

STUDENT/PARENT HANDBOOK



Theodore Judah ELEMENTARY SCHOOL

Carole Vargas, Principal
101 Dean Way
Folsom, CA 95630
916-294-9175

Version 8/3.2

***Today is a great day to learn something
new!***

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Theodore Judah Elementary

Daily Time Schedule

2019-2020

Kindergarten A.M. Session	8:25 – 11:46
Kindergarten P.M. Session	10:30 – 2:37
Grades 1, 2 Early Cougars	8:25 – 1:52*
Grades 1, 2 Late Cougars	9:10 – 2:37
Grades 3, 4, 5	8:25 – 2:37

Recess

Grade 1	10:10 - 10:30
Grade 2 & 3	10:35 - 10:55
Grade 4 & 5	12:55 - 1:15

Lunch

Grades 4, 5	11:00 – 11:40
Grade 1	11:25 - 12:05
P.M. Kindergarten	11:51 - 12:37
Grades 2	11:50 – 12:30
Grade 3	12:15 – 12:55

Music: Thursday and Friday

Fourth grade	8:30 – 9:05
Fifth Grade	9:10 – 9:45

Regular Minimum Day

November 18-22, December 20, March 6, May 26-28

Kindergarten	8:25 – 11:46
Grade 1-5	8:25 - 1:31

Super Minimum Days

November 8, February 28, May 22

Kindergarten	8:25-11:46
Grade 1-5	8:25-11:48

It is important that your child attends school and is on time every day. Valuable learning time is lost when your child is absent or comes to school late or leaves early. Grades 1-5 supervision starts at 8:00 a.m. every day. No early drop-off, please!

Be sure to call if your child is sick or will not attend school:
294-9175, press 1 for attendance to leave a message



Volunteers

Welcome to the Theodore Judah team! You can make a difference in a child's life. With your help, each student's opportunity for success and achievement will be enhanced.



There are many reasons to volunteer. First and foremost, YOU can truly make a difference. Please consider the many options you have as a volunteer at our school. You may assist in a variety of ways: in the classroom, library, office or do at home projects. You may also help by being a chaperone on field trips or working with the PTA. It is important that you enjoy what you are doing in the volunteer capacity.

The Folsom Cordova Board of Education and Theodore Judah Elementary encourage parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our school enrich the educational programs and strengthen our school relationship with homes, businesses, public agencies and private institutions. The presence of volunteers in the classroom and on school grounds also enhances supervision of students and contributes to school safety.

Volunteers must complete a Volunteer Application. Please do not bring other children if you are volunteering in the classroom, on field trips, or for special activities during the day. You may not go on field trips or help at school without completing the Volunteer Application.

Please work with your child's teacher to arrange times to volunteer or if you would like to help by bringing things home to prepare for the teacher. All volunteer appointments/assignments should be made at least 24 hours in advance.

If you would like to share your time, expertise or services with our school, please contact, Karol Castillo or Melanie Whitney in the office and do not forget about joining the PTA!

Classroom Visitations

Classroom visitations / observations need to be scheduled with the classroom teacher **prior** to the date of arrival. These occurrences need to be discussed with the teacher and/or principal based on educational needs or clarifications. Any and all classroom interruptions or deviation of daily routine contribute to negligence of instruction which in turn disrupts learning. Please note that visits / observations are limited to 15 minutes only. Beyond that time limit requires appropriate volunteer paperwork and clearance.



Supporting Academics

- ◆ Attend Back to School Night
- ◆ Make sure your child attends school every day, unless ill. Please phone the school (294-2420 Ext.2) on the day of your child's absence. In most cases, if the child is not well enough to take part in all school activities, he/she should be kept home.
- ◆ Be sure your child has a nourishing breakfast before coming to school.
- ◆ Teach your child responsibility by having them take charge of daily homework assignments.
- ◆ Ask your child to share one thing (s)he learned each day.
- ◆ Review the Wednesday Folder every week. Return all paper work and forms as requested.
- ◆ Take good care of books and materials and return them to school in good condition. There will be a charge for damaged or lost books and materials.
- ◆ Have a special place for your child to do homework and to keep the backpack and other school items.
- ◆ Conferences will be scheduled as needed to review your child's progress. Please attend conferences on time.
- ◆ Report cards will be issued three times a year for all grade students. Be sure that you understand your child's progress.
- ◆ If questions arise pertaining to class work, contact the teacher as soon as possible.

Visiting School

- ◆ Guests must schedule a time with the teacher 24 hours in advance. *All visitors must check-in at the main office and obtain a visitor's pass.* If you are not wearing a badge you will be asked to return to the office. Before leaving campus please return to the office to sign out and turn in your badge. *Please limit your visit to no more than 30 minutes.*
- ◆ Parents are not allowed to observe classrooms in which they do not have a student enrolled.
- ◆ Remind your child to get on and off the bus at the proper stop and obey all rules while on the bus.
- ◆ Keep the school informed of any pending custody case or similar cases in which the right of guardianship is in question.
- ◆ Keep the school informed of any change of address, babysitter, child care, telephone number, work number or emergency number.

