WELCOME HANDBOOK
2018 - 2019

SHAWN MICHAEL LUNDBERG
PRINCIPAL

VICKY CACKLER
ADMINISTRATIVE ASSISTANT

TRACY KRAAKEVIK
SCHOOL CLERK

106 MANSEAU DRIVE, FOLSOM CA 95630
916.294.9135

www.fcusd.org/fhe
IMPORTANT INFORMATION REGARDING
STUDENT ARRIVAL AND DEPARTURE

Starting the second week of school, we are asking parents to drop stu-
dents off and pick them up near the parent waiting area or intermediate
playgrounds. Teachers will escort students to and from class. Please
refrain from waiting in the quad or playgrounds before or after school
unless there are popsicle sales being held.

Areas will be set aside for students to leave their backpacks, projects
and lunches on both play areas. Please do not drop off backpacks or
other items at the classroom door prior to school starting unless you
have discussed it with your student’s teacher previously. Supervision is
not offered before 8:10; please assist us in providing all students with a
safe environment by not dropping them off before that time.

Adults and parents without a visitor or volunteer badge will be asked to
leave the quad area anytime between 8:00 am and 2:45 pm.

Kindergarten parents may walk their child to school using the guidelines
discussed at the Kindergarten welcome night.

There is no on-campus parking available for parents due to the configu-
ration of our parking lots to ensure safety and emergency access.

Additional information on student arrivals, departures, parking and
other transportation/safety issues can be found starting on page 16.
WELCOME

Folsom Hills welcomes both new and returning students and families. I truly hope that the summer months provided some respite for your family.

During break, many decisions were made at both the district and state level which impact Folsom Hills. Some of these changes will be apparent, while others may not be. I sincerely thank each and every one of you for your support of both the site and our staff; having such a supporting community is appreciated in more ways than can be counted.

The 2018-2019 school year will see some program changes: all students will be participating in the heavily modified intervention and enrichment schedule discussed throughout the 2017-2018 school year, intervention programs at all grade levels will be held both during the day and before/after school, discipline plans have been updated and modified with teacher and parent involvement, student mentoring programs will continue, and our 5th graders will be attending outdoor education camp.

Folsom Hills welcomes parental input and involvement. As parents, it is very important that appropriate and logical methods to solving problems are modeled. If an issue arises at school, please talk with your student first. Ask for clarification and try to understand the context of the event, coupled with the location and staff involved. If you feel that the situation is one which needs further attention, please contact the teacher directly prior to contacting the office.

The Folsom Hills staff works hard to ensure that there is strong communication between home and school. Please utilize the PowerSchool Parent Portal account information to set up your student and parent accounts. This information will be sent home in the first Wednesday folder. This will be your most important communication tool at Folsom Hills, and the only way that many of our documents will be sent home.

There is a tremendous amount of information in this handbook. Please make sure you read through it all carefully. More information can be found on our school website at www.fcusd.org/fhe and in the information sent home the first week of school by your student’s teacher.

Should you have any questions or concerns after reviewing this handbook carefully, please feel free to contact our office between 7:30 am and 4:00 pm Monday – Friday.

Sincerely,

Shawn Michael Lundberg
Principal, Folsom Hills Elementary School
ATTENDANCE

As a reminder, FCUSD does not allow parents to remove their student from school for a vacation or work-related event and have it marked as vacation or as an excused absence. District policy states that since these absences are a choice, they will be marked as an unexcused absence and can lead to the generation of truancy letters. If you are planning to pull your student from school for such an event, please contact the office to set up an independent study contract. If the ISC is completed and returned by the date listed, the student will not be marked unexcused; this is only permissible for students planning on being absent 5 or more consecutive days. Teachers require notice at least two weeks in advance to prepare work for the contract.

Folsom Hills does award those students who are at school each and every day for the duration of the entire school year. This means that they must miss absolutely no school whatsoever. Even excused absences due to illness, medical appointments, family events, religious holidays, and even tardies will forfeit this honor from being bestowed upon a student.

BELL SCHEDULES

Pages 4, 5 and 6 contain the standard bell schedules for Folsom Hills. Please note that for the first two weeks of school, all students in grades 1 and 2 will start at 9:10 am, and end at 2:37 pm. Changes may be made at any time. Refer to the school website for the most up-to-date schedules.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8:25</td>
<td>Early Slip Arrival</td>
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<tr>
<td>8:25-9:46</td>
<td>Academic Program</td>
</tr>
<tr>
<td>9:46-10:06</td>
<td>Recess</td>
</tr>
<tr>
<td>10:06</td>
<td>Late Slip Arrival</td>
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<tr>
<td>10:06-11:46</td>
<td>Academic Program</td>
</tr>
<tr>
<td>11:46</td>
<td>Early Slip Dismissal</td>
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<tr>
<td>11:46-12:35</td>
<td>Academic Program</td>
</tr>
<tr>
<td>12:35-12:55</td>
<td>Recess</td>
</tr>
<tr>
<td>12:55-1:15</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:15-2:11</td>
<td>Academic Program</td>
</tr>
<tr>
<td>2:11</td>
<td>Late Slip Dismissal</td>
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</tbody>
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<td>Recess</td>
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<tr>
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<td>Late Slip Arrival</td>
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<td>10:06-11:46</td>
<td>Academic Program</td>
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<td>11:46</td>
<td>Early Slip Dismissal</td>
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<td>11:46-12:35</td>
<td>Academic Program</td>
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<td>12:35-12:55</td>
<td>Recess</td>
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<td>12:55-1:15</td>
<td>Lunch</td>
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<td>1:15-2:11</td>
<td>Academic Program</td>
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### EIBT Pre-School

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<td>8:25-9:00</td>
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<td>10:20-11:00</td>
<td>Services</td>
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<td>11:20-12:20</td>
<td>Academic Program</td>
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<td>12:20-1:15</td>
<td>Toileting/Lunch/Recess</td>
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<td>Dismissal</td>
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### 1st Grade

