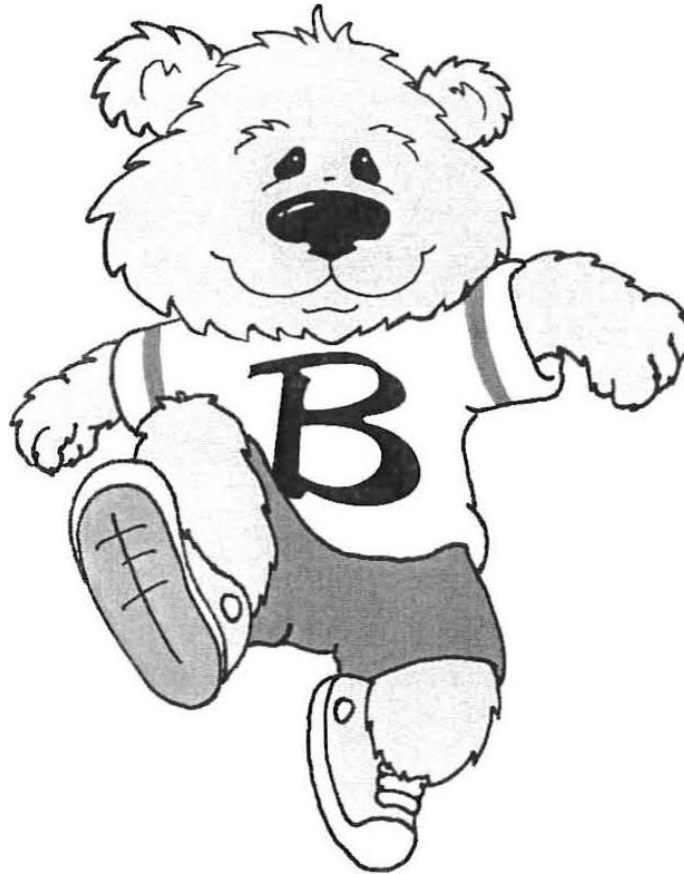


# **Blanche Sprentz Parent/Student Handbook**



**2020-2021**

**Blanche Sprentz Elementary School**

249 Flower Drive, Folsom, CA 95630

916-294-9110

[www.fcusd.org/bse](http://www.fcusd.org/bse)

Robin Smay, Principal

Robin Chaffee, Administrative Assistant

Emily Vinson, School Clerk & Parent Coordinator

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**FOLSOM-CORDOVA U.S.D. MISSION STATEMENT**

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

**BLANCHE SPRENTZ MISSION STATEMENT**

The mission of Blanche Sprentz Elementary School is to promote individual growth, academic achievement, and creativity among all students through a positive school climate involving cooperation and communication among students, staff, parents, and the community.

**Superintendent:**

*Dr. Sarah Koligian*

**Board of Trustees:**

*JoAnne Reinking*

*Chris Clark*

*Joshua Hoover*

*David Reid*

*Ed Short*

## **MESSAGE FROM THE PRINCIPAL**

Dear Blanche Sprentz Elementary Families,

Welcome to the new school year! We are excited to have you and your child as part of our learning community. Blanche Sprentz is fortunate to have an experienced, dedicated, and professional staff. We are also blessed with a supportive and involved parent body. If you are a new parent, we hope you will dive in and get involved. We think you will like what you find!

This handbook is one of the many types of written communication you will receive during the year. It contains our general rules and policies. Please read over these rules together since a clear understanding of many of these procedures will help create a school environment that is safe and supportive of learning for all children. Respect and responsibility are strong components of our school positive behavior program. We firmly believe that each student has a right to attend school to learn and play in a positive and safe environment. With the support of parents and community, we can create a school climate where love of learning is the focus.

The staff of Blanche Sprentz invites you to become a volunteer. It is our hope that the joy and excitement of working with young children will benefit you as well as our classrooms and students. If you are interested in helping out at school, please contact Nancy Gibson, our parent coordinator. All parent volunteers, even those going on field trips, must have completed volunteer clearance. Mrs. Gibson is happy to assist you in the process of becoming a volunteer with us.

We are delighted to have your child attend Blanche Sprentz and our entire staff wishes you a terrific school year. Please use this handbook throughout the year for ready reference when you have a question about school policies and procedures. If further information is needed, please feel welcome to call the office at 294-9110. Our school office hours are from 7:30a.m. to 4:00p.m.

