthy snacks are available to all students each day at morning recess time.

We have students in multiple grade levels with life threatening allergies. Please take special note if your child is in a class/grade level that is nut free; these policies are in place and will be enforced in order to protect children with life threatening allergies. We appreciate your support as we work to keep all Roadrunners safe and included in our snack/lunch times.

**Student Success Teams (SST)**

Partnering with families is an important part of ensuring student success, socially and academically. When we have social-emotional, behavioral, or academic concerns, bringing together a Student Success Team can help all members of the team gain a full picture of what is occurring and create an action plan to support student success. Student Success Teams typically consist of parents, one or more teachers,

support staff members, and an administrator.

Recommendations may include:

- ◆ Additional academic interventions or supports
- ◆ Additional behavioral interventions or supports
- ◆ Academic or behavioral progress monitoring
- ◆ Increased communication between teachers and parents
- ◆ Referral to outside agencies
- ◆ Parent support opportunities
- ◆ Referral for testing and/or counseling
- ◆ Development of a behavior contract
- ◆ Anything else deemed necessary and appropriate by the Student Success Team.

### **Textbooks**

Each student is responsible for maintaining the condition of any textbooks, workbooks, and/or classroom materials assigned to him/her and for returning all assigned textbooks to the teacher at the end of the school year or when the child leaves the school.



### **Tobacco, Alcohol, and Drug-Free School Site**

All schools and district facilities are tobacco, alcohol, and drug free sites. The use of tobacco, alcohol, or drug products is prohibited within any district property (including our parking lot), facility or vehicle. This prohibition also applies to all individuals attending events on school campuses or representing the district at school-sponsored activities (such as field trips) that are held at locations other than district property.

### **Volunteers and Visitors**

Parents, family members and community members are encouraged to volunteer in our school. Below is the process for becoming a volunteer at First Street Elementary School:

- Complete/update our Volunteer Information Packet (available in the office and our website).
- Provide a copy to the office of your current T.B. test (good for 4 years).
- Complete a LiveScan (fingerprints - take the WPUSD form to an approved location) clearance.
- Sign the visitor sign-in sheet in the office and wear the "VISITOR" lanyard or sticker while on campus.

So as to ensure teachers are able to focus on their instructional program, we ask that parents/volunteers schedule their visits 24 hours in advance with the classroom teacher.

There are times when a volunteer may see or hear something in the classroom or on the campus regarding a student's academic progress, a discipline issue, or other matters that are sensitive and confidential. We ask volunteers to be aware that information about students should not be discussed with anyone other than the appropriate school officials.

Any adult on campus without a volunteer tag will be questioned by staff and asked to obtain one at the

office.

So as to ensure teachers are able to focus on their instructional program, we ask that parents/volunteers schedule their visits 24 hours in advance with the classroom teacher or front office. If a parent is volunteering in multiple classes or programs, we ask that parents/volunteers communicate this with our office upon arrival or that you check back into the office between visits.

### **Roadrunner Pledge**

The *Roadrunner Pledge* on the next page is a signed agreement between the student, parents, classroom teacher, and school administration to uphold the conditions laid out in this handbook as well other home/school learning and behavioral expectations. Please sign it and return it to your student's teacher by the date on the pledge. A separate pledge must be signed yearly for each child in your household that attends First Street School.

## ROADRUNNER PLEDGE – 2025-26 School Year

We pledge to *Be Safe, Exercise Responsibility, Engage in Learning, & Practice Kindness*. As a team, we will work together to create a positive learning environment and continually strive towards academic achievement. Students and parents please read this handbook and sign and date on the lines below by August 25th, 2023. An electronic version can be found on our school website (<http://fses.wpusd.org/>) or you can request a hard copy from our office.

### **Student Pledge**

- Read and agree to the expectations, policies, and procedures detailed in this handbook.
- Arrive to all classes on time and attend school regularly.
- Demonstrate respect by knowing and obeying classroom and school rules.
- Ask for help when needed.
- Complete assignments on time with high quality and accuracy.
- Learn every day and share new learning and experiences with parents.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent/Guardian Pledge**

- Ensure my child arrives at school on time and attends school regularly.
- Support the school in its efforts to maintain a safe and positive learning environment for all students.
- Encourage good study habits by establishing a regular schedule and study time at home.
- Attend scheduled conferences, review student work, and monitor progress reports.
- Respond to communications sent home in a timely manner.
- Learn new things about what my child is learning at school.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Teacher Pledge**

- Use varied instructional techniques and materials in order to meet the learning needs of **all** students.
- Assist students in mastery of essential standards by focusing on learning and measuring growth.
- Respond to student/parent questions or concerns in a timely manner.
- Maintain a positive, safe learning environment through consistent application of expectations.
- Communicate regularly with parents and students regarding learning progress.
- Learn new ways to support **all** students in their learning each year.

Classroom Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Principal Pledge**

- Create a welcoming and safe environment for **all** students and parents.
- Communicate the school's mission and goals to **all** students and parents.
- Maintain a positive and safe learning environment for **all** students.
- Reinforce the partnership between parents, students, and staff members.
- Maintain and foster high standards of academic achievement and behavior.

Principal – Ms. Lyndsay Reynolds