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<tbody>
<tr>
<td>8:25</td>
<td>Early Friend Arrival</td>
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<tr>
<td>8:25-9:10</td>
<td>Academic Program (Leveled)</td>
</tr>
<tr>
<td>9:10</td>
<td>Late Friend Arrival</td>
</tr>
<tr>
<td>9:10-10:10</td>
<td>Academic Program</td>
</tr>
<tr>
<td>10:10-10:30</td>
<td>Recess</td>
</tr>
<tr>
<td>10:30-11:55</td>
<td>Academic Program</td>
</tr>
<tr>
<td>11:55-12:15</td>
<td>Lunch</td>
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<tr>
<td>12:15-12:35</td>
<td>Recess</td>
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<tr>
<td>12:35-1:52</td>
<td>Academic Program</td>
</tr>
<tr>
<td>1:52</td>
<td>Early Friend Dismissal</td>
</tr>
<tr>
<td>1:52-2:37</td>
<td>Academic Program (Leveled)</td>
</tr>
<tr>
<td>2:37</td>
<td>Late Friend Dismissal</td>
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### 2nd Grade

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<tr>
<td>8:25-9:10</td>
<td>Academic Program (Leveled)</td>
</tr>
<tr>
<td>9:10</td>
<td>Late Friend Arrival</td>
</tr>
<tr>
<td>9:10-10:10</td>
<td>Academic Program</td>
</tr>
<tr>
<td>10:10-10:30</td>
<td>Recess</td>
</tr>
<tr>
<td>10:30-11:55</td>
<td>Academic Program</td>
</tr>
<tr>
<td>11:55-12:15</td>
<td>Recess</td>
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<tr>
<td>12:15-12:35</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:35-1:52</td>
<td>Academic Program</td>
</tr>
<tr>
<td>1:52</td>
<td>Early Friend Dismissal</td>
</tr>
<tr>
<td>1:52-2:37</td>
<td>Academic Program (Leveled)</td>
</tr>
<tr>
<td>2:37</td>
<td>Late Friend Dismissal</td>
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### 3rd Grade

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<tbody>
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<td>8:25-9:50</td>
<td>Academic Program</td>
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<td>9:50-10:10</td>
<td>Recess</td>
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<td>10:10-11:15</td>
<td>Academic Program</td>
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<tr>
<td>11:15-11:35</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:35-11:55</td>
<td>Recess</td>
</tr>
<tr>
<td>11:55-2:37</td>
<td>Academic Program</td>
</tr>
<tr>
<td>2:37</td>
<td>All Students Leave</td>
</tr>
</tbody>
</table>
MINIMUM DAY BELL SCHEDULES

On a minimum day schedule, all students in grades 1-5 will arrive at school at 8:25 am and leave at 1:31 pm. Students will be eating lunch at the same time of the day as they do during the standard bell schedule. Please refer to the school web page for all non-standard bell schedules. Transitional Kindergarten and Kindergarten schedules will vary, so please check the school calendar found on our website.

SUPER-MINIMUM DAY BELL SCHEDULES

On a super-minimum day schedule, all students in grades 1-5 will arrive at school at 8:25 am and leave at 11:48 am. Students do not have lunch. Please refer to the school web page for all non-standard bell schedules. Transitional Kindergarten and Kindergarten schedules will vary, so please check the school calendar found on our website.

STUDENT SAFETY PROGRAM

Disasters and emergencies can happen at all hours of the day. Providing our students with the resources to stay safe and maintain a sense of calm during such circumstances is very valuable. In recognition of this fact, Folsom Hills will be having each child create a Comfort Kit, and storing it at school. Folsom Hills will also be asking for a separate, non-confidential emergency card to be filled out, which remains with the classroom teacher at all times.
FIELD TRIPS

Field trips are an exciting event, and parents should expect at least one field trip per year in grades 1 through 5. Please note that many field trips are local, i.e. Raleys.

If parents wish to chaperone a field trip, they will need to check with the classroom teacher for their specific policies. It is important to note that there is most often a cap on the number of chaperones needed, and there is no guarantee that a parent will be able to participate.

Any parent chaperoning a school field trip must be fingerprinted and subsequently cleared via background check by the US Department of Justice.

- Parents will need to drop off any medication needed on the field trip with the school nurse/health clerk; a properly signed medical form is also required. If the medication is a prescription, a doctor's signature is also required. This form is available from the main office.
- Each teacher will check out a first aid kit prior to the field trip, wherein the nurse or health clerk will also document and pack any medications on file.
- Any medication used on the field trip will be noted on the medical form by the teacher.
- All medications will be returned to the health room; medications will not be released back to the student. The nurse or health assistant will contact the parents if any issue arose.

5th grade students will be attending outdoor education camp from September 10 to September 14, 2018. Due to the number of parents willing to volunteer their time to this exciting event, there will be limits to the number of parents allowed to chaperone. Scholarships are available for those students who are unable to afford the cost.

Please note that this is a school-run trip, and that the teachers and principal will maintain and control student behavior. School rules do apply to this trip for its duration. Students whose parents do not wish them to attend camp will be provided with an alternative class setting.

4th grade students will be going on an outdoor education field trip, however this trip is not an overnight experience like Sly Park.

Sly Park is an intense trip, nonetheless, and all chaperones who elect to participate in the experience should feel comfortable hiking long distances, often times in hot and/or humid weather.

Further details are available via your child's classroom teacher.
EVENT AND VACATION CALENDARS

The following dates and times are subject to change/cancellation and the list is not all-inclusive. Please note that many dates have changed from earlier published calendars, due to the effects of the budget on the district as a whole. Further details and information about specific events occurring at Folsom Hills can be found on the school website under the schedules link.

Again, it must be reiterated that this calendar is tentative. Please do not refer to it and entrust these dates as "solid" evidence of an event or holiday. As this calendar is static, please use your student’s Wednesday folder and the online school calendar to get the most up-to-date information.

