

RUSSELL RANCH
Parent/Student Handbook



2019-2020

RUSSELL RANCH ELEMENTARY SCHOOL

375 Dry Creek Road, Folsom, CA 95630

916-294-2430

www.fcusd.org/rre

2019-2020

FOLSOM-CORDOVA U.S.D. MISSION STATEMENT

Russell Ranch and Folsom Cordova Unified School District are committed to providing excellence in educational programs that carry high expectations for each student's achievement and success.

RUSSELL RANCH VISION STATEMENT

We expect all students, parents and staff to work as a team to promote the maximum academic, social, and emotional growth of each student. Russell Ranch School is committed to carrying out its mission by:

1. Providing a safe and positive environment.
2. Providing caring and talented teachers.
3. Communicating effectively with parents and students.
4. Developing students' self-esteem and social skills.
5. Promoting student success and responsibility.
6. Recognizing positive growth and accomplishments.
7. Increasing the involvement of parents and community in school activities.
8. Providing intervention and enrichment supports to accommodate and challenge all abilities and levels.
9. Providing opportunities for students to enrich and expand their school experiences through both classroom and extracurricular activities.
10. Promoting appropriate integration of technology into the classroom.

Superintendent:

Dr. Sarah Koligian

Board of Trustees:

JoAnne Reinking

Chris Clark

Joshua Hoover

David Reid

Ed Short

SCHOOL INFORMATION

STAY INFORMED

For the weekly school bulletin, teacher and class information, PTA newsletters and other school important information, please visit our school website @ <http://www.fcusd.org/rre>

TEACHER CONTACT INFORMATION

Parents may track their student's academic progress and attendance using the Parent Portal on the Russell Ranch website. All Russell Ranch School staff members have email accounts, (if information is needed, classroom teachers or office can assist). Staff Email addresses can be found on RR homepage.

TELEPHONE USE

The office telephones, as well as telephones in the classrooms, are for the use of the staff only. The counter telephone in the office is available for students to call parents. Students may only use the telephone with a pass from a teacher or during their lunch break. It is only in the case of an **emergency** that the office will accept and assist calls for students.

MESSAGES AND DELIVERIES

To avoid unnecessary classroom interruptions, the office staff will not accept or deliver nonessential personal messages or items such as food, flowers, etc. Classes will not be interrupted to relay non-emergency messages, but staff may be sent a message with the information about student's forgotten items. **Please note - we cannot guarantee delivery or receipt of messages by a certain time.** If a parent delivers homework, music instruments, or a lunch, students will be called to come to the office in between classes or at lunch to pick-up their belongings. **Parents are encouraged to let students assume responsibility for remembering lunches, school items, homework, etc...as appropriate and necessary for age and ability.**

EMERGENCY CARD - FAMILY INFORMATION

Parents or guardians are required by law to complete the emergency card information at the time of registration. Parents or guardians are also required to keep current the information as changes occur, i.e., name of babysitter, employment location and phone number, etc. - always make sure we have CURRENT information.

Please make sure to contact the school office promptly if you have any changes of address, emergency contacts / information, work or phone numbers. For the sake and safety of your student, we must have current data. We release students only to the persons authorized on the emergency card. Remember – if you become injured or ill, someone else would need to have authorization, to pick up your child, (either from the emergency card or by you).

ILLNESS

Students who become ill at school will be sent to the office, their parents will be notified, and arrangements made for their child to go home. All students will have an emergency card on file listing the name of the preferred physician, location and telephone number of parents and a friend or relative to be reached in case of an emergency.

ACCIDENTS AND INJURIES

It is required that all accidents and injuries be reported to the teacher and/or school office. If an injury requires immediate medical attention, the parent will be notified IMMEDIATELY. If the parent/guardian should not be available, the school is authorized to obtain medical care for the pupil in accordance with the best judgment of those in charge.

MEDICATION

Any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedule by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement. California Education Code, Section 49423.

