

STUDENT/PARENT HANDBOOK



Theodore Judah Elementary School

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Today is a great day to learn something new!

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Theodore Judah Elementary Daily Time Schedule

2023 - 2024

DAILY SCHEDULE

Grades K-5 M, T, W, F	8:15 am-2:45 pm*
Grades K-5 Thursday*	8:15 am-1:15 pm*
TK	8:15 am-11:45 am

*From 8/8 - 8/25 all Kindergarten, 1st, and 2nd grade students will be released at 1:21 pm Monday, Tuesday, Wednesday, and Friday. On Thursday all students in grades K - 5 are released at 1:15 pm.

RECESS SCHEDULE

Grade 1	10:05 am-10:20 am
Kindergarten	10:15 am-10:30 am
Grades 2 & 3	10:30 am-10:45 am
Grades 4 & 5	1:00 pm-1:15 pm

LUNCH SCHEDULE

Grades 4 & 5	11:00 am-11:45 am
Grade 1	11:30 am-12:15 pm
Grade 2	11:50 am-12:35 pm
Kindergarten & Grade 3	12:15 pm-1:00 pm

MTSS SCHEDULE (M-Th)

Kinder 2	8:30 am-9:05 am
Grade 1	9:10 am-9:45 am
Grade 2	9:50 am-10:25 am
Kinder 1	10:45 am-11:20 am
Grade 3	11:25 am-12:00 pm
Grade 4	1:15 pm-1:50 pm
Grade 5	1:55 pm-2:30 pm

MUSIC SCHEDULE

Monday and Wednesday	4th Grade	8:30 am-9:05 am
Monday and Wednesday	5th Grade	9:10 am-9:45 am

REGULAR MINIMUM DAYS

REGULAR MINIMUM DAYS (11/13-11/17*, 12/15, 2/23, 5/20-5/23*)

Kinder – 5th Grade	8:15 am-1:21 pm
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*On Thurs. 11/17 and Thurs. 5/23 the release time is 1:15 PM

SUPER-MINIMUM DAYS

SUPER-MINIMUM DAYS (11/3, 2/16, 5/17)

Kinder – 5th Grade	8:15 am-11:38 am
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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 K-5 supervision starts at 8:05 a.m. every day. No early drop-off, please!



**Be sure to call if your child is sick or will not attend school:
(916) 294-9175, press 1 for attendance to leave a message OR
you can use the attendance form on our school website.**

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, in the library, or with at home projects. You may also help by being a chaperone on field trips or working with the [Theodore Judah PTO](#).

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 the supervision of students and contributes to school safety.

ALL Volunteers must complete a [Volunteer Application](#) and have a negative tuberculosis test on file. Volunteers who wish to chaperone field trips must also be fingerprinted for a background check. You may not go on field trips or help at school without completing the 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. All volunteers are required to sign in at the office

with valid photo identification and wear a volunteer sticker. When leaving the school, it is necessary to sign out also.

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 Silia Blount in the office and do not forget about joining the PTO!

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 the 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 (916) 294-9175 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 paperwork 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 classwork, contact the teacher as soon as possible.
- ◆ Set up your Powerschool Parent Portal to help keep track of your child's attendance and grades in 4th and 5th grade.

Visiting School

- ◆ Guests must schedule a time with the teacher 24 hours in advance. *All visitors must check in at the main office with a valid photo ID 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 15 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, email address, telephone numbers, work numbers, or emergency number.

Bringing Items To School

- ◆ Scooters, Razors, roller skates, rollerblades, and roller shoes are not allowed at school. Students who use these to get to school may check them in at the office.
- ◆ 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 or 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.



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 are 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 Silia Blount 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.

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 the lunchroom for additional time, which may include cleaning 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 throughout the year. These rules are posted throughout our school and are reinforced by all school staff.

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. 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 a recommendation for expulsion based on the FCUSD discipline matrix (additional information below and in the FCUSD Parent Rights and Responsibilities Handbook). Factors that determine possible appropriate consequences are determined by the principal or designee based on the behavior. Our goal is to establish a positive school climate where all students can learn.

When misbehavior occurs our goal is to guide students in correcting their behavior using the following:

Reflect- understand how their behavior impacts them and others

Instruct- learn new skills to not engage in the behavior again

Restore- repair relationships harmed

Theodore Judah Dress Standards

Students are expected to dress appropriately for working and learning at school. Long pants, shorts, skirts, shirts, blouses, and dresses are encouraged.

Clothing considered unacceptable is as follows:

- Shirts, hats, or jewelry with words and pictures that contain profanity, suggestive words or pictures, tobacco or alcohol messages.
- Shoes that are not attached to the feet or not suitable for running, such as flip flops or sandals without a heel strap. This is important for safety and appropriateness for recess and PE. Heely shoes (with wheels) are not allowed for safety reasons.

Students are expected to:

- Wear socks and closed toe shoes at all times.
- Come to school dressed appropriately for learning.
- Keep feet and clothing dry during the wet season.

Students who come to school wearing unacceptable clothing will be asked to contact a parent to bring a change of clothing to school or will be provided with suitable clothing. The school principal, classroom teacher, or designee, will determine appropriate school dress.

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 recess until proper clothing is worn. The school principal and/or classroom teacher will determine appropriate school dress. Students who are not wearing 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. Games are to be played according to game rules. There are no Game Lock-Outs; all students may play if it is safe.
10. There should be no games of tag, fighting, running, or chasing unless games are directed by an adult.
11. No ropes are allowed in the bark area.
12. Play basketball on your designated court.
13. 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 yard duty, and wait for the 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 unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act. Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Bullying does not include age-appropriate disagreements, conflicts, and harassment that arises from time to time. Disciplinary action may be taken in all cases.