Sincerely,

Robin Smay  
Principal

## **SCHOOL WIDE ANTI-BULLYING APPROACH**

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

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

Examples of direct bullying include:

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

Examples of indirect bullying include:

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

## **SCHOOL RULES & EXPECTATIONS**

- Students in grades 1-5 should come to school any time after 8:00 a.m., put books, etc. outside the classroom door, and go directly to the assigned playground area.
- Skateboards, roller skates/blades, and scooters are not allowed on school grounds.
- Students may leave school grounds only with permission from the office. If a parent comes to pick up early, check out through the office.
- Students should leave the playground area during recess only with the permission from a yard supervisor.
- All students will walk on the sidewalks. No running please!
- Students will follow all bus rules.
- Gum is not allowed on the playground, in the school buildings, or on school buses at any time.
- Sidewalks should be used for movement from one place to another. Walking on the landscaping during or after school is not permitted.
- Students will follow directions from yard supervisors at all times.
- Students should not bring personal items from home to school or on the playground without permission from their teacher.
- Sticks, pocket knives, or knives of any type and pointed or dangerous objects are not permitted on the school grounds.
- Hard balls (i.e. Little League type) are not allowed at school.
- Students will use playground equipment as intended and follow equipment rules.
- Students will walk, not run, on bark areas surrounding play structure areas. For safety reasons, running, chasing, or tag is not permitted on the bark areas.
- Balls and equipment may not be thrown in the play structure areas.
- **Sliding and slide tackles** when playing games (i.e., soccer, softball, etc.) are not allowed.
- Jump rope will be used for jumping only (roll up when carrying.)

- Students should not climb on fences or drinking fountains.
- If a ball lands on the school roof, a custodian will retrieve it. At no time should a student get up on the roof, even after school.
- The only balls which may be kicked are soccer balls, red balls, kick balls, or footballs.
- Students may not play in the restrooms.
- During recess, students may use the drinking fountains, restrooms, and playground. They are to return directly to their rooms at the end of recess.
- Language shall be appropriate. Swearing, negative, crude or vulgar language may not be used.
- Hand-held electronics or video games are not permitted at school.
- Cell phones should be powered off and secured in a backpack during school hours.
- At the end of the school day, all students must leave the school campus. Use of school grounds for recreation will begin after 4:00 p.m.
- Motorized riding vehicles such as mopeds or scooters are not allowed on campus at any time.
- Children may not play on the play structures or lawn while waiting for school to be dismissed. The big playground area is available after 4 PM. The kindergarten playground is available after 6:00p.m. It is reserved for Student Care use until that time.
- Substitute teachers are honored guests at Blanche Sprentz. It is the responsibility of students to offer courtesy and assistance.

### **DROP OFF/PICK UP PROCEDURES**

Students living within walking distance of school or who are transported by parents are allowed on campus *no earlier than 8:00 AM*. There is no adult supervision prior to that time, (bus riders arrive as bus schedules dictate). At dismissal time or after enrichment clubs, students are to immediately leave the school grounds for home, daycare, etc. Upon arrival, please make sure students drop their backpacks off at their classrooms then head straight to the blacktop. No gathering, waiting or playing outside classrooms is permitted, even if parents accompany the child. On rainy days or inclement weather, students go to the multipurpose room until the bell rings.

Parents are encouraged to park in appropriate parking spaces or on street and walk children to and from campus. All traditional traffic laws and rules are expected to be followed and adhered to both on and off campus and on surrounding school streets as well. Flower Drive and Willowmere Drive, our parking lot, and the bus loading zones are all very busy during the starting and ending times of our school day. We must be constantly vigilant about the safety of our children. **Please drive slowly near the school, and with particular caution for children.**

- Students may be dropped off in the DROP OFF / PICK UP ZONE located in the multi parking lot. **Please do not leave your vehicle when in the DROP OFF / PICK UP ZONE.** If you need to leave your vehicle, please park safely in an available parking space or using street parking. If you are dropping your student off anywhere other than the DROP OFF / PICK UP ZONE, please be considerate of our neighbors, and be aware that no supervision is provided in non-designated areas.
- The DROP OFF / PICK UP zone is not intended to have parents park for long durations of time, so please time your drop offs / pickups accordingly to avoid idling and extra pollution.
- The parking lot in front of the administration building on **Flower Drive is reserved only for pick up and drop off for busses** and those with special needs placards.