The school does not supply medication of any type. The student's parent or guardian must provide all medication needing 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. **Students are not allowed to have medication in their possession at any time.** (Students with asthma are allowed to carry an inhaler only if there is a written statement from the child's physician indicating that it is necessary for the student to carry an inhaler on his/her person.) Medication can be given to a student during the school day only if it is absolutely necessary to maintain that student in school. The school nurse or other designated school personnel will administer the medication to a student provided that the school office has received the following:

NO MEDICATION CAN BE GIVEN WITHOUT ADHERENCE TO THE FOLLOWING PROCEDURES (California Education Code, Section 11753.1)

- 1. A district medication consent form signed by the doctor (physician)*
- 2. A district medication consent form signed by the parent/guardian.*
- 3. The medication is sent to school in the original "over the counter" or pharmacy prescription container.*
- 4. Medications shall be brought to the school office by a parent, guardian, or designated adult.*
- 5. Refills of medication are the responsibility of the parent/guardian.*
- 6. All medications shall be held in the school office, in a secure location, in the original container labeled with the student's name.*
- 7. Parents need to be in constant communication with the office when their children are on daily medication, or at any time they are concerned, even if the medication is not given during the school hours. Please inform the school if your child is taking a medication that may affect his/her behavior.*
- 8. Parents are responsible to pick up any remaining medications at the end of the school year, or the leftover medications will be discarded.*

ATTENDANCE

A significant part of the student's experience and education is derived from classroom relationships, activities, discussions, and participation. Absences may result in a lower subject grade or failure if too much school is missed. We urge parents to consider this when scheduling dental and doctor appointments, and vacation plans.

The State of California uses a positive attendance accounting system. This means that schools will only receive their daily funding for students who are physically present at school. We will be marking students in four categories: present, absent, tardy, or truant.

ABSENCE VERIFICATION

A parental phone call or written excuse is required which includes the specific reason, the date(s), and the signature of parent(s) or guardian when absent for any reason. When possible, please call the office before 9:00 am if your child will be absent. When you return to school, please bring your note to the front office for verification. **Students who have been absent without a valid excuse will be marked unexcused.**

TARDY POLICY

1. When children are late to school, it causes disruption and decreases learning time for all students.
2. It takes additional teacher time to help the student catch-up with the rest of the class.
3. It is the **parent** and **student** responsibility to arrive at the proper time.

TARDY PROCEDURES

1. All tardy students are to report to the office.
2. The office will determine if a tardy is excused, keep records and follow up on excessive tardiness.
3. Teachers will return tardy slips to the office.

CONDITIONS FOR EXCUSED TARDY

1. The tardy is pre-arranged with the teacher or the principal's office.
2. Medical or dental appointments that cannot be scheduled before or after school, (note provided by medical office).

UNEXCUSED TARDY

Students may be asked to make up time in a classroom during recess and/or after school. A student who is late three times (30 minutes or more on each occasion) will be reported as a truant to the Attendance and Due Process Office, (See FCUSD Truancy Policy.)

EARLY DISMISSAL

If parents need to check their student(s) out during school hours for medical appointments, etc. – you must first sign them out in the school office. At that time the students will be called from their classroom to meet parent(s) in the office. Parents are not to go directly to the classroom first. Students will not be released without proper procedure and please be prepared to show photo id as well in the front office.

LATE PICK UP

If parent arrives after 3:00 pm, you must come in the office to pick up and sign your child out. Late pick ups will be documented and should not be on a consistent basis for any reason.

INSURANCE INFORMATION

At the beginning of the school year, students receive access to a student insurance application form.

This insurance, available at very reasonable rates, is a transaction between the parent and the insurance company. For more information, contact the FCUSD Business Department.

FREE AND REDUCED LUNCH

The school district sends out applications to those families currently enrolled in the Folsom Cordova Unified School District. If you have not received one of the applications, please stop by the office for more information or assistance.

TEACHER REQUESTS

We appreciate the thoughtfulness and advocacy in your child's education. As policy, we do not take specific teacher requests unless there are extenuating social or academic considerations. Balancing classes is complicated with all the factors we must take into account. Our teachers, principal, and support staff spend many hours building balanced classes to meet the needs of ALL children. When building classes the factors we must take into consideration are: number of students enrolled in each class, academic assessments, behavior, social development, GATE, special education, gender, English Language Learners, and several other individual needs. It is very difficult to grant requests and maintain fair and balanced classes to meet the needs of ALL students. Thank you for your understanding and respect for our processes.

