

Sandra J. Gallardo



2023-2024

775 Russi Road, Folsom CA. 95630 (916)294-9170 Fax (916)294-9077
Sandra J. Gallardo Website <http://www.fcusd.org/sge>

Sandra J. Gallardo Elementary

2023-2024 Daily Schedule

REGULAR DAY

T. K.

Kindergarten

Grade 1

Grades 2 & 3

Grade 4 & 5

A.M.
Recess
Lunch

P.M.
Recess
Lunch

All Students
Recess # 3 & 26
2 & 27
Lunch # 2, 3, 26 & 27

All Students
Recess
Lunch

All Students
Recess
Lunch

All Students
Recess
Lunch

8:00 a.m. - 11:21 a.m.
9:40 a.m. - 10:00 a.m.
11:25 a.m. - 11:45 a.m.

11:24 a.m. - 2:45 p.m.
1:05 p.m. - 1:25 p.m.
11:00 a.m. - 11:20 a.m.

8:15 a.m. - 2:45 p.m.
10:10 a.m. - 10:30 a.m.
10:35 a.m. - 10:55 a.m.
12:15 p.m. - 12:55 p.m.

8:15 a.m. - 2:45 p.m.
10:35 a.m. - 10:55 a.m.
12:15 p.m. - 12:55 p.m.

8:15 a.m. - 2:45 p.m.
9:45 a.m. - 10:05 a.m.
11:25 a.m. - 12:05 p.m.

8:15 a.m. - 2:45 p.m.
10:10 a.m. - 10:30 a.m.
11:50 a.m. - 12:30 p.m.

*Early Release Thursday

Lunch Periods

Grades K - 5th

T.K.- P.M.
T.K.- A.M.
2nd & 3rd SPED 3 & 4
4th & 5th SPED 5
K & 1st SPED K-2

8:15 a.m. - 1:15 p.m.*****

11:00 a.m. - 11:20 a.m.
11:25 a.m. - 11:45 a.m.
11:25 a.m. - 12:05 p.m.
11:50 a.m. - 12:30 p.m.
12:15 p.m. - 12:55 p.m.

MINIMUM DAY

T. K.

T.K. Dates

Grades K-5

All T.K. Students (specific dates below)
8/10, 8/11, 9/7, 9/8, 10/5, 10/6, 11/2, 11/3, 12/7, 12/8
1/4, 1/5, 2/1, 2/2, 3/7, 3/8, 4/4, 4/5, 5/2, 5/3

All Students
Recess
Lunch

8:00 a.m. - 11:21 a.m.

8:15 a.m. - 1:21 p.m.
Same
Same

SUPER MINIMUM DAY

T. K.

Grades K-5

All Students
Recess
All Students
Recess 4th & 5th Grade
Recess 2nd & 3rd Grade
Recess 1st Grade
Recess Kindergarten Room 3 & 26
Room 2 & 27

8:00 a.m. - 11:21 a.m.
9:40 a.m. - 10:00 a.m.
8:15 a.m. - 11:38 a.m.
10:10 a.m. - 10:30 a.m.
9:45 a.m. - 10:05 a.m.
10:35 a.m. - 10:55 a.m.
10:10 a.m. - 10:30 a.m.
10:35 a.m. - 10:55 a.m.

K-5 Students

Lunch (if desired)



2023-2024



Calendar of Events August-December 2023

AUG-23	7	Kindergarten Storytime 11 AM/Kindergarten Classroom Back to School Night 11:00 AM-12:00 PM
	7	TK Storytime 10-10:30, TK Classroom
	8	First day of school
	17	Back to School Night (Grades 1 thru 5) 4 th through 5 th Grade-6:00 PM-6:45 PM 1 st through 3 rd Grade-7:00 PM -7:45 PM
	17	Spirit Night - Kona Ice @ Back to School Night
	25	Gators on the Green 5pm-7pm
	28	Fall School Picture Day
SEPT-23	4	Labor Day – NO SCHOOL ***
	20	Spirit Night - Chick-fil-A 2:00 PM-8:00 PM
OCT-23	4	National Walk to School Day (PBIS)
	9	Fall Picture Re-take Day
	6	Multicultural Night 6-7:30pm
	23-27	Red Ribbon Week (PBIS)
	27	Trunk or Treat
NOV-23	3	Rock & Run
	TBD	Spirit Night (Chicago Fire or Papa Murphy's- still confirming)
	11	Veteran's Day - No School ***
	13-17	Parent/Teacher Conferences
	15	Pizza & Poetry Night 6 PM
	20-24	Thanksgiving Break- NO SCHOOL
DEC-23	5	Spirit Night- Dos Coyotes 2:30pm- Close
	18-1	Winter Break: NO SCHOOL- Dec 19 - Jan 2