August
- 08 - Teacher assignment pick-up
- 09 - Teacher Brunch
- 10 - TK and K Story Time - 11:30AM in your student’s classroom
- 10 - TK and K Parent (only) Orientation - 12:00 PM in your student’s classroom
- 13 - First Day of School
- 21 - Minimum Day/Back to School Night
- 22 - PTA General/Executive Board Meeting
- 22 - Fall Picture Day
- 27 - Kindness Week begins (through August 31)

September
- 03 - No School, Labor Day Holiday
- 01—Night at the Drive In
- 10 - Fox Fund Fundraiser Kick-Off
- 11 - PTA Executive Board Meeting
- 14 - Popsicle Sales

October
- 02 - Walk to School Week (Ends October 6)
- 04 - Walk to School Day
- 09 - No School, Columbus Day Holiday
- 12 - Picture Day Makeup
- 13 - Popsicle Sales
- 13 - Fox Fund Fundraiser Drive Ends
- 17 - PTA Executive Board Meeting
- 21 - All Goblins
- 23 - Red Ribbon Week (Ends October 27)
- 30 - Book Fair Begins (Ends November 2)
November
- 03 - Super Minimum Day
- 06 - Community Concerns Drive (Ends November 16)
- 10 - No School, Veteran's Day Holiday
- 13 - Parent Teacher Conferences for Grades 1-4 only (Ends November 17)
- 13 - Minimum Days All Week (Ends November 17)
- 14 - PTA Executive Board Meeting
- 20 - Thanksgiving Break Begins (Ends November 24)

December
- 07 - Spelling Bee Final
- 09 - Candyland Breakfast
- 21 - Winter Break Begins (Ends January 5)

January
- 08 - School Resumes
- 15 - No School, Martin Luther King, Jr. Holiday
- 16 - PTA General/Executive Board Meeting
- 22 - TK/K Parent Teacher Conferences (Ends January 26)
- 26 - Adopt A Fox

February
- 13 - PTA Executive Board Meeting
- 15 - Spanish Spelling Bee
- 19 - No School, Presidents' Birthday Holiday
- 20 - No School, Presidents' Birthday Holiday
- 23 - Super Minimum Day

March
- 01 - Yearbook Parent Custom Page Training
- 02 - Minimum Day
- 05 - Community Concerns Food Drive (Ends March 15)
- 09 - Popsicle sales
- 16 - Fox Trot (Rain date is March 23)
- 19 - Book Fair Begins (Ends March 23)
- 20 - PTA Executive Board Meeting
- 21 - Science Fair
- 22 - Minimum Day/Open House (5:30PM - 7:00PM)
- 26 - Spring Break (Ends April 2)
April

- 03 - School Resumes
- 04 - Spring Pictures (Ends April 6)
- 13 - Popsicle Sales
- 13 - Deadline to order yearbook with free shipping
- 17 - PTA General/Executive Board Meeting and Elections
- 25 - Administrative Professionals Day

May

- 02 - STEM Night
- 07 - Teacher Appreciation Week Starts (Ends May 11)
- 11 - Popsicle Sales
- 15 - PTA Executive Board Meeting
- 25 - Super Minimum Day
- 28 - No School, Memorial Day Holiday
- 30 - Play Day for Grades TK-4/5th Grade Group Party in Multi
- 30 - Minimum Day
- 31 - Minimum Day - Last Day of School/5th Grade Promotion

PTA AND PARENT VOLUNTEERS

The Folsom Hills PTA is an active organization vital to the success of the school. Membership forms are available at registration and in the school office. Questions regarding PTA, its membership, or volunteering time/resources should be directed to Terri Langley, PTA president – folsomhillspta@gmail.com.

Folsom Hills also encourages parents to volunteer. However, please note that the principal or designee has the authority to not accept or to deny volunteer status based on civility or safety concerns. Listed below are the two types of volunteers utilized at Folsom Hills:

- Category 1 volunteers need to fill out a category 1 volunteer form and provide TB clearance to participate in a school event. Category 1 volunteers are with a teacher at all times and are never alone with students.

- Category 2 Volunteer: These volunteers need to fill out a category 2 volunteer form and provide TB and fingerprint clearance from the DOJ to participate in a school event. Category 2 volunteers can work with small groups of students away from the classroom teacher and attend field trips.

HEALTH SERVICES AND MEDICATION

The FCUSD Department of Health Programs is committed to promoting optimal lifelong health, wellness and learning for its students and families.
Credentialed School Nurses accomplish this by providing quality nursing care, prevention programs and developmentally appropriate health education services.

Folsom Hills is required to provide vision and hearing testing for students in Kindergarten, 2nd grade and 5th grade per Ed. Code.

The state of California has very specific requirements regarding vaccinations for students entering school. Per Ed. Code, the chickenpox (varicella) vaccine now is required by California law for Kindergarten entry, as is DTaP (diphtheria, pertussis, tetanus), Polio, Hepatitis B and MMR (measles, mumps, rubella) immunizations. Students will need school boosters after their 4th birthday. Should any of the information above bring up questions, please consult your healthcare provider for more information; neither Folsom Hills nor FCUSD have any authority to change or modify these policies.

Per board policy, medication may be given to a student during the school day only if it is absolutely necessary to keep that student in school. The school nurse, health assistant, or other designated school personnel will assist the student in self-administering or administering the medication to a student provided that the school office has received the following:

- A district medication consent form signed by the doctor and the parent/guardian for prescription-based medication, and the parent/guardian for nonprescription medication, i.e. Advil
- Medication brought to the office by the parent, guardian, or designated adult is in the original "over-the-counter" or prescription container.

Parents need to be in constant communication with the office when their child is on daily medication or at any time they are concerned, even if the medication is not given during school hours. Please inform the school if your child is taking a medication that may affect her/his behavior.

Parents are responsible to pick up any remaining medication at the end of the school year or the left over medication will be discarded. The school does not supply medication of any type. The student's parents or guardian must provide all medication to be taken at school. This includes all prescription and over-the-counter medication, including, but not limited to, non-aspirin type pain relievers, cough drops, antacids, creams, and ointments. All medications shall be held in the school office in a secure location in the original container labeled with the student's name.
Students are not allowed to have any type of medication in their possession at any time. However, students with asthma are allowed to carry an inhaler if there is a written statement from the student’s physician stating that it is necessary for them to carry an inhaler on their person. For students with diabetes or other chronic condition having more specific needs, the school nurse will be in contact with guardians to ensure a proper care plan is in place.