Bringing Items To School

- ◆ Scooters, Razors, roller skates, roller blades and roller shoes are not allowed at school. Students who use these to get to school may check them in to the office.
- ◆ Encourage your child to keep feet and clothing dry during the wet season.
- ◆ Sticks, pointed objects, toys, play weapons, are not to be brought to school. Please leave such things at home. Your child may be suspended for bringing dangerous items to school.
- ◆ Many parents wish to send items to school for their children's birthdays. *Please check with your child's teacher before sending anything to school.* A small non-edible treat is allowed, but not required. No cakes that must be cut are allowed. Presents, balloon bouquets and other such items will not be delivered to the child's classroom. Do not pass out invitations at school unless the *entire* class is invited. Please, no family celebrations at school.



Parent District Advisory Committee

The Parent District Advisory Committee provides communication of information and ideas between parents and district staff regarding programs, policies, and initiatives. It assists parents in becoming better informed about district goals and programs. It helps policy-makers better understand the needs and goals of parents and students. Dates of meetings will be on monthly calendars. Parents of all students in the Folsom Cordova Unified School District are encouraged to attend. Each school site and program designates two representatives, one staff and one non-staff, to be active participants. District policy-makers (senior staff, board members, principals) attend on a regular but rotating basis. Child care is provided at a student care facility on-site or at a nearby school. There is no cost to the parent. For more information please contact the district office.

Parents will have the opportunity to:

- ❖ become better-informed about our district's programs and priorities;
- ❖ learn more about national and state standards;
- ❖ provide direct feedback to policy-makers about programs and policies;
- ❖ develop knowledge about the district's financial concerns, constraints, priorities, and spending choices;
- ❖ ask questions and express concerns in an open atmosphere; and,
- ❖ help decide future topics.



School Site Council

In this district, all schools with grades K-8 have a School Site Council. The school and community work together to develop goals for the school plan and a budget to support the goals. The Site Council is the group that plans for improvements and, if there is any, decides how the School and Library Improvement money will be spent. The decision power is balanced between staff and non-staff. We have 10 voting members: 5 are staff members (principal, 3 teachers, parent coordinator) and 5 are non-staff members (parents, community members). Each person has one vote. The plan and the budget must be decided by a vote of the Council. If you are interested in being part of Theodore Judah's School Site Council, contact Melanie Whitney in our office.

As a Site Council member, you would:

- attend several meetings per year;
- learn about state standards, model approaches, and effective programs;
- get to know the programs at our school;
- form an opinion on what kinds of improvements would help our school;
- prioritize needs and negotiate compromises; and,
- vote on the school plan and the school budget.

Theodore Judah's Early/Late Program

Elementary Schools in the Folsom Cordova School District offer an early/late program for primary grades (1st, and 2nd). At Theodore Judah we feel your children benefit from this schedule for the following reasons:

- allows more individualized instruction;
- provides time for teachers to develop projects, such as story writing with children;
- allows children to receive more “hands-on” instruction;
- provides a time of less pressure and stress for children;
- allows instruction to take place with less distraction;
- allows for small group instruction to teach primary reading; and,
- enables teachers to recognize individual learning styles and address them.

Student Insurance

The Folsom Cordova Unified School District does not carry insurance for accidental injuries sustained by a pupil. Insurance coverage may be arranged through individual policies, group insurance, or through a voluntary insurance program.

The district does not recommend any particular program. At the beginning of each school year, current information regarding a voluntary student insurance program is distributed to all parents. Please read all insurance information carefully and if in doubt, contact your insurance agent or family physician.

Optional student insurance is available for families to purchase. If you are interested in purchasing insurance, click [HERE](#). Please note that the district does not accept payment or mail forms. You may purchase directly from Student Insurance USA. If you have questions, you may contact them at 800.367.5830.

Bicycle Safety



Riding a bicycle to school is a privilege designed for students. Provisions are made to safeguard bicycles at school, but the school assumes **NO RESPONSIBILITY** if yours is damaged or stolen. The following rules are for the bike riders' safety. If there are repeated violations of these safety rules, the rider will lose the privilege of riding to school.

- Students who ride a bike to school must sign a Bicycle Contract. The form is available in the office or from the classroom teacher. Students in grades K-2 should not ride without a responsible person.
- Obey all traffic laws. Ride defensively. Watch out for all traffic and wear a helmet.
- Upon arrival at school, dismount and walk your bike directly to the bike racks. **NEVER** ride your bike on any sidewalk, in the hallways or in a parking lot.
- Each bike must have its own lock and chain. All bikes are to be locked to the bike rack. Do not loiter in the bike area.
- Bicycles are not allowed in the classroom.

Lunch Procedures

Every child is entitled to appropriate conditions for enjoying lunch. All school rules apply in the lunchroom. In addition, students must follow these procedures:

1. Students will walk into the cafeteria and line up to be served. While in line, students will walk quietly, keeping their hands and feet to themselves. Students with cold lunches will go directly to their assigned tables. All students are encouraged to use the hand sanitizer located in the lunchroom.
2. Students will serve themselves neatly and carefully. Students will take only as much food as they intend to eat at lunch. After getting their lunches, students will go to their assigned tables and assigned seats, if appropriate.
3. During the entire lunch, students will remain seated, facing forward and sitting flat on their bottoms. Students may only get up when an adult excuses them.
4. **For the safety of everyone, students may not trade or give away food at any time.**
5. Students who throw food or other items will be required to clean around the school.
6. During lunch, students should talk only to the people sitting next to them or directly across from them because this is kind to others.
7. Students will clean their areas before being excused. This includes the table, the seat and trash on the floor.
8. When the table is excused, students will throw away their food in the garbage cans and stack their trays. They will then walk quietly to their line up area.
9. To prevent accidents, once students have left the cafeteria, they may not reenter it without adult permission.