2023-2024

Calendar of Events

January-May 2024



JAN-24	2	School Resumes
	10	Yoga Night
	15	MLK Day – NO SCHOOL ***
	23	STEM night (6:00-7:30) (TK-2nd)
	25	STEM night (6:00-7:30) (3rd-5th)
	12-16	Kindness Week (PBIS)
	9	Cupid Shuffle
	19-20	President's Day/Lincoln – NO SCHOOL ***
	26th - March 1st	Book Walk
	29	Read Across America
	8	Gallardo's Got Talent K-2 (TBD)
	15	Gallardo's Got Talent 3-5 (TBD)
	25 - 29	Spring Break-NO SCHOOL***
	17	Spirit Night - Chick-fil-A 2:00 PM-8:00 PM
	22	Earth Day April 22nd
	29 - May 3rd	Book Fair
MAY-24	2	Gallardo Open House Night (TBD)
	6-10	Teacher Appreciation Week
	17	Character Day
	23	5th Grade Promotion/Last Day of School!!!

DISCIPLINE POLICY

The discipline plan at Sandra J. Gallardo 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 principal's, teacher's and parent's responsibility to help students learn appropriate conduct. We will teach expectations and reinforce them throughout the school year.

By following these general behavior expectations throughout the school year, students, staff and parents can enjoy a healthy school experience. All students are taught to follow "The Six B's" displayed throughout the school. Students following the behavioral expectations may be rewarded with "Atta Gator" tickets. Weekly drawings will result in several students having their names drawn.

The Six B's are: 

Be Safe

No rough play, fighting, or running in classrooms, bathrooms, lunchroom or halls. 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 structures.

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 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 On Task

Do your best to do your work when your teacher expects you to work. Listen attentively and follow instructions. Use time wisely.

Be Kind

Treat other people as you would like to be treated. Being thoughtful of others and thinking about what you say and do is important.

Be Present

Please be aware of surroundings. Maintain personal space and always be in an appropriate area.

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. Factors that determine which of the possible appropriate consequences include the severity of the offense, and whether there is a pattern of misconduct. Additional consequences may include, but are not limited to, discussing the incident and understanding why it was inappropriate, a time out, detention, community service on the campus, parent conference or possibly suspension. Since students who are not well-behaved impede the learning process for others in the classroom, our goal is to establish a positive school climate where all can learn.

