

School Policies

2017 – 2018



Below you will find information on school policies, procedures, and more. Please keep this packet and refer to it throughout the school year. If you have any questions that are not addressed here, you are welcome to ask for more information in the main office.

Lunch

Lunch is made available to all Fuente Nueva students through our very own Fuente Nueva School lunch program. We have a kid-friendly menu, nutritious meals, organic milk, fresh fruit & many local and organic ingredients. The lunches are prepared at the Leavey Hall kitchen on our school campus and served fresh on a daily basis.

Cost: The full price of a lunch is \$3.75. Reduced-price meals, which cost \$0.40, or free lunches are also available for all students who qualify through the National School Lunch Program. Please fill out and return the application in the 1st Day Packet. If your family income decreases or your family size increases, you may reapply for reduced-price or free lunches at any time.

Payment: Families are requested to pre-pay for lunches by submitting cash or check payment to the main office by the Friday before the first day of the month. Lunch statements will be sent home regularly with the newsletter to help keep families up to date about their lunch balance/activity. Parents can also inquire about their lunch balance at any time by calling, emailing, or stopping by the main office. It is extremely important that families regularly pay their lunch balances - failure to keep lunch payments current may limit the student's lunch option.

The **lunch order count** is reviewed every day by each classroom teacher between 8:30 and 9:00 am. All students who arrive to school after 8:40 am must check in at the main office and can order a lunch there if needed. If you know in advance that your child will be arriving late to school, you can call the main office to order a lunch by 9:00 am. *For critical, last minute needs of the family, a limited number of same day lunches will be available to order.*

Lunch menus are available approximately two weeks before the first day of the month and are available for pick-up in the main office, posted to Fuente Nueva's Facebook page as well as in the display case next to the main office, and attached to the school newsletter. There is a vegetarian option available every day and students with dietary restrictions may receive meals that fit their needs; the required medical form for special meal accommodations is available in the main office.

Meals from home: Students who will not be purchasing a school lunch need to bring a healthy, low-sugar meal from home that is ready to eat. Please do not send your child to school with highly concentrated sugar items such as candy or soda as this greatly impacts students' ability to be present in the classroom. There is no microwave available for use by students; hot foods must be pre-heated and packed in a thermos.

Daily Schedule

School begins every day at **8:30 am**. Parents are invited to join the all-school morning circle on Mondays from 8:40 – 9:00 am. The whole school additionally adheres to the following schedule:

Snack	9:45 – 9:55 am
Snack recess	9:55 – 10:05 am
K – 5 th Lunch & Lunch recess	Varies by grade level between 11:15 – 12:30pm Lunch: 25 minutes, Lunch recess: 25 minutes

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Drop-Off Zone

- For student drop-off or pick-up, don't park or ever leave your car in the red zone: doing so not only slows down the drop-off/pick-up procedures, but can also lead to a parking ticket.
- For **early-care from 7:30-8:15am** and **regular morning 8:15-8:30am**: students may be dropped off (unload only) by the main office/hall entrance, OR park in one of the designated spaces (starred on map) and walk your child to complimentary morning care in the extended day room, or wait with your student outside their classroom – the regular classrooms open at 8:30am.
- For afternoon, pick-up by the main office/hall entrance, OR park in one of the designated spaces and walk into classroom.

Dismissal

All grades have early dismissal at 1:30 pm on Mondays.

Tuesday through Friday dismissal times vary by grade:

Kindergarten is dismissed at 2:15 pm

1st - 3rd grades are dismissed at 2:45 pm

4th and 5th grades are dismissed at 2:55 pm

When students are not participating in aftercare, parents are responsible for picking up their child from school at dismissal time. Teachers provide a 10-minute grace period during which time children will be supervised in the classroom. After 10 minutes, the student will be sent to the main office and the parents will be called. If no parent can be reached, the student will be signed in to the extended day program and parents will be charged the no-notice drop-in fee of \$10 plus \$5/hour.