Please note that the school nurse is only on campus one and one half days per week; the school health assistant is on campus several hours every day, Monday through Friday, but has limited responsibilities. Should a question or issue arise when the nurse is not present, the health clerk, principal or designee may need to contact the district health office for clarification.

MEDICAL INDEPENDENT STUDY

MIS (Medical Independent Study) is a short-term program for students who are medically verified as being unable to attend their regular educational programs. Information and application forms may be found on the FCUSD website under Walnutwood School. For further information, please call Health Programs at 916.294.9000 ext 102330

STUDENT PICTURES

Individual student pictures will be taken on August 22, 2017. We use a pre-pay plan with the option to receive a retake or refund if the pictures are not satisfactory. Notices will be sent home prior to picture day explaining the price and contents of the packet.

LOST AND FOUND

Lost and Found is located in the multipurpose room where all items are placed. Students should check the lost and found regularly to retrieve items. To prevent clothing from being lost or claimed by someone else, we encourage marking sweaters, coats, lunch boxes, binders, and backpacks with a student's name. Several times during the year, unclaimed lost and found items are given to charity. Please encourage children to be responsible for their property.

FORGOTTEN ITEMS

Please bring any item which you need your student to receive to the office. Our staff will ensure it gets to them in a timely manner. The only exception to this notification policy is in regards to musical instruments. It is up to the student to check in with the office to see if their instrument has been dropped-off. The office will not notify a classroom teacher about an instrument being dropped-off, due to the number of interruptions this brings to classroom instruction.
EMERGENCY CARD INFORMATION

Parents or guardians are required by law to complete the emergency card information at the time of registration and this is done during the online InfoSnap registration process. In case of emergency, the school must have a person to contact by telephone if the parent is not available; people listed as emergency contacts on the card will be notified. This is for the student’s protection. If you should change your address, phone number, employment, or childcare provider, please notify the office so the card can be updated.

Please keep the school informed of any pending custody issues, or similar cases, in which the right of guardianship is in question. The emergency card needs to be kept current with this vital information.

STUDENT BIRTHDAY CELEBRATIONS

For those students who wish to celebrate their birthday at school—a long honored elementary school tradition—please make sure to check with your child’s teacher about their specific policies. Be aware that teachers may have very specific guidelines and rules due to individual health concerns within the classroom (i.e. nut allergies, gluten-free needs, etc...).

Do not send balloons, flowers or any other special treat to be “delivered” to your son or daughter during school hours. These items will be held in the office until after school is done for the day. Likewise, please do not ask to send home birthday invitations for an upcoming event at your home or another venue via Wednesday folders. This is inherently unfair to all students and is disallowed.

STUDENT CRUSHES

Every year, all elementary schools must deal with students “falling in love”, getting “crushes”, or otherwise discussing/modeling romantic behaviors with their peers. Many parents find this “cute”, but it can have terrible consequences at school. Please support us in not promoting inappropriate behaviors such as these; failure to do so can result in severe consequences.

STUDENT SUPPORT SERVICES AND THE LEARNING CENTER

The formerly titled “Special Ed Department” has been renamed to the "Student Support Services” Department, to reflect the focus on the range of needs of our students, and the variety of types of support it offers.

Folsom Hills is currently in the process of revamping its support programs. If your student currently receives services from this department, please check in with the appropriate staff member, whose contact information can be found on page 15 of this handbook. FHE is also providing Intervention services for 2018-2019, utilizing the new staffing authorization from FCUSD.
**INSURANCE**

At the beginning of the year each student will receive a student insurance application form. This insurance is available at reasonable rates. The purchase of this insurance is a transaction strictly between the parent and insurance company.

**CAFETERIA AND FOOD SERVICES**

Folsom Hills serves lunch each day, the time varying by grade level. Students may purchase their lunch or bring their own from home. For students buying, pre-payment options are available at www.ezschoolpay.com/Login.aspx

If a student forgets their lunch money or has a zero-balance on their account, they may borrow money from food services one time. They may only borrow money again if the funds have been repaid in full. Folsom Hills does not loan students money. However, if a student is unable to borrow money due to an outstanding balance, they may receive an emergency lunch. Students can only receive three emergency lunches a year.

Students are expected to behave in the cafeteria as they would at home or in a restaurant. As such, they must walk in the cafeteria, wait in line to purchase food or milk in the order they entered the cafeteria, speak in a conversational tone to students in their immediate vicinity, and follow the directions of the supervisors. Inappropriate behavior in the cafeteria can result in disciplinary action, including, but not limited to, the following:

- Table cleaning
- Trash pickup
- Loss of recess
- Time-out in the office
- Informational referral sent home to parents

**YEARBOOKS**

Folsom Hills Elementary will be selling yearbooks only through the Treering Online Purchase Portal for the 2018-2019 school year.

- Allows for parents to immediately collect receipts
- Allows parents to pay with credit or debit card

To purchase a yearbook for your student(s), please follow the prompts found on the Treering Online Purchase Portal at http://www.treering.com.