Possible Consequences

1. Warning.
2. Remain in lunchroom for additional time, which may include clean up.
3. Moved to a different table and given a referral to the classroom teacher.
4. Loss of recess.
5. Referred to the principal

Depending on the severity of the problem or if the problem is repeated, the student may be directly referred to the principal.



DISCIPLINE POLICY

The discipline plan at Theodore Judah Elementary has two goals. One is for a safe and respectful environment in which teachers are able to teach and students are able to learn. Secondly, our goal is to teach students to be responsible for their choices and to behave appropriately. We believe that everyone is responsible for achieving these goals and require the cooperation of all students, staff and parents. School rules make learning possible. It is the teacher's, principal's and parent's responsibility to help students learn appropriate conduct. We will teach expectations and reinforce them though out the year. By following these general behavior expectations all through the school, student, staff and parents can enjoy a healthy school experience. All students are taught to follow our five school rules: Be Responsible, Be Respectful, Be Safe, Be Kind, and Be Productive. These rules are posted throughout our school and are repeated as part of our Theodore Judah school chant. Students following the behavioral expectations may be rewarded with Talon Tickets cards. Tickets are drawn each week and winners pick a prize from the principal's prize collection.

The Five B's are:

Be Responsible

Please be prompt and prepared for school. Listen attentively and follow directions. Treat others as you would like to be treated. Be in supervised areas at all times

Be Respectful

Respect yourself, others and their property. Please be courteous and respond politely, using appropriate language. There should not be obscene gestures, threatening, bullying, harassing, name calling, disrupting class, or taking property that does not belong to you. Students need to promptly acknowledge and respond politely to requests or directions given by an adult.

Be Safe

No rough play, fighting, playing with matches, running in classrooms, bathrooms, lunchrooms or hallways. Do not behave in a dangerous or harmful manner to yourself or others. Follow the rules in the classroom, on the playground and on the play structure.

Be Kind

Greet and smile at others. Greet bus drivers and others and respond to greetings from others. Consider others' feelings and reach out to those who may need a helping hand.

Be On Task

Go to where you are going in a timely manner (don't dawdle). Keep your materials in a neat and orderly manner. Bring your work with you to class. Work hard in class and socialize during recess and lunch.

It is essential that students follow behavior expectations. When students break the rules, consequences may range from a warning about behavior all the way to recommendation for expulsion. Factors that determine which of the possible appropriate consequences may include, but are not limited to, discussing the incident and understanding why it was inappropriate, a time out, a Pink Ticket, detention, community service on campus, parent conference or possibly suspension. A Pink Ticket will be served during recess time. Students will sit comfortably on a bench to allow them time for thoughtful reflection on their behavior or a chance to do work that may have been missed due to behavior. Our goal is to establish a positive school climate where all can learn.

Theodore Judah Dress Standards

Dress standards at Theodore Judah are designed to contribute to a safe and positive learning environment and follow the Folsom Cordova Unified School District Dress Code. Students not adhering to the general rules will call home to get a change of clothing. The following dress regulations **will be enforced**.

DRESS CODE

Students are to dress appropriately in durable, washable clothing that makes it possible to participate in a variety of school activities:

- Federal Health Law states that shoes are to be worn at all times. Flip-flops, roller shoes or shoes without a back or strap are not allowed. Soles on shoes should be flat and not more than an inch high. Students should be able to participate in physical education activities in shoes worn to school.
- Shorts should hang below the length of the pockets.
- Shirts must not allow midriff exposure.
- Half shirts, strapless tops, see-through materials will not be allowed.
- Bathing suits or form fitting or revealing type of clothing cannot be worn as school attire.
- No jewelry, hats or bandanas are allowed that display any drug, alcohol, sex, violence or gang message or logo.
- Pants, shorts, and skirts must fit the natural line. Clothes must be no more than one size larger than the student. No bagging, no sagging.
- Belt buckles are to be plain with no initials or logos. Sunglasses are to be worn outside only.
- Underwear is not to be visible.
- Students may not bring finger nail polish, hair color, or make up to school. Long or fake fingernails are distracting and dangerous and should not be worn at school.
- Make-up shall not be worn to school except for specific dress up days.
- All outer clothing (coats, sweatshirts and jackets) should be properly marked with the name and phone number of the child.

It is recommended that all outer clothing (coats, sweatshirts and jackets) be properly marked with the name and phone number of the child. Many clothes are lost during the school year and we are often unable to locate the owner.

Consequences

A student who comes to school wearing unacceptable clothing or dress will be required to contact a parent to bring a change of clothing to the school. The student will not be able to participate in the classroom or recesses until proper clothing is worn. The school principal and/or classroom teacher will determine appropriate school dress. Students who are not in appropriate clothing will not be allowed to play outside at recess or PE until a change of clothing is provided.