SCHOOL RULES

1. Students are accountable for knowing and following the rules. Students in Grades K-5, who are not eating breakfast, will come to school **no earlier than 8:10 AM**, and line up outside your classroom door.
2. Students in Grades 2-5, who have a completed bicycle contract on file in the school office, are permitted to ride bicycles to school. (Contracts are located in the school office).
3. Bicycles must be walked the entire time while on school grounds. Use the sidewalk, **not** the grass area.
4. Students who fail to observe bicycle safety rules may lose the privilege of riding a bicycle to school.
5. Skateboards, roller skates, small scooters, heelies and roller blades are **not** allowed on school grounds.
6. Leave school grounds **only** with permission from the office. If a parent comes to pick you up early, check out through the office.
7. Leave the playground area during recess only with permission from a yard supervisor.
8. Walk on the sidewalks - **Do Not Run!**
9. Follow all bus rules.
10. Gum is **not** allowed on the playground, in the school buildings, or on school buses **at any time!**
11. Use sidewalks for movement from one place to another. **Do not** walk on the landscaping and grass areas during or after school.
12. The yard supervisors must be obeyed at all times.
13. Students are not to bring personal items to school or on the playground without permission from the teacher.
14. Sticks, pocket knives, including knives of any type and any other pointed or dangerous objects are not permitted on school grounds.
15. Hard balls (i.e., Little League type) are **not** allowed at school.
16. Do not throw or kick balls in the play structure area.
17. There will be no tackling or wrestling on school grounds.
18. There is to be **no sliding or slide tackles** when playing games (i.e., soccer, softball).
19. Use your jump rope for jumping only (roll it up when carrying).
20. Do not swing or sit on playground balls or tetherballs.
21. Do not climb on fences, trees, or drinking fountains.
22. If a ball lands on the school roof, a custodian will retrieve it at the end of the day. At no time should a student get up on the roof, even after school.
23. The only balls which may be kicked are soccer balls, red balls or footballs.
24. Cell phones, Smart Watches, iPods/iPads, electronic video games are not allowed at school.
25. No playing in and about restrooms.
26. During recess, students are to eat their snack, use the restroom, and utilize the playground. They are to return directly to their classrooms at the end of recess.
27. When the bell rings, walk directly to your classroom using the proper route. Do not stop for drinks, and do not use the restroom at this time.
28. Language needs to be appropriate at school. Swearing, negative, crude or vulgar language is unacceptable and not allowed.
29. 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 PM. Roller Blades, skates, scooters, bicycles, skateboards may not be used on the campus. Motorized riding vehicles such as mopeds or scooters are not allowed at any time on campus.
30. Children may not play on the play structures or lawns while waiting for school to be dismissed.
31. The big playground is available after 4:00 PM. It is reserved for Student Care before 4:00.

Classroom Interruptions

Please make afterschool arrangements with your child before school. We understand that from time to time there are emergency situations, but we need to limit the number of classroom interruptions. We cannot interrupt classroom instruction for forgotten lunches, musical instruments, or homework. Forgotten items will be placed on the table in the office or in the teacher's mailbox. Students will check the office for items that have been dropped off.

Positive School Climate

The school community, including parents, students and staff, shall not tolerate any comments or gestures which are vulgar or obscene or which denigrate others on account of sex, race, religion, ancestry, national origin, handicap or disadvantage.

Students shall be subject to disciplinary procedures for harassing other students or using insults, slurs, or fighting words which may disrupt school activities (District Policy 5130). Repeated offenses will be cause for suspension.

Safe Dismissal & Parking Lot Procedures

- The circular drive on the west side of the school is for school busses. Please do not pick up, drop off, or park in that area.
- If you are able to avoid using the lots, it creates a safer environment. Parents who park on the street and walk in are especially thoughtful. Consider allowing your student to ride the bus or consider meeting them a block from the school.
- The front of the school is designated for student drop-off and pick-up. Go as far forward and pull to the curb, as possible. After an efficient and prompt exit of your child, please slowly drive to the school exit, watching for children. If you need to leave your vehicle, please park in a designated spot. Reminder: The small driveway to the southwest end of the campus is used to accommodate handicapped individuals only, and is closed for student drop-off / pick-up. Do not park, pick-up or drop-off in the red curb area.
- Please do hugs and kisses at home and have backpacks ready before stopping. If extra time is needed for dropping off or picking up, please park in a designated spot or on the street to prevent from blocking traffic.
- We have a large number of students coming and going at specific times. It requires very observant, careful drivers to accommodate the children.
- We want to all achieve the same goal, dropping off or picking up our children safely. We appreciate your patience so our children can be safe.
- While parked waiting for students, please turn off your engine to prevent our students from over exposure to exhaust.
- Students should use the crosswalks in the school drive if they need to cross.

The Police Department has asked that students and parents not jaywalk across the street to parked cars. Also, U-turns are not safe in the middle of the block. The crosswalks are best for crossing.

Student safety is of utmost importance!

PHYSICAL EDUCATION EXPECTATIONS

Physical Education (P.E.) is a class required by the State of California. All students must participate. If a student is unable to participate because of a physical problem, the P.E. teacher must be provided with either a doctor's or parent's note to that effect.

