This parent/guardian/student Handbook is our attempt to include the most important information pertaining to you and your child; however, our goal is to remain transparent in our communication and request your patience and understanding as we add, edit, and update this resource to best meet the needs of our school community.

Principal Lewis
UBUNTU: I am because; we are!
Team Alcott!
Welcome Back Information for Parents

Please review this document carefully. We will keep you informed of any changes and/or any additional information as it becomes available. New/Updated information will be added as we receive guidance from our county and district.

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Meet the staff (Link to be shared at a later date)

**PREPARING FOR THE FIRST DAY OF SCHOOL**

**WHAT TO BRING (and Wear) ON THE FIRST DAY**

- Comfortable, closed-toe shoes
- Backpack: if you don't have one, let the front office know and we will provide your child with a new backpack.
- Lunch (if not taking school lunch)
- Reusable water bottle
- Face mask
- Chromebook and charger (if a returning student)

As a public school all instructional materials are provided by the school. There are no items required for purchase to start school. Teachers will provide a wishlist of items for classroom use and purchasing such items is optional.

**FIRST WEEK FORMS TO COMPLETE & Review**

| School & District Forms and Information | ❑ Universal Form for all Parents *(Please complete & Return to your child’s teacher)*  
|                                          | ❑ Update your contact information using the Powerschool parent portal. Please read the FAQ and use this guide to get started. *(please complete)*  
|                                          | ❑ SDUSD Facts for Parents  
|                                          | ❑ SDUSD Back to School Guide |

| PTA | Alcott Elementary PTA  
|     | You will receive information soon from our PTA. Your involvement and membership is critical to our success as a Neighborhood School. |
ARRIVAL AND DISMISSAL

ARRIVAL

- Families will not be permitted on campus to walk their children to their classrooms or pick them up at their classrooms at the end of the day. Parents are permitted to wait with their child to be checked in.
- While we will not require the Symptom Checklist (English and Spanish), please ensure you can answer “no” to each question prior to coming to school.
- Our school day begins at 8:15. Students can arrive for line-up in-front of the school at 8:00 a.m.
- Students will enter campus through the front of the school and will go directly to their classroom. Gates will be assigned to minimize walking distance from gate to classroom. We will have several colored Sky Dancers in front of the school and classes will be assigned a color soon.
- We will continue to check students in until check-in is complete and will lock gates immediately afterwards. Late arrivals after gates are closed will check in at the main office.
- Please DO NOT arrive or line up early- we want to minimize groups waiting outside campus.
- Our school parking lot is for staff only.
- Parking is in the neighborhood and will be impacted.
- Be patient and kind, the morning and afternoon pick-up will be busy- please allow time for this and drive safely.
- Please DO NOT arrive early and congregate by gates- we want to minimize congestion.

DISMISSAL

- Students will be dismissed from the gates at 2:45. On Wednesdays and additional minimum days, students will be dismissed at 12:45.
- Meet your teacher and student outside the assigned areas.
- Staff members will walk their class to the gate for dismissal.
- Please go to the front office if your student needs to leave before dismissal times.

Please note: Days and times for the Infant/Toddler Program, TK/UTK, Blended Preschool and ECSE Preschool varies. The students’ individual teachers will contact families regarding this information.

TRANSPORTATION

- Transportation will be provided to all students who received bus service last year.
- All students and staff riding the school bus are required to wear a face mask that completely covers their nose and mouth for the duration of the trip.
- Pupils without masks and without mask accommodations in place will not be permitted to board buses and parents will be referred to the school site to initiate the mask accommodation process.
- Disposable masks will be provided to students and staff who do not have a face mask.
- Windows and bus air vents will be open on the bus as air quality and rider safety concerns allow (weather permitting) during the transport.
- Buses will be cleaned daily. They will also be disinfected after transporting any individual who is exhibiting symptoms of COVID-19 with District approved products.
WHAT TO EXPECT DURING THE DAY

DAILY SCHEDULE
- The daily schedule will be shared at a later date.
- Please note lunch and recess times are subject to change

ATTENDANCE POLICY

PLEASE Do not send your student to school if they have the following:
- Fever with or without chills/rigors (fever defined as temp >100.0 that does not resolve within 30 min. without medication)
- Cough
- Shortness of breath
- Nasal congestion/rhinorrhea (runny nose)
- Sore throat
- Nausea, vomiting, or diarrhea
- Fatigue
- New loss of taste/smell
- Headache
- Muscle or body aches
- Poor feeding or poor appetite

To report an absence
- Parents/guardians are responsible for notifying the school if a child will be absent and why. If your child is ill, please call the school at 619 605-1200 ext. 3021 before 9am to report an absence. The office will need the following information: the child’s name, teacher’s name and the reason for the absence.