## **STUDENT COUNCIL**

The Blanche Sprentz Student Council is based on a representative model like our California State Senate or Assembly. Classrooms will elect 1 to 2 representatives each year. Representatives from each classroom will meet each month, and an election will be held in September for elected positions on the Council.

## **SCHOOL INFORMATION**

For upcoming events, important resources and links, teacher websites, PTO newsletters and happenings, and other important school information, please visit our school website at [www.fcusd/bse](http://www.fcusd/bse).

## **TEACHER CONTACT INFORMATION**

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

## **ATTENDANCE**

### ***A Critical Part of Your Child's Success in School***

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

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

## **ABSENCE VERIFICATION**

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

## **TARDY POLICY**

When children are late to school, it causes classroom disruption, and decreases learning time for all students. It takes additional teacher time to help the student catch-up with the rest of the class. It is the parent and student responsibility to arrive at the proper time. Please help us maintain the best learning environment for all students!

## **TARDY PROCEDURES**

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

### **CONDITIONS FOR EXCUSED TARDY**

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

### **UNEXCUSED TARDY**

A student who is late three times (30 minutes or more on each occasion) will be reported to the Attendance and Due Process Office (See FCUSD Truancy Policy).

### **UNEXCUSED TARDIES/LATES:**

All excuses other than doctor/dental appointments listed above. Examples of unexcused tardies/lates are:

1. Car broke down
2. Overslept
3. Parent Ill/Parent Overslept
4. Missed the bus
5. Forgot today was Early Bear day
6. Late start

### **EARLY DISMISSAL**

If parent(s)/ guardian(s) need to check their student out during school hours for medical appointments, etc., he or she must first sign their student out in the school office. At that time the student will be called from their classroom to meet parent/guardian in the office. Parents may **not** go directly to the classroom first. Students will not be released without the proper sign-out procedure. Please be prepared to show photo I.D. in the front office.

### **LATE PICK UP**

If a parent/ guardian arrives after 3:00 pm, he or she must come to the office to pick up their child. Late pick-ups will be documented, and should not be on a consistent basis for any reason.

### **SART/SARB**

SART, Student Attendance Review Team, is a meeting with student, parent, teacher, student team member, and administrator that is held at the school. The purpose of the meeting is to seek a solution to the tardy, truant or absentee problem.

Any pupil reported as truant three or more times within the school year is considered a habitual truant; a school official shall hold at least one conference with the pupil's parent or guardian. Any pupil considered a habitual truant or having irregular school attendance may be referred to a SARB (School Attendance Review Board.)

SARB, Student Attendance Review Board, is a meeting with the student, parent, principal, community representatives, Folsom Police Department, Sacramento County probation office, Sacramento County Welfare representative. The meetings are held to seek solutions to the problem concerning attendance.

### **REQUESTS FOR A SPECIFIC TEACHER OR CLASSROOM**

We appreciate your concern, thoughtfulness and advocacy regarding your child's education. As a policy, we do not take requests for specific teachers unless there are extenuating social or academic



considerations. Balancing classes is complicated with all the factors we must take into account. Our teachers, principal, and support staff spend many hours building balanced classes to meet the needs of *all* children. When building classes, the factors we must take into consideration are: number of students enrolled in each class, academic assessments, behavior, social development, GATE, special education, gender, English Learners, and several other individual needs. It is very difficult to grant requests and maintain fair and balanced classes to meet the needs of *all* students. Thank you for your understanding and respect for our process.

### **TELEPHONE USE**

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

### **MESSAGES AND DELIVERIES**

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

### **EMERGENCY CARD - FAMILY INFORMATION**

Parent(s)/guardian(s) are required by law to complete emergency card information at the time of registration. Parent(s)/guardian(s) must also keep the information current as changes occur, i.e., name of babysitter, employment location, phone number, etc. Please make sure to contact the school office promptly if you have any changes of address, emergency contacts / information, work or phone numbers. **Please** always make sure we have **current** information. This is so we can be most helpful to you and your child! We release students **only** to the persons authorized on the emergency card. Remember – if you become injured or ill, someone else would need to have authorization to pick up your child (either from the emergency card or by you).

### **ILLNESS, ACCIDENTS, AND INJURIES**

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

All accidents and injuries must be reported to the teacher and/or school office. If an injury requires immediate medical attention, the parent will be notified **immediately**. If parent(s)/guardian(s) is/are not available, the school is authorized to obtain medical care for the student in accordance with the best judgment of those in charge.