- Students will try each activity and do their best.
- Students will come prepared to learn and wearing clothing, socks and shoes appropriate for participating in P.E. activities. Tennis shoes are recommended. **Crocs, Jellies, flip flops, shoes with raised heels and open toes are not appropriate for P.E. or school.**
- All students can learn, and all students will be taught.
- No student's inappropriate behavior shall keep the teacher from teaching.
- Students will respect the teacher and respect each other.
- Students will learn new skills and learn to appreciate that different people have strengths and weaknesses regarding their physical abilities.

PHYSICAL EDUCATION RULES



1. BE RESPECTFUL AT ALL TIMES, RAISE YOUR HAND.
2. KEEP YOUR HANDS AND FEET TO YOURSELF.
3. FOLLOW DIRECTIONS THE FIRST TIME.
4. USE POLITE MANNERS AT ALL TIMES.

STUDENT COUNCIL

Students in Grades 3rd- 5th may run for a Student Council office. Positions will include President, Vice-President, Secretary, Treasurer, and Sergeant at Arms. Student Council officers must maintain a grade average of "C" or better, attend Student Council meetings regularly, and be good citizens. The students must have an S or O in class rules on their report card. Each class (Grades 3 – 5) will elect two students to serve as Room Representatives at Student Council meetings.



This Photo by Unknown Author is licensed under CC



Music



All intermediate students will participate in a school music program. Choices include Orchestra & Chorus for Grade 4 and Band is added to those choices for Grade 5. The school has instruments available for students in need. The majority of band and orchestra students will either rent or purchase instruments.

LOST AND FOUND

The school is not responsible for any lost items. Students and parents should check the Lost and Found (in the school multipurpose room) regularly for anything lost by students. *Lost and Found* articles unclaimed are donated to a local charity. Please write at least the last name on articles, possibly on the inside label.



SCHOOL LUNCH PROGRAM



We are very pleased to announce that all FCUSD schools will participate in the USDA National School Breakfast and Lunch Program Waiver to offer meals at NO COST to all students for the entire school year 2023-2024!

- All students enrolled in FCUSD schools can get meals at NO COST.
- Students must be enrolled in Folsom Cordova Unified School District schools.
- There is no need to fill out an application.

Breakfast: Breakfast is served before school in the Multi. TK students will come to the Multi no earlier than 7:40 a.m. Grades K-5 students will come to the Multi no earlier than 7:50 a.m.

Cold Lunch: Students may bring their lunch to school in either a paper bag or lunch box. Milk is available in the cafeteria. Remember to label all containers.

Hot Lunch: Hot lunches are available daily.

Every student is to have a lunch every day!

Notice: The California Revenue and Taxation Code (RTC) Section 19853(b) require local educational agencies (LEA) that operate the National School Lunch Program (NSLP) to annually notify households about the Earned Income Tax Credit (EITC) Information Act.
Earned Income Tax Credit Information Act Communication.

CAFETERIA GUIDELINES

- 101 Students will enter in a quiet orderly manner.
- 101 Students will wait in line in a quiet orderly manner
- 101 Unless there is a medical reason, please do not send soda of any kind.
- 101 Sit at your assigned table, daily.
- 101 Talk in a conversational tone.
- 101 Raise your hand if you need help from an adult.
- 101 Students will eat their own lunch – no sharing for safety reasons.
- 101 Do not pop bags, throw food or any other items.
- 101 Pick-up your litter on the floor and on the table top before being dismissed from your seat.
- 101 When classes are being dismissed, conversations should stop so students can hear when they are being dismissed.
- 101 Leave the table only when you are properly dismissed.
- 101 Walking feet when entering/leaving the cafeteria.
- 101 It is important to have a healthy lunch, focused on vegetables, fruits, proteins, grains, and dairy foods. Watch for fats and sugars in lunches.

Consequences may include:

- 101 A warning to the student.
- 101 Moving to another table.
- 101 Helping with clean-up.
- 101 Conference with the Principal.
- 101 Parent will be contacted by mail or phone and/or a parent conference.