Playground Rules

Students are expected to follow the 5 Be's at Theodore Judah Elementary School. They are:

- BE RESPECTFUL ➤ BE RESPONSIBLE ➤ BE SAFE ➤ BE KIND ➤ BE On Task

Students should also do the following:

1. Get drinks and use the restroom during recess, not after the bell. Use outside bathrooms, not those in the halls.
2. Keep your hands and other objects to yourself.
3. Play in the designated areas with equipment assigned to your class or grade level only.
4. Interfering with any game is prohibited.
5. Use balls properly. There will be no kicking of balls on the playground unless in an adult directed activity. If a ball lands on the roof, the custodian will retrieve it **when he has time**
6. **Tackling, tackle football and wrestling are not allowed. No games should have physical contact.**
7. Kickball, one-hand touch football and soccer must be played on the grass when the field is dry.
8. Jump ropes are for jumping only. Do not play any other games with ropes.
9. Do not sit or swing on the tetherballs.
10. Games are to be played according to game rules. There are no Game Lock-Outs; all students may play if it is safe.
11. There should be no games of tag, fighting, running or chasing unless games are directed by an adult.
12. No ropes are allowed in the bark area.
13. Play basketball on your designated court.
14. Use of equipment:
 - a. Never jump off play equipment. Do not climb fences, buildings, trees or backstops.
 - b. Always wait your turn. Stay out of the way of children using the playground equipment.
 - c. Cross the rings or bars once and go to the end of the line. Only one person is allowed on rings or bars at a time.
 - d. Students must keep hands on bars at all times-no hanging by knees.
13. When the bell rings, freeze, raise a quiet hand, face a yard duty, and wait for whistle. Then walk to your line.
14. Yard Duty and Lunchroom Supervisors must be obeyed at all times.

NO BULLYING ALLOWED

Theodore Judah is a NO bullying school. We follow the Steps to Respect program to address bullying. All adults on campus will be able to assist a child who is a target of bullying or observes bullying behavior.

Definition of bullying: BULLYING IS UNFAIR AND ONE-SIDED. IT HAPPENS WHEN SOMEONE KEEPS HURTING, FRIGHTENING, THREATENING OR LEAVING SOMEONE OUT ON PURPOSE.

Bullying behavior may include repeatedly physically hurting or threatening to hurt someone, insults, name-calling, mean gossip and rumors, and social exclusion. It does not include unacceptable conflict behavior that arises from time to time. Disciplinary action will be taken in all cases.

Students are taught the 3R's of Bullying: Recognize – Refuse – Report.



Personal Property & Cell Phones

The Folsom Cordova School District or Theodore Judah Elementary School is not responsible for any damaged or lost personal property brought to school by a student. Toys, radios, *electronic readers, and other electronic equipment*, skates, skateboards, scooters, motorized equipment or personal property other than clothing are not to be brought to school unless requested by the student's teacher. **Cell phones must be turned off and secured in a backpack or purse. Students may not carry cell phones during the day and must wait until they are off campus to turn on their phones. Theodore Judah is not responsible for lost or stolen cell phones or other electronic devices.**

NOTICE
PRIVATE
PROPERTY

Library

We are proud of the Theodore Judah School Library. It has been developed through intensive efforts of both parents and school staff. We have had major cuts to our library budget including the elimination of funding for librarians. The school tries to maintain reduced services through its own site budget. We appreciate the excellent cooperation given by both students and parents in taking responsibility for the care in handling and returning library materials. Students must pay a fee for any damaged or lost items.



Field Trips

If you would like your child to go on a bus or a walking field trip, we must have a Student Activity Permission Slip on file at school before your child can be permitted to participate in such activities. Student Activity Permission Slips will be sent home by your child's teacher prior to each scheduled trip. *IT IS IMPORTANT THAT THE PERMISSION SLIP BE RETURNED IMMEDIATELY TO YOUR CHILD'S TEACHER.* We cannot accept permission by telephone or handwritten permission slips. Our field trips are carefully planned to enrich the instructional program. Part of the planning with your child involves standards of behavior that will enhance each participant's learning. Should a teacher have concerns about a student's behavior, those concerns will be discussed with the parents and student prior to the trip. Under special circumstances, the parent may be requested to accompany the student to ensure that the standards of behavior are met. Occasionally, students may be excluded from field trips due to behavior. **NO SIBLINGS ARE ALLOWED ON FIELDTRIPS. PARENT VOLUNTEERS MAY NOT BRING OTHER CHILDREN WITH THEM.**



Internet Access

The internet is an electronic highway connecting computers in the district to thousands of computers all over the world. All Theodore Judah classrooms have internet access. No student will be allowed to use the internet unless he/she has a signed permission form from the parent or guardian and only when working under the supervision of the classroom teacher. Learning internet etiquette and safety is very important. Therefore, it is necessary for you to thoroughly review the permission form and discuss it with your child before returning the form to school. The internet can be a powerful tool for learning. However, if it is used inappropriately, future access will be denied.



Telephone Privileges

The telephone is not to be used by students except in an emergency. The school does not consider forgetting homework, musical instruments, or projects as an emergency. Help your child develop independence by reviewing what he or she will need for the school day before leaving for school. This will be a valuable habit throughout life.



Breakfast/Lunch Program

Applications for the **National School Breakfast & Lunch Programs** can be found online [HERE](#). Applications can also be picked up in the front office, but the turnaround time is faster if you apply online. A new application must be completed each year.

A breakfast and a hot lunch program are provided. Students pay for their breakfast and/or lunches by the day or pre-pay. Please help small children keep track of their money by putting it in an envelope, coin purse or other container with their name on it if they do not use the pre-pay plan.

Breakfast is served before school in the Cafeteria. Students arriving after 8:10 am for the early schedule or after 8:55 for late schedule may not be served breakfast.