TEXTBOOKS

Textbooks will be issued to students. The students are responsible for the replacement of lost or damaged textbooks. Students may be encouraged to cover textbooks that go home during the school year, pending the teacher request.

AGENDAS

Agendas (student planners) are distributed to 4th and 5th grade students at the beginning of the year. Every student is given one Agenda courtesy of the Russell Ranch PTA. If it is lost, misplaced, or stolen, then it is the financial responsibility of the child to replace it (\$5). All students are expected to have and use these planners throughout the school year. It is each student's responsibility to use these calendars to record all homework assignments and projects for each class. Parents are asked to review the assignments recorded in the Agenda every evening and check the online class website once a week.

DRESS CODE

Pants will be worn around waist...no sagging pants. Please do not send children to school in tank tops with thin (spaghetti) straps. Thicker strapped sleeveless shirts may be appropriate, but when in doubt, please ask the office or teacher. Shoes must be attached to the feet and need to be suitable for running and P.E. activities. No flip flops, open sandals, or high heels. Students will not be permitted to wear make-up. Students who come to school wearing unacceptable clothing will be asked to contact a parent to bring a change of clothing to school. Undergarments should not be visible. The school principal and/or classroom teacher will determine appropriate school dress.

PERSONAL PROPERTY

Do not bring it to school. **THE SCHOOL IS NOT RESPONSIBLE FOR STUDENTS' DAMAGED OR LOST PERSONAL PROPERTY.** Toys, balls, music players, electronic devices, stuffed animals, party invitations, or any personal property are not to be brought to school, unless requested by the student's teacher. **PLEASE WRITE YOUR CHILD'S NAME ON THE INSIDE OF HIS/HER COATS, SWEATSHIRTS, AND LUNCH CONTAINERS** to help with return of lost items.

VISITORS ON CAMPUS

Visitors need to be pre-arranged with the classroom teacher or staff member. **All visitors MUST check in at the school office (Penal Code 627-627.11) and be issued an appropriate school pass.** If you would like a conference with a teacher, please call and schedule a time that is convenient for both you and the teacher outside of class / instructional time. All volunteers must sign in /out at the front office upon arrival and departure of each visit as well, and obtain their identification badge.

TRANSPORTATION

Students requiring bus transportation can contact the Transportation office at: 916-631-0401. A bus pass can be purchased from the Russell Ranch School office. Please remember - Riding the school

bus is a privilege, not a right. Please see the FCUSD website or contact the Transportation office for more information regarding transportation or the District Transportation Rules of Conduct.

PICK UP/DROP OFF PROCEDURES

Students living within walking distance of school or who are transported by parents are allowed on campus ***no earlier than 8:00 AM***. There is no adult supervision prior to that time, (bus riders arrive as bus schedules dictate). At dismissal time or after enrichment clubs, students are to **immediately** leave the school grounds for home, daycare, etc.

Upon arrival, Please make sure students drop their backpacks off at their classrooms then head straight to the blacktop. No gathering, waiting or playing in the hallways, even if parents accompany the child. On rainy days or inclement weather, students go to the multipurpose room until the bell rings.

Parents are encouraged to park in appropriate parking spaces or on street and walk children to and from campus. Parents may wait for students in front of school near flag pole or in amphitheater for dismissal. We have two drop off / pick up lots that may be utilized as well, located off Dry Creek Road. Due to safety concerns and procedures, unauthorized drop off and pick up in the bus loop on Owl Meadow is forbidden. All traditional traffic laws and rules are expected to be followed and adhered to both on and off campus and on surrounding school streets as well.

BICYCLES, SCOOTERS, SKATEBOARDS, ETC.