PROCEDURES:



ATTENDANCE

A significant part of students' experience and education is derived from classroom activities, relationships, discussions, and participation. A school calendar month is generally 18 school days. Students who miss 10 days or 2 weeks of school are out for more than half the school month.

FCUSD does not allow parents to remove their student from school for a vacation or work-related event and have it marked as vacation or as an excused absence. District policy states that since these absences are a choice, they will be marked as an unexcused absence and can lead to the generation of truancy letters.

Teachers may provide schoolwork or prepare an Independent Study Agreement, **if the student will be out for 3 or more days and the principal and teacher feel it is in the best interest of the student. Students are to return their completed work promptly for evaluation by the teacher. Non-approval for absences unrelated to illness (vacation days) places the student in the "truant" category and may be subject to a hearing with the District Attendance and Due Process Officer.** (See Independent Study Agreement for more information. Page 12).

ABSENCE VERIFICATION

When a student is absent for any reason, please notify the school office either prior to or the morning of the absence. If sending a written note, please include the specific reason, dates and the signature of a parent or guardian. Excused absences include personal illness, medical, optometric, chiropractic, dental appointments, or attendance at funeral services (1 day for local, 3 days for out-of-state). **NOTE:** Not all absences/reasons with parent notification are excused.

Upon advance written request by the parent/guardian and the approval of the principal, justifiable personal reasons include but are not limited to: appearance in court, observation of a holiday or ceremony of his/her religion. Failure to submit a written request will result in an unexcused absence. Vacation and/or out of town days are considered unexcused absences. Remember, if your child will be absent for 3 or more days, please request an Independent Study from the teacher.

LATE ARRIVALS

A student arriving at school at any time other than the assigned starting time, must first stop by the office for a late pass to class. This allows removal of his/her name from the absence list. Students who have a medical or dental reason for arriving late are not classified as tardy, but will need to check in with the front office for a pass to class. Tardies will be recorded during each trimester. Parents will be notified and informed after the third tardy.

Habitual tardiness (more than 30 minutes, 4 times in one school year for any reason other than medical) will result in "truancy" classification. A written statement is requested for an excused tardy. The District Attendance and Due Process Officer will be involved in truanancies.

EARLY DISMISSAL

Students Released During School Hours:

Parents, who need to check their students out during school hours for medical appointments etc., must first sign them out in the school office. At that time, the student will be called from their classroom to meet their parent(s). This procedure insures a minimal amount of interruption in the classroom. Please plan to show a photo ID.

CHANGE OF PERSONAL INFORMATION

Please visit the school office promptly if you have any change of address, baby-sitter, work or home phone numbers, or emergency numbers. For the sake and safety of your student, we must have current data. We release students only to the persons authorized on the emergency card. Any changes must be made in person by a parent of the student. When you list several names of family, friends or neighbors, it increases the likelihood we will find someone available. Remember, if you become injured or ill, someone else would need to have your authorization to pick up your child either on the emergency card, or by you, if your child needs to leave school.

INDEPENDENT STUDY AGREEMENTS

Please plan vacations and family trips during school holidays. Pulling students out of school causes disruptions to your child's learning. If an Independent Study Agreement is needed due to a trip or vacation, please request one from the school office at least **10 school days** prior to a student's leave of absence.

Please call or visit the office for more information.

ARRIVAL / DISMISSAL

Students living within walking distance of school or who are transported by parents are allowed on campus **no earlier than 8:10 AM**. Bus riders arrive as bus schedules dictate. There is no adult supervision prior to that time. At dismissal time students are to **immediately** leave the school grounds for home, day care, etc. The school grounds will be available for play after **4:00 PM**. This also applies to Minimum Days. However, there will be no adult supervision at that time, and parents will be responsible for the safety of their children. Roller blades, scooters, skateboards, skates and bicycles may **not be** used on school grounds.

TRANSFERS / MOVES

Please notify the school office if you plan to transfer to another school or move from the area. Student's immunization records may also be requested. This information is required prior to registering at any public school in California.