If you report your child sick
- The attendance clerk will forward your child’s name and information to our Health Office if necessary.
- The Health Office staff will contact you to discuss symptoms and next steps.
- Any symptoms on our symptom checklist require a student to stay home for ten days or provide a negative COVID test.

Absences and Tardies
- A student will be considered tardy if they arrive after all check-in is complete and the gates have been closed. If you arrive after this time, please check in at the office.

Absence Due to Quarantine
- If a student participating in onsite learning experiences COVID-like symptoms, the following attendance procedures will occur:
  ○ The student will be sent home and asked to provide a negative COVID test in order to return to onsite instruction.
  ○ If the student is absent for less than 3 days while waiting for the negative COVID test, their attendance will be marked as “illness” and they will have the same number of days as their
absence to complete any make-up work.

○ If a student’s COVID test comes back as positive OR if they need to quarantine for 10 days due to potential exposure, families can request a short-term independent study contract for the student to complete while they are absent.

○ Some students may be eligible for “in-school” modified quarantine (if they were close contacts from a school case, they have no symptoms and can get tested twice per week). Follow County “Decision Tree” for more instructions.

WHAT TO BRING TO SCHOOL EACH DAY

● We recommend a backpack that can hold Chromebook and all other items altogether. If this is not possible, a laptop bag and backpack is allowable.
● Mask/s fabric or cloth (having an extra is good!)
● Chromebook
● Chromebook charger
● Headphones
● Water bottle (labeled)
● Snack
● Lunch, if they don’t plan on eating the provided hot lunch
● Hand sanitizer, optional, but recommended
● Instructional materials that have been provided by teacher
● A jacket or sweater as windows and doors will be open at all times.

EATING ON CAMPUS (Breakfast, Lunch and Snack)

School meals will be available for ALL students at no cost for the entire 2021-22 SY. All meals must be eaten outside. All plans are subject to change based on availability of staffing.

Breakfast

● Offered in take-home meal bags as students depart for the day intended to be saved for breakfast the next morning before arriving at school.
● There will be no breakfast in the cafeteria at this time.

Lunch

● Ready-to-eat, hot lunch will be available for all students free of charge. Only one meal per student.
● Students will come through the cafeteria to pick up their meals and then walk back to their outdoor eating space. PIN numbers will not be needed at this time.

Dinner

● Ready-to-eat supper will be available for students participating in Primetime.
● Supper will also be offered to non-Primetime students in take-home meal bags as students depart for the day.

Will PIN numbers be required?

Elementary school students WILL NOT need to use PIN numbers to receive their school meals.

Will there be salad bars in the school cafés?

To start the 2021-22 SY, we will not be utilizing salad bars. We hope to reintroduce our fresh, California-grown salad bars in January 2022.

Will extra grocery items for families in need still be available?

Food & Nutrition Services will continue operating four curbside meal pick-up locations. These sites will offer student meal bags for children who choose to continue with online learning, as well as offer extra grocery items for families (dry goods, fresh produce and more) on a rotating basis.
AFTER SCHOOL PROGRAMS

Information on the PrimeTime Afterschool Program will be provided directly by the coordinator.

COMMUNICATION

Most staff will share their preferred method of communication with you. Please note that response time to calls and emails is 24-48 hours for all staff members.

If you would like to make an appointment to speak with Principal Lewis, you can do so by contacting our Elementary School Assistant, Cheryl Kerns at ckers@sandi.net

PARENT PORTAL

- Login to the PowerSchool Parent Portal to access your student’s attendance record, state testing scores, and to view grades at the end of each grading period.
- Visit the SDUSD Parent Portal webpage for more information about setting up your Parent Portal account if you do not already have one.