If you plan to have someone other than a parent or legal guardian pick up your child from school, you must notify the main office (office staff will notify classroom teachers or aftercare staff). Only persons listed on the Emergency Contact sheet are cleared to pick up a child from school. Additional contacts may be added to this list throughout the school year by contacting the main office through email, phone or in person. Special one-time permission may be given in writing and submitted to the main office.

Late Arrivals & Early Pick-ups

Any students who arrive to school **after 8:40 am** are considered late and must check in at the main office. Students who arrive after 9:00 am are considered tardy.

If a student must leave school early for a medical or dental appointment, due to illness, or for any other reason, a parent or guardian must notify the office. When the student is picked up, the parent must sign the Early Student Release clipboard in the main office.

Illness

Students that are ill may not attend school. Please call the main office at 822-3348 before 9:00 am to notify the school of your child's absence. If your child becomes sick while at school, he/she shall be made comfortable while a parent is contacted. If the parents are not available, we will call the listed emergency contacts. Students should not attend school when any of the following symptoms or ailments are present:

- Diarrhea, vomiting, or fever over 100.5 degrees within the past 24 hours;
- Drainage from the eye or pinkeye;
- Persistent cough or a sore throat;
- Lice (live louse)
- A rash, particularly a draining rash;
- Green, yellow or thick mucus draining from nose or eyes;
- Any contagious disease, such as chicken pox or the flu.

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Children with a mild cold may attend school, however if the cold interferes with normal activities (the student is too tired to work or needs to lie down), a parent will be contacted to pick up the student. School staff reserve the right to determine a child's ability to remain at school and will do our very best to ensure that students who are sick are sent home appropriately.

Attendance Policy

Regular consistent attendance is directly related to a student's academic success. Studies show a correlation between absenteeism rates and success starting in kindergarten. Students who are not in school miss out on the opportunity to grow academically, socially, and emotionally. At Fuente Nueva, we have developed the following policies and procedures that align with California Education Code in an effort to support regular school attendance.

The only absences or tardies that are excused are those due to illness, medical/dental appointments or procedures, funerals, or observance of religious holidays. All other absences are unexcused, including for travel or family vacation. Arriving to school after 9:00 am constitutes a tardy, and three tardies constitutes one absence. The school adheres to the following procedure to address excessive absences and tardies:

First Notice: After three unexcused or nine excused absences, the school will send a letter home relating the importance of regular attendance.

Second Notice: After three more unexcused or six more excused absences, a letter will be sent and school personnel will contact parent by phone to discuss the nature of the absences and what may be done in order to support regular attendance. The local School Accountability Review Board is notified concurrently with the parent.

Third Notice: After three more unexcused or excused absences (third truancy), the school will schedule a meeting with the parent and send a letter to the parent informing them of the meeting date, time, and location. The parent is expected to call the school within three days upon receipt of the letter to confirm the meeting or to reschedule the meeting if they are unable to attend as scheduled.

Fourth Notice: A fourth notice will be sent out if either the parent does not attend the meeting scheduled in the third notice or if attendance does not improve after the meeting. The fourth notice will inform the parent that there will be a referral to the School Attendance Review Board.

Absence Notifications

If your child is absent for any reason, please notify the main office by calling 822-3348 by 9am. You may also notify the teacher, but only after you have called the office. The office staff will communicate with classroom teachers regarding student absences.

Independent Study

Independent study is available for extended planned absences. This helps the student maintain consistent attendance and connection with the classroom content learning. For the school, I.S. ensures consistent funding. Independent Study requests may be picked up in the main office or you can notify the office via phone or email. **Requests must be made two weeks in advance.**

Newsletter and Communication

Newsletters are sent home on the first Monday of the month. *We encourage you to choose to receive the newsletter via email to help reduce our use of paper resources.* Printed copies are available for families who request them. You may indicate your preference on the emergency contact sheet at the beginning of the year, but it may also be changed at any time by notifying the main office. In addition to the newsletter, we occasionally send out school-wide emails with important information or upcoming events. The sandwich board "marquee" located outside the main office is also regularly updated with important school information.