Breakfast prices (are subject to change):

Student Breakfast with milk	1.50
Reduced Price Breakfast	.30
Milk only	.50

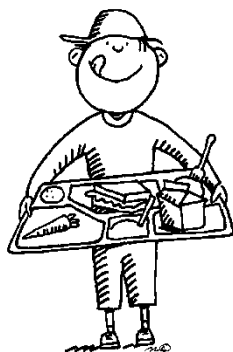
Lunch prices (are subject to change):

Student Lunch with milk	\$ 2.50
Milk only	.50
Reduced price Lunch	.40

We encourage you to pre-pay for breakfast and lunches in the multi before school. Five regularly price breakfasts cost \$ 3.75. Five regularly priced lunches cost \$ 11.25, ten cost \$22.50, fifteen cost \$33.75, and twenty cost \$ 45.00. Pre-payment may be made with cash or checks to Folsom Cordova School District. Reduced lunches may be purchased in the same manner. Pre-paid lunches do not have to be used on consecutive days. Parents may pay via Electronic Funds Transfer. Please contact the school office for more information about how to use this convenient service. The money will remain available for use on whatever day the student chooses. **Reduced and free lunch payments appear no different than paid lunches to maintain confidentiality.**

Please note that students may charge one lunch if they have forgotten their lunch money. The account must be paid in full before a second charge may be made. Charges may not be made the last two weeks of school. You may add to your child's Cafeteria account and check on their balances by using Mealttime. Please contact the school office to get your account number. This is a very quick, efficient and easy way to keep your child's account up to date.

EZ SchoolPay is available to add money or check balances on school lunch accounts. Check it out at <https://www.ezschoolpay.com/Login.aspx>



Transportation Rules

Purpose : Rules and regulations for the transportation of pupils by district operated buses are established and enforced to ensure the utmost *safety* of those pupils being transported. The conduct of any pupil cannot be allowed to jeopardize an entire busload of children. The cooperation of parents, pupils, bus drivers and school administrators is required to achieve the desired results. The rules for pupil conduct are contained in the “Regulations and Laws Relating to Pupil Transportation in California” of the State Department of Education.



Authority of the Driver: Folsom Cordova Unified School District has adopted rules to enforce section 5 CCR 14103: *Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en route between home and school or other destinations.*

Rules of Conduct

Seating: Drivers may assign student seating, as they deem necessary. Pupils assigned to specific seats may not move from those seats unless authorized by the driver. Pupils must sit up in the seat, face the front of the bus and keep feet out of the aisle so as to not interfere with other pupils entering or exiting the bus. For reasons of safety, while the bus is in motion students must remain seated

Body Parts Outside of Vehicle: Body, head or arms may not be extended outside of the windows at any time for the pupil’s safety and possible damage to the vehicle.

Other Pupils: No pupil is permitted to verbally or physically abuse another pupil or their property.

Noise Level: Pupil may not cause noise nuisance on the bus. This includes playing of loud music, whistling, yelling, loud talking, or inappropriate language.

Animals : Pupils shall not transport household pets or animals in the school bus.

Hazardous Items: Pupils may not transport articles of personal property, including helium filled balloons, that interfere with the safe operation of the school bus or block aisles. Under no circumstances shall a pupil block the emergency exit. The school district and its personnel are not responsible for items left on board the bus.

Loading/Unloading: Pupils are to load and unload in an orderly manner. Pupils required to cross the street must follow the directions of the driver. Students must cross only in the front of the bus and only at district approved student cross-over stops when the red lights are activated.

Food/ Eating: No pupils may eat or drink aboard the bus, unless prior permission is received from the bus driver.



Student Pick-Up and Drop-Off

(more information to come when construction is complete!)

Pick-up and drop-off are challenging times at school sites. We are trying to move hundreds of students in and out of the parking lot safely and efficiently. *Your cooperation is necessary in order for us to do that successfully.*

1. There are two ways to drop-off/pick up your child if you are driving:
 - a. Wait in line and pick up your child on the driveway side of the school
 - b. Park and walk to front of the school and escort your child back to your car.
2. If you choose to park:
 - a. Park and walk to the school to pick up your student.
 - b. Do not honk or ask your student to run across the street to your car.
 - c. Use crosswalks.
 - d. NO PICK UP FROM DOUBLE-PARKED CARS



Homework Policy

PURPOSE: The purpose of assigning homework at Theodore Judah School is to strengthen academic skills, reinforce previously learned ideas, and teach students responsibility. Unfinished classroom work or work missed due to absence 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 is not limited to the following examples:

1. **Independent Practice**-The focus of homework is wide reading. Students will be expected to read, or be read to, every night. Reading logs will be provided by the school. Other independent practice includes practicing math facts.
2. **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.
3. **Extension/Creative**- Activities such as book reports, science projects, and research for social studies reports are examples of such homework.

The amount of homework assigned shall be related to the maturity and ability level of the students in a given class. It is anticipated that the amount of time expected to complete homework shall not exceed four hours per week by the sixth grade. This homework guideline does not include daily reading logs.

Homework will generally be assigned on a Monday through Thursday or on a weekly basis. Assignments of longer than a day's duration should include checkpoint monitoring.

It is the responsibility of the student to read and understand the homework assignment, complete it, and return it to school on the required day.