RECESS

Students will be allowed to use the play areas during morning and afternoon recesses. They are not to come to the office area without permission from a teacher or yard supervisor. Recess is the specific time set aside to get a drink of water and use the restroom facilities. When the bell rings, walk directly to your classroom, using the proper route. This is not the time to stop for a drink or visit the restroom. A 3-minute passing time is allowed for students to leave the playground, reach their classrooms, and be in their seats ready for instruction. While walking on sidewalks, equipment is to be carried.



ILLNESS



- 📢 Children are not to be sent to school with any illness which is detrimental to the best interest of the student and/or classmates. If a parent is in doubt about a child's fitness to return to school, the family physician should be consulted.
- 📢 Please notify the school **immediately** in case of a contagious disease, such as measles, mumps, chickenpox, impetigo, head lice, etc., so the parents of children who have been exposed may be notified.
- 📢 The school is not responsible for treatment of injuries which occur elsewhere.
- 📢 The facilities at school are for **first aid** only, and students are to be taken home within one-half hour if they are too ill to remain in class. It is the parent's responsibility to arrange for care of a child if illness occurs when his/her parent is unavailable. It is essential that back-up emergency names and numbers are listed on the emergency card, indicating who may pick-up a sick child if the parents are unavailable.

MEDICATION

It is the obligation of the parent to inform the office personnel if a student is on any kind of ongoing medication, whether it is taken at home or at school, or of any notable health problems, such as severe allergies, asthma, etc.

When it is necessary for pupils to take medication during school hours, the information and guidelines on the next two pages will explain the policies and procedures.









REQUIREMENTS FOR THE ADMINISTRATION OF ALL MEDICATION AT SCHOOL



Please note: The school does not supply medication of any type. All medication needing 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 non-aspirin type pain relievers, cough drops, antacids, creams, and ointments.

Students are not allowed to have any type of medication in their possession at any time.

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 the 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 constant communication with the office when their children are on daily medication, or at any time they are concerned, even if the medication is not given during the school hours. Please inform the school if your child is taking a medication that may affect his/her behavior.
-  Parents are responsible to pick up any remaining medications at the end of the school year, or the leftover medication will be discarded.

**NO MEDICATION 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.***

BICYCLES

Riding a bicycle to school is a privilege designed for students in Grades 2-5.

Provisions are made to safeguard bikes, but the school assumes **NO RESPONSIBILITY** if they are damaged or stolen. The privilege of bike riding is permitted as long as the rider exercises reasonable safety rules. Each bicycle rider must sign a pledge to follow bicycle safety rules. The “Bicycle Contract” can be located on our school website or in school office. Repeated violations will mean you cannot ride your bicycle to school. The following rules are designed with safety in mind:

- 🚲 All bicycle riders must wear helmets, properly fastened.
- 🚲 Obey all traffic laws.
- 🚲 Ride defensively.
- 🚲 Watch out for all traffic.
- 🚲 Upon arrival on school property, dismount and **walk** your bike directly to the bike racks.
- 🚲 Each bike must have its **own** lock and chain. Do not lock bikes together. All bikes are to be locked to the bike rack, in a slot.
- 🚲 Bicycles are not allowed in classrooms.
- 🚲 Do not loiter in the bike area.
- 🚲 Skateboards, fold and go scooters, roller skates or roller blades are **NOT** allowed at Sandra J. Gallardo Elementary School.
- 🚲 Bicycle riders are expected to use the bike lanes. If they share the sidewalks, remember pedestrians come first.
- 🚲 Do not touch other student’s bicycles.



DRESS CODE



Please label your child's clothing, especially jackets and sweaters.

Students are to dress appropriately for working and learning at school. Long pants, skirts, shirts, and dresses are encouraged. Socks are to be worn daily. Short-shorts, tank tops, half shirts, cropped shirts, shirts with inappropriate sayings on them, clothing with “sagging” waistlines, see-through materials, strapless clothing, spaghetti straps, or revealing clothing are not to be worn at school.