For questions, please contact Lisa Jizrawi at lizrawi@hotmail.com or Kim Nutusch at kimnatusch@yahoo.com. Please do not address yearbook questions to the Folsom Hills office or classroom teachers; PTA is in charge of the FHE yearbook.
### TEACHERS AND PROGRAM SPECIALISTS

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<th>Room</th>
<th>Grade</th>
<th>E-Mail Address</th>
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<td>Bennett</td>
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<td>DHH Specialist</td>
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<tr>
<td>Bjork</td>
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<td>Cann</td>
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<tr>
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<tr>
<td>Melton</td>
<td>16</td>
<td>Speech Pathologist</td>
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<td>Neria</td>
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<td>Windham</td>
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<td>Grade 5</td>
<td><a href="mailto:cwindham@fcusd.org">cwindham@fcusd.org</a></td>
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### ADMINISTRATION AND SUPPORT STAFF

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Cackler</td>
<td>Office</td>
<td>Admin Assistant</td>
<td><a href="mailto:vcackler@fcusd.org">vcackler@fcusd.org</a></td>
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<tr>
<td>Donofrio</td>
<td>Office</td>
<td>School Nurse</td>
<td><a href="mailto:jdonofri@fcusd.org">jdonofri@fcusd.org</a></td>
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<tr>
<td>Filice</td>
<td>15</td>
<td>Psychologist</td>
<td><a href="mailto:mfilice@fcusd.org">mfilice@fcusd.org</a></td>
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<tr>
<td>Franco</td>
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<td>Student Care</td>
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<td>Couch</td>
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<tr>
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<td>Office</td>
<td>Clerk</td>
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<td>Kulkarni</td>
<td>Library</td>
<td>Librarian/Media Tech</td>
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<tr>
<td>Lundberg</td>
<td>Office</td>
<td>Principal</td>
<td><a href="mailto:slundberg@fcusd.org">slundberg@fcusd.org</a></td>
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<td>Melton</td>
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<td>Speech Pathologist</td>
<td><a href="mailto:lbiddick@fcusd.org">lbiddick@fcusd.org</a></td>
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<tr>
<td>Miller</td>
<td>Office</td>
<td>Parent Coordinator</td>
<td><a href="mailto:camiller@fcusd.org">camiller@fcusd.org</a></td>
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STUDENT SAFETY AND TRAFFIC GUIDELINES

Safety is one of the foremost concerns at Folsom Hills Elementary School. Students come from all directions on a daily basis to get to school and it is vitally important that their routes to school, on and off campus, remain safe. The staff at Folsom Hills, coupled with the PTA, asks for your help to keep each student's safety in mind every time you drive near the school.

No parking is available for visitors or parents between 7:30 am and 3:00 pm. Parking lot use is restricted to staff members only.

Each year, nationwide, many students are injured on their way to and from school. Folsom Hills does not want any of those injured in such a census to be our students, and as such, plans to continue the pro-active approach to traffic safety in our two release zones in the parking lots and the bus loop that started last year.

Please read the guidelines below to familiarize yourself with the expected protocols and guidelines which were developed with input from the Folsom Hills PTA, Folsom Hills staff and administration, concerned parents and the City of Folsom police and fire departments.

Folsom Hills Elementary has two release zones. One can be found off Manseau Drive, and the other off Briggs Ranch Drive. Both release zones have specific locations where students can be picked up and/or dropped off. Again, there is no parking available in either lot for parents or visitors. Parents must remain in their cars in the specified release zone; do not leave your vehicle at any time when in these areas.

Please note: If problems are encountered with parents parking or idling in the release zones, they will be cordoned off, and student pick-ups and drop-offs will be disallowed from these zones for the remainder of the 2017 - 2018 school year.

Basic Guidelines

- Use common sense. Especially during "school rush hour", Folsom Hills asks all pedestrians, even those who are running late, to set good examples by crossing Manseau and Briggs Ranch Drives in the marked crosswalks only.

- Be sure to allow adequate time to safely bring your child to school and to pick them up. Students in grades 3-5 and early reading group students in grades 1 and 2 may arrive on campus beginning at 8:10 am. Late friend students should be on campus no earlier than 9:00 am. No parents or students are to be in the quad or waiting outside classrooms. Please remain on the yard near the exit gates on the primary yard, in the parent/family waiting area outside the Kindergarten yard
and quad, or outside the gates on the intermediate yard. Again, please remember that no parents can wait in the quad or on the yards.

- When dropping students off, please ensure that your children are fully ready to exit the side of the car closest to the release zone so that they do not enter the flow of traffic. Please use the yellow release zones only in both parking lots. If your child is not "ready to go" please drive back around or park on the street. Do not hinder the flow of traffic; consider using the lot closest to your home, not your child's play area.

- When picking up children in the release zone off Briggs Ranch Drive, please be courteous to others. If your child habitually socializes after school, has a behavior/work contract to be signed, or their classroom is on the other side of the school, please park on the street rather than blocking the release zone. Do not block staff parking when picking up students in the afternoon. Instead, park on the street to wait. If waiting in the release zone, please move forward as quickly as possible.

- Do not leave your vehicle parked or idling in the yellow release area at any time.

- Please model and reinforce appropriate behavior by using crosswalks and sidewalks yourself. Follow these guidelines for pick-ups as well. Encourage all children to use the crosswalks.

- Students are not allowed to walk in front of the school on Manseau Drive. This area is off limits unless students are accompanied by an adult, due to the roadway crown, wherein visibility is limited.

Listed below are some general reminders from the Folsom Hills PTA, providing all of the parents of Folsom Hills students some perspective and detail from fellow parents and the community regarding the traffic situation at, and near, Folsom Hills Elementary:

- Any curb/zone painted red means no stopping. No loading or unloading. No pausing. No parking. No waiting in your car. No idling. These are fire zones as designated by the Folsom Fire Department and you can get ticketed.

- The bus loop at the front of the school is a designated red zone, and as such falls under the same rules as the red zones mentioned above, with the caveat that with the permission of the Folsom Fire Department, the bus loop can be used by parents of students with special needs, school buses and buses from off-site student care facilities. No cars are allowed to drop-off or pick-up at any time during the school day (7:30 am to 3:00 pm). Exceptions will be made in the case of students with temporary mobility issues. Do not park anywhere in the bus loop as it is used continuously throughout the day. NO EXCEPTIONS.
• Please do not walk across the bus loop or the landscaped areas; use sidewalks only. If you are leaving or returning from a doctor’s appointment and need to sign-in/sign-out at the office, please find a parking spot on Manseau Drive or Briggs Ranch Drive.