It is the responsibility of the parent to set a specific time and place for doing homework. If a parent has questions or concerns about the amount of homework a child has, the parent should meet with the teacher and the child.

It is the responsibility of the teacher to assign, monitor, assess, and acknowledge results for parents and students. Each teacher shall notify parents of the homework policy, usually at Back to School Night.

Attendance



Good attendance is the first step in helping students become the best they can be. When students miss school, they miss out on valuable learning time. Be sure your son or daughter gets to school **on time, every day**. California Ed Code 48205 states:

... a pupil shall be excused from school when the absence is :

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric or chiropractic services.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California.

Ed Code 48260 states:

If a child cannot attend school, it is very important that the school office be notified. **Please call 294-2420 Option 1 as soon as you know there will be an absence. This line is available 24hrs a day.** It is necessary that each absence be cleared by a phone call or note from parents to meet state attendance regulations. Help us work together to maximize student potential by having your child attend school unless he/she is ill.

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for three full days in one school year, is tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or has any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. This is a state law.

*** When possible please schedule medical, dental and other appointments outside of the school day.**

Independent Study

If your child is going to be absent **5 OR MORE DAYS**, please contact your child's teacher or the office for an Independent Study Agreement Study Contract at least three days prior to the start of the contract. **Teachers must have advance notice for Independent Study requests.** We wish to have students keep up with their academic practice while on a trip or vacation during the school year. Your child may be required to complete additional work upon return to school in order to catch up with the progress of the class. Independent study can never fully replace all a student learns by attending school.

- ❖ **Parents are responsible for supervision of their child while he or she is completing the assignments necessary for evaluation.**
- ❖ **All completed work must be returned to the classroom teacher on the first day of the student's return to school.**

Tardy Policy

It is the responsibility of parents and students to develop a plan to ensure that students arrive at the proper time. Late arrival of students affects classrooms in many ways including the following: disruption of the class, decreased learning time for all students and taking additional teacher time to help the student catch up with the rest of the class.

All tardy students must report to the office. The office will record tardies. When a student has a third recorded tardy, a letter will be sent home informing the parent of the tardies.

Excused tardies may include, but not be limited to, a medical appointment, a late bus, illness, or an unusual circumstance. A written statement is requested for an excused tardy. A parent running late is not an excused tardy. A student who is late three times (30 minutes or more on each occasion, unexcused) will be reported as a truant to the Attendance and Welfare Office.



Truancy

Any student with excessive absences and/or tardies will be referred to our S.A.R.T. (School Attendance Review Team). This Team meets with parents and students to strategize ways to solve the student's difficulty with regular, punctual attendance. If this is not successful, students are referred to the district's S.A.R.B (School attendance and Review Board). A hearing will then be scheduled, and parents and student(s) are required to attend. Regular attendance is very important, and the Theodore Judah staff members are committed to helping **all students** to come to school, on time, and ready to learn. Students should also remain in class all day.

State law requires that any child who has been absent without valid excuse more than three days or tardy in excess of 30 minutes of each of the three or more days in one school year shall be reported as a truant to the Office of Attendance and Welfare.

Any pupil reported as a truant three or more times within the school year is considered a habitual truant and a school official shall hold at least one conference with the pupil's parent or guardian. Any pupil considered a habitual truant, or is irregular in school attendance, or is habitually insubordinate or disorderly during school attendance may be referred to the District School Attendance Review Board (SARB) and may be referred to the District Attorney for further action.

Arrival and Departure Time

Students who eat breakfast at school may arrive at the following times: Kindergarten, 3rd, 4th, 5th and Early Birds – 8:00 am; Late Birds –8:55 am.

Pupils who are not transported by bus may arrive at school not earlier than 25 minutes prior to the beginning of their school session. They must report directly to the multipurpose room or their assigned outside area if students have been released. All pupils are to leave the premises at dismissal time unless they are under the supervision of a certificated employee for an activity that has been scheduled and approved, and the pupils have received written permission from their parents or the parents have been notified by the school of such activity. **Students and families may not return to the school campus until after 6:00 p.m.** because we have after school programs in session.

Emergency Cards



Parents or guardians are required by law (California Ed. Code 49408) 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 including, name of baby sitter, employment location and phone number, addresses and other pertinent information. Without a current, valid phone number, we are unable to reach you in an emergency. Please inform the school when there are changes in your child's emergency card information, including emergency contacts.

Transfers

Transfers of records are issued from the school office directly to the receiving school office. Parents may not carry student cumulative files to the new school. Notify the office as soon as possible if you are planning to move. A check-out form will be issued to give the next school current student information and progress. A copy of a child's immunizations may be requested at that time. Immunization records are required to register at any public school in California. Please note: we do not keep copies of your child's birth certificate.