## **MEDICATION**

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

**The school does not supply medication of any type.** The student's parent(s)/guardian(s) must provide all medication to be taken at school. This includes both prescriptions and over the counter medication, including but not limited to non-aspirin type pain relievers, cough drops, antacids, creams, and ointments. **Students are not allowed to have medication in their possession at any time** (except students with asthma are allowed to carry an inhaler if there is a written statement from the child's physician indicating that it is necessary for the student to carry an inhaler on his/her person). Medication can be given to a student during the school day only if it is necessary to maintain that student in school.

The school nurse or other designated school personnel will administer the medication to a student, provided that the school office has received the following (**no medication can be given without adherence to the following procedures (CEC Section 11753.1):**

- *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.*
- *Medications 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 regular communication with the school 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 or 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.*

## **INSURANCE INFORMATION**

At the beginning of the school year, students receive access to a student insurance application form. This insurance, available at very reasonable rates, is a transaction between the parent and the insurance company. For more information, please contact the FCUSD Business Department.

## **BICYCLES**

Riding a bicycle to school is a privilege designed for students. Bicycles must be locked in the bike rack area. However, the school assumes NO RESPONSIBILITY if bikes are damaged or stolen. The following rules are for the bike rider's safety. If there are repeated violations of these rules, the rider will lose the privilege of riding to school.

- Obey all traffic laws. Ride defensively. Watch out for all traffic and wear a helmet, which is required by State Law.
- 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 never allowed in the classroom.
- **Skateboards, skates, roller blades, roller shoes and scooters are not allowed at school at any time.**

### **DRESS CODE**

Students are to dress appropriately for working and learning at school. The following guidelines apply to all school activities:

- Clothes should conceal undergarments at all times.
- The acceptable length for skirts and shorts is mid-thigh. Short-shorts, half shirts, cropped shirts, shirts with inappropriate sayings on them, clothes with sagging waist lines, see-through materials, strapless clothing, spaghetti straps, clothing with deliberately torn holes or revealing clothing are not to be worn at school.
- Clothes which are 2 to 4 sizes larger than the students would normally wear are not safe for school activities.
- Straps on sleeveless tops should be at least the width of a lasagna noodle, at least 1 ½” in width. Sleeves that are scooped low under the arms, “basketball jersey,” need another shirt underneath.
- For safety reasons, belts may not hang down, and students may not have chains on their pants at school.
- Shoes must be attached to the feet and suitable for running. No flip-flops or high heels. Sandals must be strapped around the ankle.
- Hats are not to be worn indoors.
- Student’s hair is to be clean and well-groomed at all times. Hair style or color should not be distracting in any way.
- Students wearing make-up, glitter or paint will be asked to wash it off.
- Students arriving at school in unacceptable clothing will be asked to contact a parent to bring a change of clothing to school.
- The school principal and/or classroom teacher will help to determine appropriate school dress. If you have any questions or need clarification, please contact the front office for further information.

### **CAFETERIA**

**Cold lunch:** You may bring your lunch to school in either a paper bag or in a lunch box.

Milk may be purchased in the cafeteria.

**Hot lunch:** Hot lunch may be purchased on a daily basis. You may pay for lunches in advance on the school website or you may send money in an envelope with your child’s name on it to the office.

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

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

- Any food brought to school to be shared must have prior approval from the classroom teacher.

- Do not bring any food with caffeine or nuts to share.
- All food that is brought to the classroom must be made in a state approved kitchen or purchased ready to serve from a store.
- Respectfully communicate with classroom teacher about dietary needs, restrictions or situations prior to bringing in food of any kind.

### **FREE AND REDUCED LUNCH**

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

### **LOST AND FOUND**

Students are responsible for their own personal property. The school cannot be responsible for lost money, books, etc. We ask that students not bring valuables to school. Please mark your child's coat, sweaters, boots, lunch pails, etc. with his/her name and telephone number so they can be easily and quickly returned. Articles found on campus with no identifying marks are kept on the lost and found rack behind the office. During each break unclaimed clothing and lost items are donated to a charitable organization.