RETURNING FAMILIES - UPDATE YOUR CONTACT INFO IN THE PARENT PORTAL

Update your phone numbers, email addresses, and home address in the Parent Portal so we can contact you with important information, in the event of an emergency, and so that you receive important information from the District. You are also welcome to contact our School Clerk, Maru Pulido at mpulido1@sandi.net with updated contact information.

NEW FAMILIES - Please contact our School Clerk, Maru Pulido at mpulido1@sandi.net for your student’s Access ID, Access Password and any Parent Portal questions.

COMMUNICATION STRUCTURES

Aside from teacher/parent communication, the following is in place at Alcott Elementary School:
- Friday Principal Lewis Updates
- Monthly Newsletter
- Parent Meetings
- Fall and Spring Parent-Teacher-Student Conferences

HEALTH AND SAFETY

HEALTH AND SAFETY MITIGATIONS

- Face masks are required INDOORS
- PPE- gloves, extra masks, hand sanitizer has been placed in every room
- Ventilation Mitigation
  - Windows and doors will remain open for air flow
  - All classrooms have two air purifiers and/or HVAC systems with MERV 13 filters
  - AC/Heat runs at all times
- All staff is either vaccinated or will be COVID tested weekly
  - Staff is not required to disclose whether or not they have chosen to be vaccinated to parents or community members
- Signage and social distanced markers are being placed across campus
Restroom occupancy limitations will remain in place

**ILL STUDENTS ON CAMPUS**
- Due to the current COVID situation, illness protocols have changed.
- Please take your student(s) temperature every morning before coming to school. If your student has a fever or any other COVID-like symptom, do not send them to school. Our nursing team will be providing guidance throughout the year.
- If your student experiences any symptoms while at school, you will be required to come pick them up. Students will either have to stay home for ten days or receive a negative COVID test.

**COVID EXPOSURE, CONTACT TRACING, QUARANTINE**
- Alcott Elementary has a special tent, separate from the health office for students who screen positive or experience COVID symptoms. Students will wait in this area until picked up by a parent/guardian or transferred to a healthcare facility.
- All COVID-19 cases are reported to our school nurse and our cluster nurse coordinator.
- The Nursing & Wellness Department will notify those individuals determined to have been in close contact of potential exposure.
- Custodial staff has specific disinfecting procedures for the affected area.
- If a student participating in onsite learning experiences COVID-like symptoms OR is determined to be a close contact, the following attendance procedures will occur:
  - The student will be sent home and asked to provide a negative COVID test in order to return to onsite instruction.
  - If the student is absent for less than 3 days while waiting for the negative COVID test, their attendance will be marked as “illness” and they will have the same number of days as their absence to complete any make-up work.
  - If a student’s COVID test comes back as positive OR if they need to quarantine for 10 days due to potential exposure, families can request a short-term independent study contract for the student to complete while they are absent.
  - Some students may be eligible for “in-school” modified quarantine (if they were close contacts from a school case, they have no symptoms and can get tested twice per week). Follow County "Decision Tree" for more instructions.

**ADMINISTERING MEDICATION AT SCHOOL**
- Any pupil who is required to take medication, during the regular school day, must bring it to the school office. Medication prescribed by a licensed physician, and requested by the parent, will be assisted by the school nurse or other designated personnel at school. Parents desiring medication at school for their child must submit a “Physician's Recommendation for Medication” to the school, and must provide the medication clearly marked as follows: (1) name of pupil; (2) name of prescribing physician; (3) an identification number of the prescription container; (4) name of the pharmacy; and (5) the amount of the medication to be taken and time or times of the specific situation in which it must be taken. No injection may be given at school except by a registered school nurse.
- Children may not be given any kind of nonprescription medicine at school unless a physician's statement so indicates on a written form to the school or the parent has indicated such on the “Health Information Consent” form (orange card that will be sent home).
- While every effort is made to ensure students’ safety, injuries and accidents may occur. Minor injuries will be treated at school. In the event of a more serious injury, parents will be notified and requested to come to the school to pick up the child. Emergency names and contact information of those who are legally empowered to take charge of an injured child in the event the parent cannot be reached must be on file for each child.
- Student Insurance is available at a minimal cost. You are strongly encouraged to avail yourselves of the economical student insurance, which is authorized by the Board of Education. Alcott Elementary School does not provide accident insurance to students and is not responsible to its agents. Information about Student Insurance can be requested from the school office.
OFFICE HOURS & STAFF