General School Guidelines

Please observe the following guidelines:

1. Be courteous!
2. Arrive at school no more than 20 minutes before class starts.
3. Walk on sidewalks at all times. Running is not allowed.
4. Obey yard supervisors at all times.
5. Obtain permission from the office to leave school grounds
6. Sticks, knives, toy guns, such as air-soft pistols, BB guns, pointed objects, or objects that could be considered dangerous are not permitted on school grounds.
7. Personal items or toys are not to be brought to school without the permission of the teacher. Any playground equipment brought from home must be labeled with student's name and room number. These items must be transported in a backpack or paper bag.
8. Fighting, play fighting, tackling or wrestling are not permitted at school or to and from school.
9. Restrooms are to be used during recess and lunch recess rather than class time. Playing in the restrooms is not permitted.
10. Climbing on fences, backstops, poles, fire hydrants, or planter boxes is not permitted.
11. Skateboards, roller blades, radios, tape players, beepers, iPods, electronic games and other personal items are not allowed at school. The school is NOT responsible for any items should they be brought to school.
12. Cell phones may be brought to school, but must be turned off, put in a backpack and left there until the dismissal bell rings.
13. Gum chewing or possessing gum is not allowed.
14. Buying, selling or trading of any items at school is not allowed unless it is and approved school fundraiser.
15. Use of cafeteria and buses are privileges, not rights.
16. The Folsom Cordova USD and Theodore Judah Elementary accept no responsibility for musical instrument, bicycles, or other expensive items brought to school.

Folsom-Cordova Unified School District Suspension Policy

The definition of “suspension” means removal of a pupil from classroom instruction for adjustment purposes. (California Education Code. Section 48625). A student may be suspended or expelled for acts which are listed below, and are related to school activity or attendance which occur at any time, including but not limited to:

- While on school grounds;
 - While going to and from school;
 - During the lunch period whether on or off campus; and,
 - During, while going to, or coming from a school sponsored activity.
1. Caused, attempted to cause, or threatened to cause physical injury to another person.
 - a. Fighting
 - b. Assault with a weapon is “an unlawful attempt, coupled with a present ability, to commit a violent injury to another person.”
 - c. Battery is the “willful and unlawful use of force or violence on another person.”
 - d. Caused serious physical injury to student, certificated employee, classified employee, security/peace officer, or other person.
 2. Possessed, sold, or furnished any firearm, knife, explosive, bomb or other dangerous object.
 3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 11053 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
 4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, (as defined in Chapter 2, Section 11053, of Division 10, of the Health and Safety Code), an alcoholic beverage, or an 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, alcoholic beverage, or intoxicant.
 5. Committed or attempted to commit
 - a. Robbery, defined as the taking of property in possession of another, from his person or immediate presence, and against his will, accompanied by means of force or fear.
 - b. Extortion, defined as the obtaining of property from another, without his consent... accompanied by means of force or fear.
 6. Caused or attempted to cause damage (vandalism) to: school property, student property, or employee property.
 7. Stole or attempted to steal school property, student property, or employee property.
 8. 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.
 9. Committed an obscene act or engaged in habitual profanity and vulgarity.
 10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 11. 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 including racial slurs, violation of closed campus, falsification forgery of parent notification/verification, or defiant/disruptive behavior.
 12. Knowingly received stolen school property, student property, or employee property.

13. Possessed an imitation firearm (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).
14. Committed or attempted to commit a sexual assault, as defined in Section 261,266 ©, 286, 288, 288 (a), or 289 of the Penal Code or committed sexual battery as defined in Section 243.4 of the Penal Code.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
16. 48900.2 Committed sexual harassment, as defined in California Education Code, Section 212.5.
17. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of California Education Code, Section 33032.5.
18. 48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.
19. 48900.7 Made terrorist threats against a school official or school property, or both.

Teacher Referral

A teacher may refer a student for any of the acts stated in district policy to the principal or to a certificated employee designated by the principal for consideration of the suspension from school. EC48910

Suspension by Teacher

A teacher may suspend any student from a portion of the school day for the day of the suspension and the day following, for any act stated in District Policy. (Elementary day is defined as a calendar day). If the student has more than one teacher, the student is only precluded from attending the suspending teacher's class. Prior to excluding a student from the classroom, the teacher must inform the student which district policy the student has violated, that the teacher intends to suspend, and that the student has the opportunity to respond to the charges. As soon as possible, the teacher shall request a parent/guardian conference at which time the circumstances of the suspension and the data will be presented. Parents will be notified no later than the day after the suspension. EC 48910(a)

Suspension by Principal

Suspension by principal or designee shall be preceded by an informal conference. At that conference, that student shall be informed of the reasons for the disciplinary action and the evidence against him/her. In addition, the student shall be given the opportunity to present his/her version and evidence in his/her defense. At the time of the suspension, the principal or designee shall make a reasonable effort to contact the student's parent or guardian in person or by telephone. Whenever a student is suspended from school, the parent or guardian shall receive notification in writing of the suspension. The notice shall contain a statement of the events leading to the decision to suspend, and a request that the parent or guardian attend a conference with school officials, including notice that state law requires parents or guardians to comply with such request without delay. EC48911

Emergency Suspension

A principal or designee may suspend a student without affording that student an opportunity for a conference only if the principal or designee determines that an emergency situation exists. EC48911

Classroom Visitations for Suspended Students

Current state law authorizes teachers to provide time for a parent or guardian of a student who has been suspended for reasons stated in EC489000.1c to attend a portion of a school day in the student's classroom. The principal will provide appropriate notification to a parent or guardian regarding the classroom visitation. EC 48900.1

Reasons For Expulsion

The principal or the superintendent of schools may recommend expulsion for the acts enumerated in district policy (Causes for Suspension) and EC 48900.02, 48900.03, 48900.04 and 48900.7 or any of the following reasons:

1. Caused serious physical injury to another person; or willfully used force or violence upon the person of another.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.
3. Unlawfully possessed, used or furnished or been under the influence of any controlled substance.
4. Unlawfully offered, arranged, or negotiated to sell any material in lieu of controlled substance.
5. Committed or attempted to commit robbery or extortion.