• The intermediate lot (off of Manseau Drive) is a drop-off loop for grades 3 - 5. There is no parent parking in this lot during the school day (7:30 am to 3:00 pm) and no parking in the spaces reserved for the Principal during a school sponsored event. These spaces are reserved. Left hand turns are not allowed upon exiting this lot between the hours of 7:00 am - 9:00 am or between 2:00 pm - 3:00 pm in the afternoon. Left hand turns into the this lot are permitted. Please be considerate in allowing those who are trying to exit this lot to enter the roadway in front of you, and if possible, to not park on Manseau Drive directly across from this lot. The street does get backed up and this allows cars who are not turning into the lot to bypass those who are. There is no crosswalk and there is a hill in both directions at this location, which makes it very difficult for drivers to see pedestrians. Please use the crosswalks. Please only allow students to exit the vehicle at the designated yellow release areas.

• The primary lot (off of Briggs Ranch Drive) is the main lot for parents to pick-up and drop-off students in grades K-2. Do not let your children out in the red zones near the entrance to the parking lot, or behind other parked vehicles. When dropping off students, please enter the lot and proceed to the far end into the designated yellow release areas.

Many students who attend Folsom Hills elect to ride their bikes or scooters to school. This option provides a welcome alternative to those students who have parents whose work hours do not allow them to pick and drop-off students or for those families who elect to use this method of transportation for health and physical activity reasons. Folsom Hills does ask that those students who ride their bikes or scooters to school complete a bike contract; this form can be downloaded at www.fcusd.org/fhe (under “documents and forms”) and needs to be signed and submitted to the office.

The information found on page 19 is pulled directly from the Folsom Hills Elementary Student Bike and Scooter Contract. If your son or daughter is thinking about riding their bike or scooter to school, please review this information with them. Please note that the language used places the responsibility of following the contract squarely on the student.

The bike and scooter storage area is directly adjacent to the intermediate parking lot. Bikes and scooters may only be stored there during school hours. Folsom Hills is not responsible for any items stolen and/or left over-night. Please no skateboards on school grounds.
Guidelines for Scooter Riders and Bicyclists

- Always wear your helmet and bring a bike lock each day and use it to securely lock the bike or scooter.

- Pride yourself on knowing the rules of the road and follow them. Like a car, you must STOP at all stop signs.

- Walk your bike or scooter on sidewalks, school paths and crosswalks. Do not ride on the sidewalk even to cut corners on the way to school. Please make sure that you are courteous to all pedestrians.

- If a car is parked in your bike lane, go around it, not on the sidewalk. Ride on the correct side of the street. Do not ride facing the traffic; cars pulling out will not see you in their rearview mirrors. Pedestrians always have the right of way.

The Folsom Hills community, Folsom Police Department and Folsom Fire Department appreciate your support of these guidelines and procedures.

DRESS CODE

Students are expected to dress appropriately for studying or participating in physical activities at school. Clothing that may be distracting to others or considered inappropriate for school activities include, but is not limited to:

- Half shirts, cropped shirts, shirts with inappropriate sayings on them, strapless shirts or tops with spaghetti straps, shirts made of see-through materials or with arm holes that are large are inappropriate. Hats may not be worn in the multi or classrooms, but may be worn outside.

- Shirts must fit properly without revealing the midriff. Shorts should be mid-palm length and should cover undergarments.

- Shoes should be suitable for running; athletic shoes are recommended. Socks must be worn at all times. Flip-flops, jellies, backless sandals, open-toed shoes or shoes with heels higher than ½” are unsafe for school activities and are not allowed. No Heelys™ or Crocs™. Students not meeting these requirements may be asked to refrain from participating in recess due to safety concerns.

COMMUNICATION

Folsom Hills makes every attempt to communicate with parents and students in a timely and efficient manner. The use of the school website and the PowerSchool Parent Portal are key to this effort. Please ensure that you have set up both the parent and student components of both systems using the instructions and codes that will be sent home in the first Wednesday folder.
FOX FUND

The Folsom Hills PTA fundraising program is done via direct donations and begins on September 10, 2018. Students will not be asked to sell candy, cookie dough, wrapping paper or magazines to raise money for school enrichment programs. Instead, the Folsom Hills PTA has established the Fox Fund program to make fundraising simple and effective; 100% of your donation stays with the school and goes directly to fund resources and programs.

The 2018-2019 goal is to raise over $20,000. California continues to reduce the budget for schools, directly affecting our classrooms and school programs. Help the Folsom Hills PTA to provide the following programs:

- Science Fair
- Spelling Bees (English and Spanish)
- Kiln (Ceramic Art Creations)
- STEM Night
- FAME — Art and Music Program
- School Technologies
- Teacher Wish Lists
- Talent Show
- Assemblies and Guest Speakers

- Instructional Materials for Classrooms
- Movie Nights
- Field Trip Transportation
- Classroom Grants
- Discover Science Days
- Glee Club
- Red Ribbon Week
- School safety
- And much, much more....

The PTA cannot fund these programs without your help. The Fox Fund is the primary source of fundraising for Folsom Hills and the PTA counts on participation from every family. Please consider asking your family and neighbors to donate. Many companies will match a family’s donation.

Who can donate? Everyone — family, friends, companies... turn in as many donation forms as you would like.

When do I send in my donation? Anytime. The FoxFund drive is September 10 through October 13, 2018. This is done early in the school year to establish the budget for the 2018-2019 school year. However donations are gladly accepted throughout the year.

How do I donate? Forms will be sent home in late August. You can also access the form at www.fcusd.org/fhe, and then select the PTA link.

Is there a tax deduction? You will receive a letter of confirmation that includes a tax ID number for your records.

What is the average donation? For the past 3 years donations have averaged $50.00 - $150.00 per family. No matter how big or small, your donation is greatly appreciated.

Why do you offer incentives? The PTA offers family incentives to keep fundraising fun and help promote participation and school spirit.

Please do not contact the Folsom Hills office regarding the Fox Fund program. If you would like additional information or have questions please contact Wendy Webster at thewebsterfamily@gmail.com.
SPANISH MAGNET PROGRAM

Folsom Hills Elementary offers a Spanish language magnet program. The Spanish magnet program, also known as FLES, offers students participating a chance to begin their foreign language instruction at an early age.