Front Office Hours
- You can contact our front office at (619) 605-1200
- Our front office is open daily Monday through Friday from 7:30 a.m. to 3:30 pm

Office Contacts
- Cheryl Kerns: Elementary School Assistant: ckerns@sandi.net
- Maru Pulido: School Clerk I: mpulido1@sandi.net
- Lori Ovard: Clerk Typist I (Infant/Toddler Program): lovard@sandi.net

VOLUNTEERS and VISITORS

In order to comply with health and safety agreements, only “essential” visitors or volunteers will be on campus. Site administrators will determine those deemed essential to the school program. The site administrator maintains the approval of responsibility for visitors and volunteers as outlined in Administrative Procedure 4595 and volunteers must follow the District volunteer procedures.

- All volunteers MUST check in and out with the front office.
- School visitors/volunteers must follow the school’s health and safety procedures such as signing-in, daily health check procedures and wearing the Visitor/Volunteer badge at all times while on campus.
- Essential volunteers who are fully vaccinated do not have to test weekly. Those not vaccinated do have to have a weekly COVID test.
- Visitors who are unable to wear a face mask must arrange for an alternate family member to conduct business on their behalf; volunteers must comply with the mask requirements.
- Volunteers must complete the Volunteer Application and receive approval from the site administration and volunteer coordinator prior to participating as a regular volunteer.

MORNING OPENING, ASSEMBLIES and OTHER GATHERINGS

- At this time, there will not be any in-person assemblies or public gatherings.
- We will continue meetings, field trips and gatherings virtually (via zoom).

STUDENT DRESS CODE

Children who attend Alcott are expected to wear comfortable, appropriate and safe attire. Shorts may be worn but they may not be cut up the side jogging style, cut-offs or extremely short. We recommend shoes with rubber soles, buckles, ties or velcro. Dress shoes are not recommended because they are not comfortable for school play or physical education lessons. Hats may be worn outside only. For students’ safety, clothing must be appropriately sized.

For your child’s safety the following items are prohibited:
- Flip-flops, sandals, jellies, high-heeled shoes
- Any type of clothing with suggestive words or pictures, advertisements for alcohol or tobacco
- Excessive jewelry including large wire, hoop or dangling earrings (anything that could be caught or snagged in a gate)
- Half-shirts/blouses (bare midriff)
- Strapless tops or dresses
● Hats worn in school buildings including classrooms
● Shoes with wheels

Parents of students not following the dress code described above may be contacted and asked to provide other clothing for the day. Your support of the Alcott Student Dress Policy is appreciated.

BULLYING and INTIMIDATION PROHIBITION POLICY
https://sandiegounified.org/about/anti_{bullying/bullying_and_intimidation_prohibition_policy

POSITIVE BEHAVIOR & SUPPORT

Our primary goal is for students to be safe at school as they move around the campus. Students are expected to be responsible and respectful. The following rules and expectations help make Alcott safe for all students and staff:

**Expected Student Behaviors To and From School**

Students are expected to act responsibly and respectfully at all times. Students will:

- Use the safest, most direct route without playing or stopping along the way to and from school.
- Cross streets only at crosswalks.
  - Principal Lewis will be at the Crosswalk daily. Be sure to greet him with a smile and positive attitude!!
- Walk only on the sidewalks and respect community property along the way.
- Leave the grounds immediately after school and go directly home, unless participating in the Primetime program or other school activities. Meet sibling(s), parents, childcare providers or friends at a designated place. If a student is not picked up at the end of the day, the student must come to the school office to wait or have the office staff contact the parent or guardian. For their safety, students should not wait along the street if being picked up late.
- Do not play on the school grounds before or after school. This includes any of the playground equipment.