(An appropriate length for shorts should be mid-palm length, on a 4” inseam as a minimum. Students must wear pants that fit at the waist (the narrowed part of the body between the thorax and hips) and have only a belt that extends no more than 6 inches. Clothes which are 2 to 4 sizes larger than the student should normally wear are not safe for school activities. Straps on sleeveless tops should be at least the width of a lasagna noodle, at least 1½” in width. Sleeves that are scooped low under the arms “muscle shirts” need another shirt underneath.)

Distracting hair color causes distraction and can interfere with instruction. Please wash it out before sending students to school.

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, backless sandals, heeled shoes or high heels. Sandals must be strapped around the ankle and worn with socks. No make-up, glitter or paint is permitted for students to wear at school. Students wearing make-up, glitter or paint will be asked to wash it off (including temporary tattoos). 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 questions or need clarification, please contact the front office for further information.



FIELD TRIPS

(Permission Slips, Deadlines & Behavior Expectations)

Students may have the opportunity to take field trips during the school year. Prior to a field trip, a form is sent home for the parent to complete. It must be completed and returned to the teacher as soon as possible, **but not later than one day before the scheduled field trip**. Students will not be allowed to go on the field trip unless the school has a completed F.C.U.S.D. Permission Slip on file. We cannot accept permission by telephone or on a hand-written note, so please fill out and sign (in both the appropriate places) the District permission slip and return it by the due date. Field trips are paid through a non-refundable contribution.

Students will be expected to conduct themselves on the trip as they would while at school. Should parent/guardian opt to exclude a student from a field trip, the student will attend school as usual and will be placed in another classroom during the duration of the field trip. This includes the days scheduled for overnight field trips. Parents may be asked to chaperone on field trips; however many trips may only allow a specific number of volunteers to ensure safety and support learning, therefore parents take turns. Chaperones and/or Volunteers must be Category 2 Volunteers. Teachers will communicate with the parents the procedures for volunteering to chaperone a field trip. Please note that siblings are not permitted on field trips. Parents not selected to chaperone are not permitted to join in on the tour or field trip activity.



HOMEWORK

SITE LEVEL HOMEWORK POLICY

All students will have homework. Homework is not unfinished class assigned work, even though the student may be expected to finish this work at home. Notification of classroom homework policies will be sent home with students at the beginning of the school term. We have a commitment to develop student responsibility, accountability, and good student habits. It is anticipated that for most students, they would expect to spend about 10 minutes daily per grade level on homework and about 20 minutes' additional time reading or being read to. For example, a first-grade student would expect about 10 minutes and a second-grade student about 20 minutes and so forth.

Homework and practice are instructional techniques that provide students with opportunities to deepen their understanding and skills relative to content that is familiar to them. Parents "facilitate" homework by providing a quiet place and to encourage the student but should not solve problems for students. They should also monitor the reasonableness of the time and communicate any concerns with the teacher.

If your child is absent from school (2) consecutive days, please contact your child's teacher to request homework and class assignments. These can be picked up in the office at the end of the day or sent home with another student.



TELEPHONE CALLS

USE OF THE TELEPHONE AT SCHOOL IS LIMITED TO EMERGENCIES ONLY!

Interruptions for routine messages disrupt the educational program. Please make all necessary plans before sending your child to school regarding where your child is to go after school, who will pick him/her up, if he/she is to ride the school bus, etc. In an emergency, we will get a message to an individual student. We have an obligation to provide quality learning time. Students may not use cell phones during the school day.

TRANSPORTATION (916.294.9100)

Seating on buses is limited. Students requesting permission to change a bus or bus stop must have a **written** parental request approved and stamped by the school office prior to each occurrence. That note will then be given to the bus driver. There is a fee charged for riding the school bus.