Students participating in this program receive the same grade level instruction in English as all other students at Folsom Hills. What differentiates their program from a non-FLES classroom is that students receive approximately an hour a day of instruction or more in the Spanish language by their regular classroom teacher. All Spanish magnet students are taught by fully accredited teachers who are credentialed in Spanish and have multi-subject experience.

Spanish instruction occurs within the regular classroom and may be integrated with other subject areas such as English, social studies, and science.

The program is currently filled for the 2018—2019 school year. Parents may elect to put students on a waiting list, should an opening arise. Once a student is placed on the wait list he or she remains on it in the prioritized order from year-to-year. There is no need to reapply.

Discussed below is some general information relating to the FLES program for both those families who currently have students enrolled in it, or for those families who have an interest in applying for it in the future.

- Applicants must complete their home school registration packet during registration week and attach the Folsom Cordova Spanish Magnet Program application. These applications are available at every FCUSD elementary school office as well as in the district office and online.

- In the event that there are more applicants interested in this program than there are spaces, a random computerized drawing will be conducted at the district office to select the participants.

- Participating students do not need to reapply each year. Students who are accepted into the program remain in the program through 5th grade. Once accepted, Folsom Hills becomes a student’s home school throughout their participation in the program.

- Acceptance into the program gives students priority into being accepted into the Spanish 1B program, which is an option at both Folsom and Sutter Middle Schools. Families in the Folsom Hills boundaries may choose FMS or SMS; Families outside of the Folsom Hills boundaries must attend their home middle school.

- Siblings of FLES students may apply for the program. Unfortunately, due to the popularity of this program, we are unable to guarantee sibling placement. Siblings of Spanish magnet students are not guaranteed placement at Folsom Hills.
DISCIPLINARY ACTIONS

In an effort to maintain open communication with our families, Folsom Hills Elementary is including a general disciplinary overview in this handbook. Below, you will find general information regarding student discipline at Folsom Hills. Please make sure you thoroughly read the Parent’s Rights & Responsibilities/Student Code of Conduct, found at www.fcusd.org for full details.

Folsom Hills believes it takes a collaborative partnership between staff and parents to help students learn appropriate conduct. Consequences for students not following school rules may include, but are not limited to, discussing the incident and learning why it was inappropriate, time out, loss of recess, completing community service on campus, parent conference, or suspension.

All students, no matter what grade they are in, can receive an informational referral. This form is a tool which will allow us to keep parents informed of student behavior(s) on campus. Please note that this form is used school wide; playground, cafeteria, classroom library behaviors, and activities occurring on the way to school or home can be noted. This form (and all other disciplinary forms) can be viewed online at www.fcusd.org/fhe -> documents.

Students in grades 1-5 can receive detention from a teacher or site administrator. Found below is information clarifying the FHE detention policy.

- A teacher can assign detention as long as parents are made aware of the teacher’s detention policies in writing. Receipt of this handbook serves as fair notice in regards to a principal or designee issuing detention.

- A teacher must allow at least 24 hours notice to parents of students’ assigned detention. Parents have the right to request a change of detention date, up to 72 hours (3 days) from the assigned day of detention.

- A teacher may not keep a student longer than one (1) hour after the end of the school day. School-wide detention is every Wednesday at 2:45 pm.

- Teachers may assign detention based on the recommendations of a prep teacher (music or physical education).

- A teacher must provide written proof of warnings leading up to a detention in the case of classroom behavior/issues (no homework, talking in class, tardies from recess, etc). It is assumed that students will be warned twice regarding a behavior prior to detention being assigned. Informational referrals, documented phone calls, emails, and notes home are examples of acceptable parental notice.

- Teachers do not need to provide written notice of warnings in the case of safety violations/issues, destruction of school property, or other specific behaviors which severely impinge on another student’s learning.
STUDENT BEHAVIOR EXPECTATIONS

Movement Around Campus:

- Students need to walk on the sidewalks when going from one place to another and should not walk on the grass or landscaping before, during or after school. Running is not permitted on the sidewalks. Students may run on the blacktop.
- Mopeds, skateboards, roller blades - as well as Heelys™ or wheeled tennis shoes - are not allowed at any time on the campus.

Personal Items Not Allowed at School:

- Sticks, knives of any type, and pointed objects.
- Hard balls (i.e., Little League type) and personal sports/play equipment.
- Radios/iPods, handheld electronic video games, toys or trading cards.
- Birthday balloons, flowers, or similar items.
- Cell phones, while allowed, must be turned off and remain in backpacks throughout the entire school day. Phones will not be returned to students. A parent must pick them up (siblings, friends, etc may not do so). The same is true of smart-watches.

Playground Expectations:

- Play equipment must be used in the manner for which it was designed (i.e., soccer balls are for soccer use, tetherballs for tetherball and red rubber balls for four square).
- Students may never leave the playground or field to retrieve a ball; a yard supervisor or the custodian will retrieve play equipment outside of the playground or field.
- Students may not climb on school fences, backstops, retaining walls or trees, as this may cause injury.
- Playing chase/tag, tackling, pushing, wrestling or other forms of physical contact are not permitted.
- Students may not play in or around school restrooms.
- When the bell rings, students should walk to their assigned number. Use of playground equipment will stop immediately and students should put the equipment away.

Appropriate Language:

- Oral and written language needs to be appropriate at school. Negative, crude or profane language or drawing is unacceptable. Folsom Hills will not tolerate any comments or gestures which are vulgar or obscene or which denigrate others on account of sex, race, religion, ancestry, national origin, handicap or disadvantage. Students shall be subject to disciplinary procedures for harassing other students or for using insults or fighting words which may disrupt school activities.
DISCIPLINARY FORMS

Folsom Hills Elementary prides itself on keeping lines of communication open between home and school. While the majority of conversations are positive or academic in nature, occasionally students will make mistakes that a teacher, principal or designee feel need to be brought to the attention of a parent or guardian.

Found below are the four most common disciplinary forms used at Folsom Hills, with a brief description of their use. If you wish to look at the forms in detail, copies may be obtained from the front office.