The school assumes **NO** responsibility if bikes or personal items are damaged or stolen. This privilege of bike riding is permitted as long as the rider exercises reasonable safety. Repeated violations will mean you cannot ride your bicycle to school. The following rules are designed with your safety in mind:

- *Only 3rd - 5th graders may ride to school, unless supervised by a parent.*
- *Obey all traffic laws. STATE LAW: 1. Prohibits a person under 18 years of age from operating, or riding upon a bicycle as a passenger, upon a street, bikeway or other public bicycle path or trail unless the person is wearing a bicycle helmet. 2. Prohibits a passenger on a bike unless there is a seat for that person. Ride defensively. Watch out for all traffic.*
- *Upon arrival at school, dismount and walk your bike directly to the bike racks.*
- *NEVER ride your bike on any sidewalk or in a crosswalk - be sure to get off and walk it.*
- *Each bike must have its own lock and chain. All bikes are to be locked to the bike rack.*
- *Bicycles are not allowed in the classroom.*
- *Do not loiter in the bike area. The only bike you are to touch is your own.*
- *Scooters that can be locked are allowed.*
- *Skateboards, skates, and rollerblades are not allowed.*
- *Always wear a bicycle helmet!*

CAFETERIA

- **Cold lunch:** You may bring your lunch to school in either a paper bag or in a lunch box. Milk may be purchased in the cafeteria.
- **Hot lunch:** Hot lunch may be purchased on a daily basis. You may pay for lunches in advance on the school website or you may send money in an envelope with your child's name on it to the office.

****Students are not to share their snacks or lunches due to allergy and health concerns.***

Important notes on food and treats brought to school for birthdays or for special occasions:

- Any food brought to school to be shared must have prior approval from the classroom teacher.
- Do not bring any food with caffeine or nuts to share.

- All food that is brought to the classroom must be made in a state approved kitchen or purchased ready to serve from a store.
- Respectfully communicate with classroom teacher about dietary needs, restrictions or situations prior to bringing in food of any kind.

CELL PHONES / SMART WATCHES

California Education Code and District policy permit the possession of cell phones while on campus. Phones must be **turned off** during school hours and may not be used during class, lunch, or break times. Phones should not be seen or heard at any time during the school day. Any phone that is seen or heard during the school day will be confiscated. Phones will be confiscated if used to take photos, video, listen to music, the alarm sounds, the phone vibrates, or even if the phone “goes off by mistake even though the power was shut off,” to name a few. Disregard of the cell phone policy at Russell Ranch will result in phone confiscation. Confiscated phones can only be picked up by the student’s parent or guardian. Phones cannot be picked up by anyone other than the parent or guardian. Cell phones may be picked up at the end of the school day on the day it is confiscated, or anytime thereafter. Phones will not be returned to students or anyone else on the emergency card, including relatives. Smart watches as well need to be used before and after school only and stored in backpacks in a non-disturb mode during the school day.

OTHER ELECTRONIC DEVICES

Russell Ranch Elementary School is not responsible for the loss, vandalism, or theft of any student’s personal property. This includes items left in desks, backpacks, classrooms or confiscated items.

- **Cameras and electronic games** are not allowed on campus at any time.
- **Electronic readers** (such as Kindles and Nooks) are allowed for reading purposes with permission from classroom teacher. In order to use an electronic reader at school, students will need to fill out an electronic reader liability release form’ (this can be found on our school website or in school office.) Students using their electronic readers for purposes other than reading will have their readers confiscated. Confiscated readers can only be returned to the student’s parent/guardian.
- **iPods** are only allowed before and after school They are subject to the same rules as cell phones.

ANIMALS / PETS ON CAMPUS

Pets should be left at home at all times when on campus, whether dropping off, picking up, (even after school and weekends). Regardless if dogs are on leashes or you have “the best dog in the world,” please do bring any animals to school unless permission is obtained from the school principal.

- A portion of the regulations from AR 6163.21 is as follows:
- Due to health concerns, safety concerns, and in order to avoid disruption of school activities all animals, insects and reptiles are prohibited from school property, school facilities, school transportation, and school functions except when the animal has been permitted as a service animal (AR 6163.2,) a service dog in training (AR 6163.20,) or a live animal in the classroom used for instructional purposes (AR 6163.22).
- There is specific language in the BP that recognizes seeing-eye dogs and/or service animals and conditional provisions for individual or exceptional circumstances.