School Property

The school provides all books, papers, and other necessary supplies at no cost to the pupil. In the return, children will be required to give particular care to books, desks, band instruments and all other school property. Parents will be required to pay for all lost or damaged school property as stipulated in California Education Code, section 48904, including text books, library books, and books sent home as part of our reading program. You will be notified of the price of the lost or damaged material as soon as possible. Report Cards and end of the year activities will be withheld if fines are unpaid.

Personal Property



The Folsom Cordova School District or Theodore Judah Elementary School is not responsible for any damaged or lost personal property brought to school by a student. Toys, radios, electronic readers, and other electronic equipment, skates, skateboards, scooters, motorized equipment or personal property other than clothing are not to be brought to school unless requested by the student's teacher.

Requirements for the Administration of *ALL* Medication at School

Please Note: The school does not supply medication of any type. All medication needed to be taken at school must be provided by the student's parent or guardian. This includes all prescription and over the counter medication, including but not limited to aspirin and non-aspirin type pain relievers, cough drops, antacids, lip balms, sunscreen, creams, and ointments.



Students are not allowed to have any type of medication in their possession at any time unless specifically stated in writing by a physician.

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:

- A district medication consent form signed by the doctor (physician)
- A district medication consent form signed by the parent/guardian
- The medication is sent to school in the original “over-the-counter” or pharmacy prescription container.
- Medication shall be brought to the school office by a parent, guardian, or designated adult.
- Refills of medication are the responsibility of the parent/guardian.
- All medications shall be held in the school office, in a secure location, in the original container labeled with the student's name.
- 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 school hours. Please inform the school if your child is taking a medication that may affect his/her behavior.
- Parents are responsible to pick up any remaining medications at the end of the school year or the left over medications will be discarded.

NO MEDICATIONS CAN BE GIVEN WITHOUT ADHERENCE TO THE ABOVE PROCEDURES!

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.***



Uniform Complaint Procedure

The Board of Education recognizes that parents, guardians, students, employees, advisory committee members, or other members of the community may have questions, seek information, desire to make requests, and express complaints regarding district policies and procedures of state and federal programs. A complaint in this sense is a request for action to resolve a conflict. The complainant is the person affected or represents the person affected.

A parent complaint about a student should first be discussed with the teacher and then with the principal. If the complaint is not satisfactorily resolved, the next step is to file an official complaint with the District Compliance Officer through the Uniform Complaint Procedure. Direct the complaint to 125 E. Bidwell Street, Folsom, CA 95630. Phone: 916-355-1100

A discrimination complaint must be written and filed within six months of the occurrence or when first acknowledged. District staff will resolve the complaint through mediation or will investigate and provide a written report to the complainant. If resolution is not reached at the staff level, the matter may be taken to the district Board of Education.

The time period for the district staff and/or Board response may not exceed 60 days. If the written report still does not resolve the complaint, the complainant may appeal to the California Department of Education within 15 days of the district report's issuance. If the Department of Education is unable to resolve the complaint, complainants may seek local civil law remedies.

Uniform Complaint Procedures have been established (Board Policy 1312.3) and may be obtained from the Personnel Office.

Programs and services covered by Uniform Complaint Procedures include Adult Education, general and basic education, preschool, state and federal programs, Special Education, ROP, nondiscrimination, gender equity requirements, and civil rights guarantees.

This notice is provided annually to parents and students, school and district advisory committee members, all district employees and other interested parties. This notice is provided in English and is also available in Spanish, Russian and Armenian on our district website. www.fcusd.org

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 the Title IX may be directed to Folsom Cordova Unified School District (Title IX Compliance Officer), 125 East Bidwell, Folsom, CA 95630, or to the Director of the Civil Rights, Washington, D.C.

Non-Discrimination on the Basis of Sex Complaint Procedure

Any student of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of sex may have experienced a violation of the district's nondiscrimination policy (Policy 2600), and may file a written complaint with the site level administrator within ten working days of the alleged discrimination. Further information regarding the complaint procedures (Policy 2600.4) is available through the school office.

Procedures for Filing Grievances Involving Categorically Funded Programs

(Such as Title 1)

Any person, including any parent of a pupil enrolled in a program under the categorical programs, may file a complaint in written form with the district alleging a matter which, if true, would constitute a violation of law or regulation governing such programs. (Folsom Cordova Board of Education 6128.01) A complaint should first be directed to the school principal. If the matter cannot be resolved at the site level within ten working days, the complainant should next contact the Director of Special Programs, either in writing or by telephone, to relay the problem. Upon failure of the Director to resolve the problem, the Director shall forward the complaint to the appropriate Assistant Superintendent to be resolved. Should this attempt also fail, the complainant may complain to the Superintendent. The complainant must specify in writing the details of the complaint, together with any relevant facts and dates, and sign the correspondence.

The district superintendent or designee, upon receipt of the complaint, shall investigate the complaint and report the disposition to the school board within thirty working days. If the complainant is not satisfied with the Local Education Agency (the school district and Board of Education) resolution of his/her complaint, he/she may appeal to the State Department of Education within thirty days of complainant's receipt of the final written report. In this case the State Department of Education will request a report from the local school district, which shall be forwarded within ten days of the district's receipt of the request.

Nondiscrimination/Sexual Harassment/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) 294-9025