Informational Referral

The IR form is used to alert parents of student actions which, while not necessarily cause for suspension or detention, cause concern and should be discussed at home. Parents are asked to sign and return them.

Parental Notice of Student Behavior

The PNSB form is used by Folsom Hills to alert parents of student actions which have disrupted school activities.

It is used as a tool for students to recognize and take responsibility for their actions, and allows them to write down their version of the event in an attempt to prompt discussion of alternative reactions and behaviors in the future.

Parents are asked to sign and return them after discussing the incident with their student.
Parental Notice of Detention

The PND form is used by Folsom Hills to alert parents of student actions which have disrupted school activities, resulting in disciplinary action; in this case detention.

Detention is held every Wednesday from 2:45 pm to 3:30 pm.

Only teachers and the principal can assign detention. Parents may request an alternative date for the detention, provided they respond promptly to the PND form. It must be signed and returned.

FCUSD Notice of Suspension

Suspension is the most serious of consequences, and is normally the result of fighting, willful defiance, combativeness, bringing dangerous objects to school and using/holding illegal substances. Student-on-student contact (biting, kicking, hitting, etc...) are suspendable offenses, as is physical contact between a student and staff member. 3 day suspensions (TK-3) and 5 day suspension (4-5) are typical lengths. Suspensions are at the discretion of the principal, designee, or SSS/ESC, and may vary based on circumstance, intent and evidence.
WEB AND POWERSCHOOL PARENT PORTAL CODES

In an effort to fully utilize SchoolWires (the school website) and the PowerSchool Parent Portal as a communication tool, Folsom Hills and FCUSD's technology department (ETIS) have checked account activation status for all new students attending FHE for 2018 - 2019 and are including activation codes for all students when they pick up their schedule in August.

As noted throughout this handbook, Folsom Hills uses our website as an integral part of our communication between home and school. Handbooks, bulletins, newsletters, PTA information and other communications will be accessible via the web only. The PowerSchool Parent Portal also provides parents with the following benefits:

- View the classroom, student and school calendars
- Receive email with school or class information
- Access homework assignments and other class specific resources
- Access attendance information

In order to create an account in the Powerschool Parent Portal you will need to have an Access ID and password. You receive this information in the first Wednesday folder (when you are new to Folsom Hills) in August. Please note that additional students (both at FHE or other sites) can be added to the account after it is created. To create an account, please do the following:

- Once you have your Access ID and Password information go to www.fcusd.org/fhe and select the Powerschool Parent icon on the top of the page.
- Select Create Account
- Enter all of the required information in the Create Parent Account section
- Your username must be unique. If you choose a username that is not unique, you will be prompted to enter another choice
- In the Link Students to Account section
- Enter your students name
- Enter the Access ID and Password provided in the letter you received
- If you have received information for multiple students, enter one student on each line
- Select your relationship to the student
- Select Enter
When you have successfully entered the information, you will be taken to a login screen where you will enter the username and password you have just created.

To access the Powerschool Parent Portal after you have created your account, you will select the Powerschool Parent icon on the webpage and enter your username and password in the Parent Sign In section.

Listed below are some common questions and solutions. If these do not answer your concern, please contact the individuals or follow the prompts below for assistance with any issues you encounter.

- **Issue:** You need to know or have questions about class specific information such as class assignments, homework, etc... **Solution:** Contact teacher directly. Better yet, use the school website and choose their name from the grade-level dropdown links.

- **Issue:** You have difficulties with activation codes, viewing information in your browser, printing files, not seeing attendance or class information, etc... **Solution:** Contact Tracy Kraakevik - tkraakevik@fcusd.org

- **Issue:** You need or want to add another person to view your student's account information, such as a grandparent, split custody, etc... **Solution:** Contact Tracy Kraakevik - tkraakevik@fcusd.org

Listed below are helpful links to get more information about accessing these sites and resources:

HOMEWORK POLICY

Each student at Folsom Hills is responsible for completing the daily and weekly homework assignments and projects. Homework is to be finished at home, not at school. Unfinished classwork may also need to be finished at home, and is not considered part of the regular homework. If work is missed due to band, orchestra or other school-related absences, the student is responsible for finding out what they have missed and finishing it at home.

Students are allowed 2 days for every day absent to make up missing work due to an absence. Example: A student who misses 3 days has 6 days starting the day they return to turn it in for full credit. When work is not turned in at all, or is submitted after the specific date-allotted time, the teacher has the option of entering a “0” in their grade book.

Late work (including work not turned in on time as stated above) can be turned in/receive credit following the teacher’s written policy. Folsom Hills does not have a universal late work policy, and the administration will defer to a teacher’s classroom policies regarding late work. A teacher does have the right to claim "no-name" or illegible handwritten names as no credit or late.

STUDENT PLACEMENT

Folsom Hills believes its classes are well balanced as to academic ability, work habits, social behavior, special needs and the learning styles of our students. Assignments were carefully made by grade-level teachers, the student support team, and the principal. The compiled lists were reviewed to be certain that balanced educational classroom groupings were made. Your son's or daughter's assignment for 2018-2019 was disbursed on August 8, 2018.

Because most grade levels are full, any changes will be very difficult, if not impossible. If, for some reason, you disagree with your child's placement, please do the following prior to contacting the office:

- Wait until the 3rd week of school to give your child an opportunity to settle in. No changes will be made until after this time.
- Meet with the classroom teacher to discuss your concerns.
- If the situation is not resolved, complete a Request for Student Placement Change form, found online at www.fcusd.org/fhe or in the office.

Please understand that for the 2018 - 2019 school year, a request to change classrooms will likely result, if actively requested by parents, in placement at another school site. This is not punitive in nature, but is a direct result of the staff: student ratios throughout the district. This situation is not unique to Folsom Hills.
The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (EC 200, 220)

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. (BP 5145.7)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 days. (5 CCR 4630)

The following compliance officer shall receive and investigate complaints and shall ensure district compliance with law:

Assistant Superintendent, Human Resources
1965 Birkmont Drive
Rancho Cordova, CA 95742
(916) 294-9025