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School Directory

The School Directory is created from the Emergency Contact Information sheets that are sent home in the 1st Day Packet. Upon request, families may modify which contact information appears in the directory. It is of utmost importance that you notify the main office in the event that any of your contact information changes. Updated directories may be requested from the main office any time during the school year.

Cell Phones, Toys & Electronic Devices

We request that as much as possible students leave valuable, items including all cell phones and electronic devices at home. With acknowledgement of individual needs, students may bring their personal cell phones and electronic devices to school by following these guidelines. Students may use the school phones to make personal phone calls or receive messages while on campus. Calling the main office for messages during the day is the best way to reach your child. With the exception of teacher-directed activities, while on campus, all cell phones and electronic devices must be turned off and stored in a backpack or in the main office.

Dress Code

Appropriate dress contributes to a productive learning environment. Students are expected to exercise good judgment regarding their attire at all times so as to not disrupt the educational environment. The following will not be permitted at school:

- Clothing with inappropriate words or phrases as well as advertising drugs, alcohol, tobacco and anti-school messages.
- Bare feet, high heel pumps, backless sandals, flip-flops, slippers, or steel-toed shoes.
- Excessively baggy clothes - pants must fit the waist, be worn at waist level and cannot sag.
- Underwear must be completely covered by outer clothing.
- Half-shirts, “muscle” shirts, crop tops, backless, strapless and spaghetti strap tops.
- Students should remove hats and hoods while in class except for medical or religious reasons.

The school staff reserves the right to make judgments on any article of clothing, mode of dress, or hair style which poses the potential for the disruption of learning and/or compromises a safe and orderly learning environment.

Fuente Nueva Charter Council (FNCC)

The Fuente Nueva Charter Council is the Board of Directors of our school 501(c)3. They operate much like a district’s school board and are responsible for oversight of fiscal monitoring, budget development, creation of policies, growth and development of the school vision, and hiring/firing. All meetings are open to the public. Agendas are posted in the school office window the Monday prior to the meeting and complete board packets may be requested in the main office. The 2017-2018 FNCC is comprised of the following individuals who can be reached via email or by leaving a message at the main office.

Andrew Whitney – President: awhitney101@gmail.com
Sarah Hallowell – Vice President: sarahhoo2003@yahoo.com
Darcy Quinn – Treasurer: wflower@sbcglobal.net
Molly Jacobs – Secretary: mollyjacobs1@yahoo.com
Gabriella Pevec – Compliance Officer: gabspevec@gmail.com
Kim Bonine – Parent Liaison: kimbonine@mindspring.com
Renee Marrero – Teacher Liaison: rmarrero@fuentenueva.org

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Amigos de Fuente Nueva (AFN)

Amigos de Fuente Nueva is a 501(c)3 non-profit parent teacher organization assisting to fulfill our mission and vision as a school community. The primary function of this organization is to build community, organize, and monitor volunteer efforts, and to raise funds to enrich the education of the students. All meetings are open to the greater community and everyone is encouraged to get involved. There are many ways to add your own special touch to the work of this organization. The 2017-2018 AFN are comprised of the following individuals who can be reached via email or by leaving a message at the main office.

AFN Board of Directors:

Kim Bonine – President: kimbonine@mindspring.com

Andrea Alstone – Vice President: andrea.alstone@gmail.com

Lyndsey Chamberlain – Secretary: lyndseyfitz@gmail.com

Anna Newbanks – Treasurer: anna.newbanks@gmail.com

Kelly Drew – Member: kedrew@sbcglobal.net

Margaret Fraser – Teacher Liaison: mfraser@fuentenueva.org

Beth Wylie – Admin Liaison: bwylie@fuentenueva.org