### **FIELD TRIPS**

Field trips are planned to enrich the instructional program. We appreciate parents and grandparents volunteering to help on these outings, but regret siblings are not able to be included. If you would like your student to attend a school field trip, the school must have received a completed Student Activity Permission Form by the day before the planned trip. We cannot accept permission by telephone, and handwritten notes cannot be accepted. Classroom instruction will be provided for students missing the permission form or otherwise unable to attend. Attendance at school is required on field trip days.

### **HOMEWORK POLICY**

The purpose of assigning homework at Blanche Sprentz is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote parent awareness. Homework should be an independent activity to be accomplished outside of the school day and without benefit of teacher assistance, and to reinforce previously learned ideas. Unfinished classroom or work missed due to absence, although accomplished outside of the school day, is not included in the school's definition of homework.

Homework will generally fall into one or more of three different categories and may include, but is not limited to the following examples:

- Independent practice: This includes activities to reinforce skills such as studying spelling words and practicing math facts.
- Preparation: This includes assignments designed to provide information and focus on future class activities. Studying for tests and reading supplementary materials are examples of such homework assignments.
- Extension/creative: Activities such as book reports, science projects, and research for social studies reports are examples of such homework.

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

- Be brief
- Make sure to only include research-aligned and standards-based tasks
- Not be a project
- Reinforce skills already taught in the classroom. Nothing should be sent home that is at the student’s instructional level. All work sent home should be at each student's **independent** level.
- Homework is a site-based decision, so variations may exist from school to school.

**Student Responsibility:** It is the responsibility of the student to record and understand the homework assignment, complete it, and return it to school on the required day.

**Parent Responsibility:** It is the responsibility of the parent to set a specific time and place for doing homework, to monitor the student, to assist when appropriate and to check completeness and accuracy.

**Teacher Responsibility:** Teachers will be responsible for assigning homework to students and for providing the necessary explanation and direction required to assure that the students can accomplish the work with reasonable success. The teacher will also monitor and acknowledge homework results for parents and students. Specific classroom homework expectations will be established by each teacher in accordance with FCUSD Board Policy and may differ from room to room depending upon the needs and abilities of the students. Each teacher will notify parents of their classroom policy.

### **VISITORS AND OBSERVATIONS ON CAMPUS**

Visitors are welcome at Blanche Sprenztz. **All visitors MUST check in at the school office (Penal Code 627-627.11) and be issued an appropriate school pass.** All volunteers must sign in /out at the front office upon arrival and departure of each visit as well, and obtain their identification badges.

Classroom visits are limited to 30 minutes and need to be pre-arranged with the classroom teacher or staff member prior to the day of the observation. If you would like a conference with a teacher, please call and schedule a time that is convenient for both you and the teacher outside of class / instructional time.

### **VOLUNTEER PROGRAM**

Our local community provides invaluable service to our school. We welcome you to volunteer to work in classrooms with small group activities, to do clerical tasks, or to do at-home projects. All volunteers must complete a Volunteer Category 2 form, have a current TB test on file, and be fingerprinted through FCUSD. Please contact the school office for any additional information (and please remember to make other arrangements for siblings).

### **TRANSPORTATION**

Students requiring bus transportation can contact the Transportation office at: 916.294.9100. A bus pass can be purchased from the Blanche Sprenztz School office. Please remember - Riding the school bus is a privilege, not a right. Please see the FCUSD website or contact the Transportation office for more information regarding transportation or the District Transportation Rules of Conduct.

### **CELL PHONES / SMART WATCHES**

California Education Code and District policy permit the possession of cell phones while on campus. Phones must be **turned off** during school hours and may not be used during class, lunch, or break times. Phones should not be seen or heard at any time during the school day. Any phone that is seen or heard during the school day will be confiscated. Phones will be confiscated if used to take photos, video, listen to music, the alarm sounds, the phone vibrates, or even if the phone “goes off by mistake even though

the power was shut off,” to name a few. Disregard of the cell phone policy will result in phone confiscation. Confiscated phones can only be picked up by the student’s parent or guardian. Phones cannot be picked up by anyone other than the parent or guardian. Cell phones may be picked up at the end of the school day on the day it is confiscated, or anytime thereafter. Phones will not be returned to students or anyone else on the emergency card, including relatives. Smart watches as well need to be used before and after school only and stored in backpacks in a non-disturb mode during the school day.