**Expected Student Behaviors On School Grounds**

- Walk quietly (level 2) on the school grounds; do not run.
- Avoid conflicts with students. Ask for assistance from teachers, assistants or administrators whenever a problem arises to help solve problems peacefully.
- Play in the playground area assigned or approved by the teacher during recesses and PE times.
- Use restroom facilities with respect for property and other students and do not play in the restrooms.
- Do not chew gum unless authorized by staff personnel.
- Be respectful and polite; do not use profanity, name-calling, racial slurs, and/or verbal put-downs. Do not make inappropriate remarks about someone’s body, sexual innuendos, or demonstrate touching or suggestive postures; these are all considered harassment. If you have a discrimination or sexual harassment complaint, contact a teacher or the administrator. Sexual harassment will not be tolerated.
- Gambling is not allowed at school. Students may not gamble with dice, playing cards, etc.
- Vandalism is considered a serious offense. Parents/guardians will be required to pay for damages resulting from vandalism.
- Animals are not allowed at school.
- Toys, cameras, iPods, electronic games, trading cards, etc., are not allowed at school.
- Valuable items are to be left at home.
- Cell phones may be used before and after school and are to remain off during the school day. Alcott is not responsible for lost or damaged cell phones.
Expected Student Behaviors On the Playground
- Students are expected to walk to the playground.
- Play only on the playground or field. Students are not to play in the hallways or restrooms.
- Use equipment safely and properly: not going up slides, refraining from running, playing tag or chase around equipment.
- Demonstrate good sportsmanship and abide by the decisions of the group or adult supervisor.
- Use school determined rules when playing games.
- At no time are students to be in a classroom without supervision.
- Refrain from throwing rocks, sand, or any other object not intended for throwing.
- Use proper language (no profanity or name-calling).
- Leave personal toys, games, video games, cameras, radios, and sports equipment at home; no toys are to be at school or in backpacks.
- Healthy snacks may be eaten in the lunch arbor or other tables on the playground (no gum or candy).

Expected Student Behaviors in the Restrooms
Students are expected to act responsibly and respectfully at all times. Students will:
- Keep restrooms neat and clean.
- Not write on the doors or other areas.
- Respect the privacy of others.
- Not play or eat in or around restrooms.
- Use the restroom and get a drink of water before the bell rings.

Expected Student Behaviors in the Cafeteria and Lunch Areas
To help make lunch a safe and enjoyable time for students, please observe the following:
- Follow the adults' directions as you enter the lunch area and cafeteria.
- You are responsible for cleaning up your table area and ground under your table before you are dismissed.
- Use a quiet conversational voice to visit with those sitting at your table. Do not call out to adults or students at other tables.
- Students must wait to be dismissed by tables when students have finished eating and trash has been picked up.
- Students must walk to the playground and not run after being dismissed from the lunch area.
- Students must use the restroom and get a drink of water before the bell rings at the end of lunch.
- Snacks and lunch items brought from home should be within reason. Please send snack-sized items (no large size bags of chips, snacks, or candy).
- Students are to eat their own food items and not share due to dietary restrictions and food allergies.

Resolving Behavioral Challenges: A Framework
The Parent/Guardian's Role
Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for their children. The following points for parents may prove helpful:
- Instill in your child a sense of responsibility for what he/she says or does.
- Help your child understand the necessity of personal safety.
- Make sure you communicate with school personnel to learn necessary facts and expected behavior.
- Show love and respect for learning as a model for your children.
- If a parent is in disagreement with a process or action in the classroom, we ask that you first speak with the teacher or staff member directly before bringing forth the concern to administration.

The Classroom Teacher's Role
The classroom teacher is responsible for establishing and maintaining a suitable learning environment and community whereby all students can learn. Parents/guardians will receive an explanation of the system for their child's classroom at the beginning of the school year. Each teacher will send home information about
their classroom rules and procedures. We encourage all families to review these expectations with your child. We know that learning can be enhanced when students are engaged and when parents support their children in school. We strive at establishing and maintaining a close relationship between the home and school.

**When an Issue Arises In the Classroom**

- The teacher will employ the classroom community system which will include the use of various strategies and techniques to resolve the problem.
- If the problem continues, the teacher will contact the parent/guardian and collaborate on a plan to support the child. A parent conference may be requested.
- If the problem persists, they may involve the counselor or principal for support.
- Parent conference meetings will be scheduled as needed and include various team members as needed. The team offers a forum where school support personnel, i.e.; counselor, teacher, administrator and parent/guardian, have a conference and collaborate extensively to support any issue that may arise.
- If the problem persists, other alternative disciplinary action may be taken following established district guidelines.

**The Counselor’s Role**
The district counselor is an integral part of supporting students at our school. The counselor’s role is to act as student advocates who listen to problems, counsel children, and assists in resolving conflicts or problem behavior using district approved guidance strategies. A counselor will be on campus two-three days per week.