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



Personal Property & Cell Phones

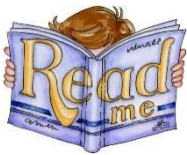
The Folsom Cordova School District or Theodore Judah Elementary School is not responsible for any damaged or lost personal property brought to school by a student. Toys, radios, *electronic readers, and other electronic equipment*, skates, skateboards, scooters, motorized equipment or personal property 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 the intensive efforts of both parents and school staff. 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 FIELD TRIPS. 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 to be 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.



Although students are allowed to use the office telephone in emergency situations, we ask that all necessary arrangements be made before school in regard to where he/she is to go after school, who will pick him/her up, if he/she is to ride the bus, etc. Students will not be allowed to use the phone to make after-school plans with another student. These plans must be done at home before school. Messages of a non-emergency nature will not be relayed to the student. If a student forgets lunch, he/she should check the office at recess or lunchtime for his/her lunch brought by a parent. If the student forgets a musical instrument, he/she should check the office before music class to see if their instrument was dropped off. If a student forgets his/her homework, and the parent has delivered it to the office, the office staff will notify the classroom teacher by voicemail or email. We will not interrupt instructional time to deliver the message.

Breakfast/Lunch Program

****Breakfast and lunch are provided to students at no cost for the 2023/24 school year****

A breakfast and a hot lunch program are provided. All students can receive one breakfast and one lunch per day at no cost. **Additional meals will be charged to the student (see prices below).** Students can pay for their additional meals by the day or pre-pay through EZ SchoolPay. Please help small children keep track of their money by putting it in an envelope, coin purse, or another container with their name on it if they do not use EZ SchoolPay.

Breakfast is served before school in the Cafeteria beginning at 7:45am. Students arriving after 8:05am may not be served breakfast.

Breakfast prices (are subject to change):

Student Breakfast with milk	1.50
Milk only	.50

Lunch prices (are subject to change):

Student Lunch with milk	\$ 2.50
Milk only	.50

EZ SchoolPay is available to add money or check balances on school lunch accounts. Check it out at <https://www.ezschoollpay.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: Pupils may not cause noise nuisance on the bus. This includes playing 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

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 in 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 assignments shall be reasonable in length and appropriate to the grade level and course.

Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, learn to work independently, and develop good personal study habits.

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. Homework guidelines also shall be included in student and/or parent handbooks. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children.

Although it is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. When a student repeatedly fails to do his/her homework, the teacher shall notify the student's parents/guardians as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards.

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.

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 child 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 their illness.
2. Due to quarantine under the direction of a county or city health officer.
2. For the purpose of having medical, dental, optometric or chiropractic services.
3. 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.

If a child cannot attend school, it is very important that the school office be notified. **Please call (916) 294-9175 Option 1 as soon as you know there will be an absence. This line is available 24 hours a day. You can also report an absence by going on to Theodore Judah website and filling out the absence form.** 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.

Ed Code 48260 states:

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.**

Please note: The Folsom Cordova Unified School District does not recognize the “vacation” code for students who are absent from school to participate in a family vacation or an out-of-town activity. These students will be considered unexcused and truant.

Independent Study

Students who will miss 3 - 14 consecutive school days may qualify for an Independent Study Contract. These agreements will be available through the school office and must be requested at least two weeks prior to the absence. Although we ask that you schedule vacations during school holidays, if that is not possible, please notify the office and complete an Independent Study Contract. Completion of an Independent Study Contract will excuse all absences during the contract dates as long as the assigned work has been completed on time. **Independent Study contracts can only be used for a maximum of 14 days per school year.** We cannot accommodate Independent Study requests during the first two weeks and last two weeks of the school year.

- ***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. NO EXCEPTIONS!***

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.

Students will be considered late if they are not in their classroom at 8:15 am. All late students must report to the office. The office will record lates and tardies. When a student has a third recorded tardy (arriving late 30 minutes or more), 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 School Attendance Review Team (S.A.R.T.). 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 School attendance and Review Board (S.A.R.B.). 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 **no earlier than 7:45 am.**

Pupils who are not transported by bus may arrive at school not earlier than 20 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, email addresses, 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 10 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 the 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. The school is NOT responsible for any personal 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 an approved school fundraiser.
15. Use of the cafeteria and buses are privileges, not rights.
16. The Folsom Cordova USD and Theodore Judah Elementary accept no responsibility for musical instruments, 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, including a student with disabilities, 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

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 substances.
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 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 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 leftover 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 1965 Birkmont Drive, Rancho Cordova CA, 95742

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, non-discrimination, 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

Title IX

The Folsom Cordova Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender identity or gender expression, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For concerns/questions or complaints, contact the **Title IX Coordinator(s) and Equity Compliance Officer(s)**:

Donald Ogden, Associate Superintendent – Human Resources

kmorales@fcusd.org

916-294-9000 ext. 104410

Jim Huber, ED. D., Assistant Superintendent of Instruction

jhuber@fcusd.org

916-294-9000 ext. 104625

Shannon Diaz, Director of Compliance (Investigator)

sdiaz@fcusd.org

916-294-9000 ext. 104620

1965 Birkmont Drive,

Rancho Cordova, CA 96742

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 the 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