***NOTE:** Please visit FCUSD website for a full explanation and list of Board Policies and Administrative Regulations, or ask the front office for a copy of BP / AR 6000 / Instruction (Animals at School and Non-Service Animals at School.)*

ACADEMIC EXPECTATIONS

Each student will make the greatest possible individual effort in learning and completing school assignments. Each student will participate fully in any school or classroom activity in which he or she is involved. Every student will participate in the district adopted core literature program for each grade

level. This program will promote understanding of plot, theme, character analysis, and style development of selected literature. Every student will be involved with the use of manipulative and calculators in mathematics. Every student will be instructed in the scientific method using a hands-on approach.

S.T.E.M. – SCIENCE, TECHNOLOGY, ENGINEERING & MATH

In the spring of 2014, FCUSD designated Russell Ranch as a STEM school in Folsom. All students will participate in innovative, cutting edge curriculum designed to prepare students for career goals – through highly engaging and real-world problem solving methods and activities.

HOMEWORK POLICY

The purpose of assigning homework at Russell Ranch School is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote parent awareness.

- Homework is deemed to be an independent activity, to be accomplished outside of the school day and without benefit of teacher assistance, and to reinforce previously learned ideas.
- Unfinished classroom or work missed due to absence, although accomplished outside of the school day, is not included in the school's definition of homework.
- Homework will generally fall into one or more of three different categories and may include, but are not limited to the following examples:
 - INDEPENDENT PRACTICE - This includes activities to reinforce skills such as studying spelling words and practicing math facts.
 - PREPARATION - These are assignments designed to provide information and focus on future class activities. Studying for tests and reading supplementary materials are examples of such homework assignments.
 - EXTENSION/CREATIVE - Activities such as book reports, science projects, and research for social studies reports are examples of such homework.

AMOUNT OF HOMEWORK

According to the research, in order to “get it right” homework should:

- Be brief.
 - Make sure to only include research-aligned and standards-based tasks.
 - Not be a project.
 - Reinforce skills already taught in the classroom. Nothing should be sent home that is at the student’s instructional level. All work sent home should be at each student's **independent** level.
- Recommendations regarding homework that fit the criteria have been given to teachers and principals. Homework is a site-based decision, so variations may exist from school to school. If parents have any questions, they may direct them to the principal of their particular site.

- **Student Responsibility** - It is the responsibility of the student to record and understand the homework assignment, complete it, and return it to school on the required day.
- **Parent Responsibility** - It is the responsibility of the parent to set a specific time and place for doing homework, to monitor the student, to assist when appropriate and to check completeness and accuracy.
- **Teacher Responsibility** - Teachers will be responsible for assigning homework to students and for providing the necessary explanation and direction required to assure that the students can accomplish the work with reasonable success. The teacher will also monitor and acknowledge homework results for parents and students. Specific classroom homework expectations will be established by each teacher in

accordance with FCUSD Board Policy and may differ from room to room depending upon the needs and abilities of the students. Each teacher will notify parents of their classroom policy.

Statewide Testing Notification

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

Smarter Balanced Assessment Consortium Assessments

The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

California Science Tests (CAST)

The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

California Alternate Assessments (CAAs)

Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks in spring 2019.

California Spanish Assessment (CSA) for Reading/Language Arts

The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards en Español. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

Pursuant to California *Education Code* Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

English Language Proficiency Assessments for California

California will transition from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017–18. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

Physical Fitness Test

The physical fitness test for students in California schools is the FitnessGram[®]. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

California Department of Education | August 2018

SHORT TERM INDEPENDENT STUDY

The minimum period of time for any independent study option shall be five (5) consecutive school days. The school principal in conjunction with the classroom teacher shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student, (Education Code 51747).

The written agreement shall specify the length of time in which the independent study assignment must be completed. Because excessive leniency in the duration of independent study assignments may result in a student falling behind his / her peers, independent study assignments shall be no more than a week for all grade levels and types of programs. However, when deemed necessary, based on the specific circumstances of the student's approved program, the principal may allow for a longer period of time between date assignment is made and when it is due, up to the termination of the agreement.