**The Administrator’s Role: Principal Lewis**
Our school administrator is a partner in supporting students. If a challenging situation or behavior persists, the administrator may be called upon to support. Also, in rare cases of serious issues, such as the list below, the administrator will be contacted immediately.

1. Harming or threatening to harm another student.
2. Possession of any firearms, knife, explosive or other dangerous objects.
3. Possession of drugs, drug paraphernalia, tobacco or alcohol.
4. Stealing, vandalism or damage to school property.

**CELL PHONES/SMART DEVICES**
Students are permitted to use cell phones before and after school but not during the school day. Cell phones and other smart devices such as smart watches must be powered off and remain in the classroom cell phone box during the instructional day. Alcott is not responsible for cell phones that are damaged, lost or stolen. If a student is found using a cell phone or smart device from home during the instructional day, it will be taken and the parent/guardian will be notified by the teacher to pick it up.

**ELECTRONIC DEVICES**
Electronic Devices are not allowed at school. When children bring such items to school we are not responsible if they are lost, stolen or damaged.

**LOST AND FOUND**
Articles can usually be traced and returned if they are marked with the owner’s full name. Sack lunches, lunch boxes and removable garments are most often lost and should be plainly labeled with first and last names. Please urge your child to report his/her loss to the teacher promptly. Children and parents are encouraged to check the “Lost and Found” cart outside the cafeteria for lost articles. Unclaimed items may be donated to community organizations.
FIELD TRIPS
Parents will be notified about field trips in advance and are asked to sign a permission slip. District policy will not allow the school to accept permission for field trips over the phone. Currently all in-person field trips are on hold due to COVID-19.

TECHNOLOGY
Every student TK-5 will be issued a chromebook and charger for use at both home at school. Each child will use the same device for 3 years before a refresh. Proper care is critical to the maintenance and longevity of this learning tool.

- Any problems with the Chromebook will need to be handled by the Parent IT Department; please do not bring the Chromebook to the office to exchange. They will need to be exchanged through IT. More information found here: Chromebook Technology Support. Phone number for IT: (619) 732-1400.
- Having chromebook issues? Check out these Chromebook Troubleshooting Tips

RELEASE OF INFORMATION
- The school is not permitted to release information regarding students, including telephone numbers and addresses, to unauthorized persons.

WITHDRAWAL OF STUDENTS/TRANSFERS
If your student will be withdrawing from Alcott Elementary School, including transferring to another San Diego Unified School, please notify the front office of your student’s last day of attendance. We will prepare your student’s transcripts and attendance records as needed. Please give us 48 hours of advance notice to prepare records.

- The new school of attendance should request your student’s records by fax: 858 581-6429

EMERGENCY PREPAREDNESS
Regular drills are held throughout the year to enable students and staff to react to any emergency situation which might occur. Drills held are:

- Fire Drill
- Earthquake Drill
- Lockdown Drill
- Shelter in Place Drill
- Disaster Drill

In the event of an earthquake or other disaster, the safety of all students is our primary concern. All gates will be secured. Families will be directed to pick up children at the reunion gate. Identification will be required. This will provide us the opportunity to account for all our children and to ensure that they are released to authorized adults only. Please contact the office if you would like additional information regarding Alcott Emergency Preparedness procedures.

In the event of a school lock down procedure, for their safety, children may only be released from their classrooms at the direction of the San Diego Police Department.
Safety Plan
A site safety plan has been developed for Alcott Elementary School and all staff members receive continuous training in maintaining a safe and secure environment for students. Key components of this plan are as follows:

- Assessment of school crime and crime in the surrounding community
- Child abuse reporting procedure
- Disaster procedures (for both routine and emergency situations)
- Suspension and expulsion procedures
- Sexual harassment policy pursuant to the Ed. Code
- School wide dress policy
- Rules and procedures for school discipline to ensure a safe and orderly school environment
- Procedures to avoid or report any injuries or unsafe conditions to students or staff members

Safety Patrol
Safety Patrol is a group of 5th grade students who are trained and led by a San Diego Police Officer. Their goal is to ensure and support the safety of students and families walking and driving around our campus both before and after school. Safety Patrol members can be identified by their red Sweatshirts and/or T-shirts. Please be mindful of our Patrol members and adhere to their directions.