



# Sweetwater Springs

## SCHOOL POLICIES - QUICK REFERENCE GUIDE

### 2025-2026

<b>Attendance</b>	The best gift you can give your child is a good education. The best place to get that education is in school. Parents are required to monitor student health conditions. Students who are sick or display symptoms should remain home. It is essential that you call the office each day your child is absent. <b>Call the school office at (619) 668-5895, Dial 1 for Attendance or email Barbie.Smith@lmsvsd.net to report an absence.</b> Independent Study Agreements (ISA) are available for students to make up for absences and lost learning. Please reach out to our office or your child's teacher for an ISA.
<b>After/Before School Care</b>	<b>Extended School Services (ESS)</b> is available for students. Our site lead can be reached at (619) 668-5895 ext. 1381. More information is available on the <a href="#">district website</a> , or by calling ESS directly at 619-644-3800.
<b>Announcements</b>	<b>School-Wide</b> information from the Principal is <b>emailed</b> on Sunday afternoon. Please plan to check your email for a message each Sunday at 4pm to remain well informed. Please download the Parent Square app to have all of your messages in one convenient place.. You can also follow us on our social media accounts: Instagram @ sws.lmsv or Facebook. <b>Classroom</b> announcements from your child's teacher will be communicated using email, Class Dojo or Jupiter. In addition, we will be using Parent Square this year, which allows families to download an app. .
<b>Birthdays</b>	We know birthdays are special and would like to celebrate with you. <u><b>Food Treats are NOT ALLOWED.</b></u> No exceptions. Thank you for helping us to ensure the safety of our students with food allergies and to promote healthy eating habits for all. In lieu of cupcakes or food treats, please consider stickers, pencils, donating a book to the classroom or library or other non-food options for celebrating your child's birthday at school.
<b>Clothing</b>	<p>Your child's appearance is a direct reflection of pride in herself/himself and in her/his school.</p> <div style="text-align: center;"> </div> <ul style="list-style-type: none"> <li>✓ The diagram above (AR5132a) shows LMSVs dress code. Please see the full dress code on our website.</li> <li>✓ <b>Unacceptable Clothing:</b> clothing that shows skin in the areas that are covered in the diagram above, clothing with words or pictures about alcohol, drugs, tobacco, gangs, or profanity, and sandals (close-toed shoes required per California State Law).</li> <li>✓ Headgear (i.e. hats or hoods) must not be worn in a manner that hides a student's face, unless for religious, health, or other reasons approved by school administration.</li> </ul> <p>If your child is not dressed appropriately, you may be called to bring your child a change of clothes.          *Preschool, TK and Kindergarten students should keep a fresh set of underwear/pants in their backpack in case of an accident. We keep a very limited supply of replacement clothing in the office. Children will need to be picked up for other bathroom accidents.</p>
<b>Cell Phone /Smart Watch</b>	<u><b>Students may not use personal cell phones or Smart Watches on campus.</b></u> Phones and Smart Watches must be <b>turned off and kept in backpacks or with the teacher.</b> Calls will be generated from

	the office or directly from the classroom phone. Sweetwater Springs is not responsible for lost, stolen, or damaged electronic devices that are brought on campus.
<b>Contact Us</b>	Write a note, send an email, or give us a call. Email addresses and phone numbers are listed on the school website: <a href="https://www.lmsvschools.org/sweetwatersprings/staff-directory/">https://www.lmsvschools.org/sweetwatersprings/staff-directory/</a>
<b>Car Drop Off and Pick Up</b>	Upon entering the parking lot, please pull as far forward as you can. There is no need to change lanes. Cars in the right lane can drop-off their students once they reach the curb. They will then pull forward until being directed to cross over to the left lane to exit. Cars in the left lane will stay in the left lane until directed by staff to cross over into the right lane (curbside) at which time, their children can exit the vehicle. Those cars will then exit the parking lot when ready. Please be patient, be kind, and follow the routine. Please do not park in the parking lot when picking up your children. Cars exiting the lot hold up the driveway lines. <b>Attention TK &amp; Kinder Parents:</b> It is best that you park on the street and walk up to the gate to pick up your children. Safety is our priority!
<b>Early Check-Outs</b>	No early check outs will be permitted between 2:10-2:20 (12:55-1:05 on Tuesdays). Be prepared to present your ID. You will be <b>required to sign your student out at the front office; your child will be called to the office after you have arrived at school.</b> Please plan accordingly as this can take a few minutes. If someone other than a parent or guardian is picking up your child, the parent/guardian must deliver a signed, dated letter notifying the office as to which emergency contact will be picking up the student with the date and time of that pick up. That person must show their ID upon pick up. If your child has an appointment during the day, please be sure your child is at school before and after the appointment.
<b>Food</b>	<b>FREE breakfast</b> is available to students 7:35am - 7:50am in the auditorium. <b>FREE lunch</b> is available to all students daily. Children have 20 min. to eat & 20 min. to play. If your child brings food to school, please label your child's lunch box with his/her name and classroom. <b>Snacks</b> Per the La Mesa-Spring Valley School District Wellness Policy, children may bring healthy, nutritious snacks to school to eat during their morning recess time. <b>Healthy Snacks Include:</b> Fruits, vegetables, crackers, trail mix, pretzels, 100% juice. <b>NOT Allowed at School:</b> Gum, candy, soda, energy drinks, caffeine, LARGE bags of chips or cookies. ***Snacks must be snack size – large/family-size bags/containers of food will be sent home*** <b>Students may <u>NOT</u> share food with other children due to allergies.</b>
<b>Medication</b>	All students taking medication (of any kind) must have a doctor authorization (on our specific form) on file in our health office. An adult must bring properly labeled medication to the health office.
<b>Parking</b>	Parking is limited in our parking lots. However more parking is available on nearby streets (Austin Dr, Avenida Bosques, etc.) <u>Do not park in loading zones, red curbs, the bus lane, reserved parking spaces, or blocking a driveway.</u>
<b>Personal Items</b>	<b>Label Everything.</b> Please put your child's name on all clothing, lunch boxes, backpacks, etc. to avoid loss. Found items are placed in our school Lost & Found, located in the lunch area. Personal items such as toys, sports balls, jewelry, novelty items, should not be brought to school.
<b>PTA</b>	We invite you to be actively involved in our PTA. Look for information about upcoming PTA events in the Sunday Scoop. Information can also be found on social media: Instagram and SWS PTA Facebook.
<b>School Hours</b>	School begins everyday at 8:00a.m. Dismissal is at 1:05 pm on Tuesdays and 2:20p.m. Monday, Wednesday, Thursday, and Friday. Campus opens at 7:50a.m. Students not eating breakfast go directly to the classroom and line up. If your child arrives after 8:00 he/she must enter through the front office to check in. Please ensure your child is picked up within 10 minutes of dismissal.
<b>Volunteers and Visitors</b>	We are grateful for the support of our volunteers. Individuals who are scheduled to volunteer on campus are required to sign in at the front office, provide ID, and wear a visitor sticker any time they are on campus. Other adult visitors must make arrangements with the front office to visit our campus. Student visitors are not permitted.

Updated 7/28/25