Please see FCUSD website for additional Independent Study information, (BP 6158; AR 6158)

PARENT - TEACHER ASSOCIATION: PTA

Russell Ranch Elementary School P.T.A. encourages your participation. Typical activities include assisting with classroom parties, raising funds through special projects, purchasing supplementary equipment, and providing parent input. We invite you to help make our school the best place to be!

P.E. AND MUSIC PROGRAMS

All students K – 5 will receive physical education from a credentialed teacher. In addition Russell Ranch provides string instrument, band, and choral instruction for grades 4 & 5. The school district has a limited amount of instruments available for loan. In most cases, students will need to furnish their own instrument.

STUDENT COUNCIL

The Russell Ranch Student Council is based on a representative model like our California

State Senate or Assembly. Classrooms will elect 1 to 2 representatives each trimester or by the year for the School Advisory Committee. Representatives from each classroom will meet each month and hold positions on the Student Council elected by their fellow representatives.

FIELD TRIPS

Our science, social studies, arts and literature programs are enriched via the use of community resources and by participating in field trips. **Students going on field trips need parent permission.** Signed permission slips must be returned to school before the student goes on the field trip. Verbal permission will not be accepted.

ENRICHMENT PROGRAMS / CLUBS

There may be enrichment programs offered after school, such as cooking, science, chess, running, drawing/art, musical theater, dance, etc. Announcements are sent out in the fall with the list of available activities.

SCHOOL LIBRARY AND IMPROVEMENT PROGRAM (S.L.I.P.)

The SLIP Council is the vehicle for Site Based Decision Making, a district plan allowing schools more freedom in planning their own program. The SLIP Council is comprised of an equal number of school staff members and parents of children at the school. Our council will evaluate school progress in all academic areas and look for ways to improve performance at the school.

RUSSELL RANCH SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT PROGRAM

The Russell Ranch School-Wide Behavior Support Team meets regularly to monitor and work on a continuous improvement program for our students and staff. The team consists of teachers, special education staff, student supervisors, and parent representatives.

Our Positive Behavior Intervention Support (PBIS) program has many integrated components including our staff member on campus participates in our School-Wide Behavior Support Program. We are very proud to see the results in the behavior of our students. Every day we witness acts of kindness, respect, and students willing to reach out and include other students in their activities. We are very proud of how our students conduct and behave themselves in a respectful and safe manner.

SCHOOL WIDE ANTI-BULLYING APPROACH

All students deserve a safe, caring, and respectful learning environment free from bullying, harassment or intimidation of any kind. The information and resources contained in these pages are designed to help Folsom Cordova students, families, staff, and community members foster safe school communities

Staff at Russell Ranch are trained using the Second Step curriculum along with positive behavior supports. This program includes classroom lessons that teach students how to recognize, respond, and report bullying. Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of direct bullying include:

- *Causing physical harm or threats*
- *Insulting, taunting, or engaging in name-calling*
- *Telling a child to his or her face in a mean way that he or she cannot play*

Examples of indirect bullying include:

- *Spreading malicious rumors or lies about a child*
- *Writing hurtful graffiti about a child*

SILVER HORSESHOE RECOGNITION ASSEMBLIES

Students are selected by their teacher each trimester for Mustang Silver Horseshoe recognition awards. All students selected will be honored in our Recognition Assemblies. Students are selected on the basis of practicing the Mustang Rules. Parents will be notified by a letter when their student is selected and are encouraged to attend this recognition event, (dates TBA).

RUSSELL RANCH RULES

Mustangs are. . .