### **ANIMALS / PETS ON CAMPUS**

Pets should be left at home at all times when on campus, whether dropping off, picking up, (even after school and weekends). Per FCUSD board policy, due to health concerns and safety concerns, all animals are prohibited from school property, except as a service animal, a service dog in training, or an animal in the classroom used for instructional purposes. Please know many of our staff are dog lovers too! This rule is not intended to insult your wonderful pets, or the joy and comfort they bring to your (and our) lives. Thank you for your understanding,

A portion of the regulations from AR 6163.21 is as follows: Due to health concerns, safety concerns, and in order to avoid disruption of school activities all animals, insects and reptiles are prohibited from school property, school facilities, school transportation, and school functions except when the animal has been permitted as a service animal (AR 6163.2,) a service dog in training (AR 6163.20,) or a live animal in the classroom used for instructional purposes (AR 6163.22).

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

### **SHORT TERM INDEPENDENT STUDY**

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

The written agreement shall specify the length of time in which the independent study assignment must be completed. Because excessive leniency in the duration of independent study assignments may result in a student falling behind his or her peers, independent study assignments shall be no more than a week for all grade levels and types of programs. However, when deemed necessary, based on the specific circumstances of the student’s approved program, the principal may allow for a longer period of time between date assignment is made and when it is due, up to the termination of the agreement. Please see FCUSD website for additional Independent Study information, (BP 6158; AR 6158)

### **CAASPP TESTING- STATEWIDE TESTING NOTIFICATION** (California Department of Education | August 2018)

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

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

### **Smarter Balanced Assessment Consortium Assessments**

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

### **California Science Tests (CAST)**

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

### **California Alternate Assessments (CAAs)**

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

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

### **California Spanish Assessment (CSA) for Reading/Language Arts**

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

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

### **English Language Proficiency Assessments for California**

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

### **Physical Fitness Test**

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

**DISCIPLINE POLICY**

Our discipline policy at Blanche Sprentz 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 and respectfully. Everyone is capable of achieving these goals. To promote a positive learning environment for all students, the teachers and staff at Blanche Sprentz feel it is essential to work together, since proper school behaviors make learning possible. It is the teachers', principal's, and parents' responsibility to help students learn appropriate conduct.

We will teach expectations and reinforce them throughout the year, and many are outlined in these guidelines. It is important that both the school and home be consistent with enforcing rules and expectations for positive behavior. When rules and consequences are clear, fair, and consistently enforces, students have increased feelings of security and are more successful in school. All teachers at Blanche Sprentz help support the friendly and positive climate of our school.

The Blanche Sprentz Positive Behavior Interventions and Supports (PBIS) Team meets regularly to monitor and work on a continuous improvement program for our students and staff. The team consists of teachers, the school principal, and other interested participants. We are very proud to see the results in the behavior of our students. Every day we witness acts of kindness, respect, and students willing to reach out and include other students in their activities. We are very proud of how our students conduct and behave themselves in a respectful and safe manner.

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

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

**REASONS FOR SUSPENSION**

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- C. Unlawfully possessed, used sold or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind, and then either sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcohol, or intoxicant.



- E. Committed or attempted to commit robbery or extortion.
- F. Cause or attempted to cause damage to school property or private property.
- G. Stolen or attempted to steal school property or private property.
- H. Possessed or used tobacco, or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.

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

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

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

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

## **ZERO TOLERANCE**

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

1. *Caused serious physical injury to another person ("serious" is defined as "requiring medical intervention"), except in self-defense*
2. *Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil*
3. *Unlawful possession of any controlled substance*

4. *Committed robbery or extortion*
5. *Assault or battery upon any school employee*
6. *Possessing, selling, or otherwise furnishing a firearm*
7. *Brandishing a knife at another person*
8. *Unlawfully selling a controlled substance*
9. *Committing or attempting to commit a sexual assault*

### **TOBACCO FREE SCHOOL POLICY**

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

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

### **NON-DISCRIMINATION (TITLE IX)**

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

### **SEXUAL HARASSMENT**

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

### **NONDISCRIMINATION/SEXUAL HARASSMENT/ COMPLAINT PROCESS STATEMENT**

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): Curtis Wilson, [cmwilson@fcusd.org](mailto:cmwilson@fcusd.org) (grades K-5) and Jim Huber, ED. D., [jhuber@fcusd.org](mailto:jhuber@fcusd.org) (grades 6-12), 1965 Birkmont Drive, Rancho Cordova, CA 96742, 916-294-9000 ext.104625.**

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)