 **Respectful**

 **Responsible**

 **Friendly**

 **Safe**



1. **RESPECTFUL:** Treat all people with kindness, courtesy, and consideration. Students will:
 - Follow directions from all school staff at all times.
 - Use appropriate language.
 - Keep hands, feet, and objects to yourself.
2. **RESPONSIBLE:** Do what is right and follow directions. Students will:
 - Attend school regularly, arrive on time, and be prepared for the school day.
 - Be responsible for all personal items brought to school.
 - Communicate their needs in a mature manner.
 - When the bell rings, use of playground equipment stops immediately, students will return equipment, then walk directly to their line. A three-minute passing time is allowed for students to leave the playground, reach their classrooms, and to be in their seat ready for instruction.
3. **FRIENDLY:** Treat others as you would like to be treated. Students will:
 - Include other in games and activities
 - Be patient and listen to others.
 - Make positive statements and not use put-downs or name calling.
4. **SAFE:** Protect each other as well as yourself. Students will:
 - Walk to and from school activities.

- Running or tag games are to be done on the grass or within the game you are playing.
- Kick the ball on the grass area only.
- No running in the play structure areas.
- Pulling, pushing, tackling, wrestling, kicking, or hitting results in students getting hurt.

CLASSROOM DISCIPLINE POLICY

The Russell Ranch School-wide Positive Behavior Support Program also encourages students to follow classroom rules by using positive reinforcement. Students are expected to be respectful, courteous, and cooperative in the classroom. Every teacher gives Silver Horseshoe Awards to students who follow classroom rules. Each teacher has a different system for encouraging their class to earn as many Silver Horseshoe Awards as possible. Examples include pizza parties, extra recess, art projects, and homework passes. Teachers discuss their reinforcement systems at Back to School Night.

When positive reinforcement of following classroom rules does not encourage students to engage in appropriate behavior in the classroom, disciplinary action will be taken. Students who interfere with anyone's learning, including their own or who engage in disruptive behavior in the classroom will be addressed by the teacher initially and may include a referral to the Principal.

1. Class Violations	Teacher determines. Students and parents will be informed of the classroom discipline policy and the consequences.
2. Serious or Continuous Violations	Referral to Principal for appropriate action. Actions may include call to parent, conference, loss of recess, or suspension

REASONS FOR SUSPENSION

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- Unlawfully possessed, used sold or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind, and then either sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcohol, or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Cause or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school property or private property.
- Possessed or used tobacco, or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and

betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.

48900.2 Committed sexual harassment (must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or a group of pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment/

48901.5 (a) No school shall permit the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees, without the prior consent of the principal or his or her designee.

ZERO TOLERANCE

California Education Code 48915 (a)(c), FCUSD Policy 5132.2 In addition to suspension from school, a written recommendation to expel from the school district SHALL be given to the Superintendent for the following offenses committed on or in the vicinity of the campus:

1. *Caused serious physical injury to another person ("serious" is defined as "requiring medical intervention"), except in self-defense*
2. *Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil*
3. *Unlawful possession of any controlled substance*
4. *Committed robbery or extortion*
5. *Assault or battery upon any school employee*
6. *Possessing, selling, or otherwise furnishing a firearm*
7. *Brandishing a knife at another person*

8. *Unlawfully selling a controlled substance*
9. *Committing or attempting to commit a sexual assault*

SEXUAL HARASSMENT

Sexual harassment in the learning or working environment of district employees or students by any person in any form is prohibited. Sexual harassment may, in certain circumstances, be a violation of Title VII of the Civil Rights Act of 1964, the Civil rights Act of 1991, and/or Title IX of the Education Amendments of 1972, as well as California law.

NON-DISCRIMINATION (TITLE IX)

It is the policy of the Folsom Cordova Unified School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Folsom Cordova Unified School District, 1965 Birkmont Dr. Rancho Cordova California, 95742. (Telephone: 916-895-3042) or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

TOBACCO FREE SCHOOL POLICY

Effective July 1, 1995 - It is the intent of the Folsom Cordova Unified School District Board of Education to comply with State Law (AB 816). Therefore, the use of tobacco products is prohibited at all times on district property and in district vehicles. This prohibition applies to all students, employees, visitors and other persons. (District policy 1115) California Smokers Helpline 1-800-NO BUTTS

For further information on any Board Policies and Administration Regulations, please see FCUSD website or contact our school office for assistance.

NONDISCRIMINATION/SEXUALHARASSMENT/ COMPLAINT PROCESS STATEMENT

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) 294-9000