DISTRICT TRANSPORTATION RULES OF CONDUCT:

- 🚌 Students shall arrive at the bus stop no earlier than 10 minutes before catching the bus and are to remain on sidewalks or on side of the street. Students are to stay off private property at all times.
- 🚌 Students will be directed where to sit by the bus driver and must remain seated while the bus is in motion.
- 🚌 No glass containers are permitted on the bus.
- 🚌 No animals are permitted on the bus.
- 🚌 Students must get on and off the bus at the bus stop nearest their home, except upon written consent of a parent and with school approval.
- 🚌 Eating, drinking, and chewing gum are prohibited on the bus.
- 🚌 BE KIND: Respect others at all times.
- 🚌 BE SAFE: Keep hands, feet, objects to yourself.
- 🚌 BE PRODUCTIVE: Follow directions the first time. Riding the school bus is a privilege, not a right. Students who are unable to stand in the bus line calmly or to ride in a safe manner will be given a bus referral by a teacher or a bus driver with the following penalties. (See Below)
- 🚌 Students are to cross the street at the safest part, directed by the bus driver. Students must visibly display their passes.

District Transportation Rules of Conduct Continued...



- 1ST VIOLATION: Warning Notice
- 2ND VIOLATION: 3 days off all District buses (morning and afternoon)
- 3RD VIOLATION: 5 days off all District buses
- 4TH VIOLATION: 2 weeks off all District buses
- 5TH VIOLATION: 1 month or remainder of the trimester (whichever is longer) off all district buses.

If a student is not allowed to ride a school bus due to behavioral problems, it is the responsibility of the parent(s) to transport the student to and from school.

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***)

VISITORS ON CAMPUS

All visitors to the school must sign in at the school office where they will be issued a pass to other areas of the campus. (Penal Code: 627-627.11) Parents who volunteer in classrooms, please sign in at the office. All visitors and parents must bring their ID to check-in. Children who are not part of the class may not accompany parent volunteers. It is a distraction to the learning environment. Please do not bring children if you are working in the copy room. The machinery makes it unsafe.

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 principal based on educational needs or clarifications. All classroom interruptions or deviation of daily routine contribute to negligence of instruction which in turn disrupts learning. Please note that visits / observations are limited to 15 minutes only. Beyond that time limit requires appropriate volunteer paperwork and clearance.

OBSERVATIONS

General classroom observations are not allowed. Under special circumstances a single 30 minute observation may occur for a specific purpose. All observations must be prescheduled and approved by the school Principal. The administrator or designee is required to be present during an observation.

CELL PHONES/SMART WATCHES

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

Disregard of the cell phone policy at Sandra J Gallardo 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.

Sandra J. Gallardo will not be held responsible for lost, stolen, or broken cell phones.

OTHER ELECTRONIC DEVICES

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

Cameras and **electronic games** are not allowed on campus at any time.

Electronic readers (such as Kindles and Nooks) are allowed for reading purposes. In order to use an electronic reader at school, students will need to fill out an 'electronic reader liability release form' (this can be found on our school website or in school office.) Teachers will have the final decision on whether they can be used for classroom reading. Students using their electronic readers for purposes other than reading will have their readers confiscated. Confiscated readers can only be returned to the student's parent/guardian.

iPods are only allowed before and after school. They are subject to the same rules as cell phones at Sandra J. Gallardo Elementary.

PETS

Pets should be left at home at all times when on campus, whether dropping off, picking up; including after school and weekends. Regardless if dogs are on leashes or you have "the best dog in the world." Sandra J. Gallardo cannot have any animals brought to school by students or parents.

A portion of the regulations from AR 6163.21 is as follows:

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

There is specific language in the Board Policy that recognizes seeing-eye dogs and/or service animals and conditional provisions for individual or exceptional circumstances.

NOTE: Please visit FCUSD's 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.)

TOYS

Students should not bring any toys or valuables to school. This includes electronics such as iPods and computer games.

VOLUNTEER PROGRAM

Gallardo's teachers and staff welcome participation in all areas. If you would like to donate time to our school program, please call the school at (916) 294-9170. Volunteers must complete a Category 2 Volunteer application and provide a copy of a negative TB test to the school office. The TB test is good for four years. Volunteers will be required to be fingerprinted and cleared through the Folsom Cordova Unified School District. Please make other arrangements for children not in that classroom.



P.T.A



The Sandra J. Gallardo Parent Teacher Association (PTA) is a strong organization of parents and teachers dedicated to enriching our children's elementary education experience.

Through membership in PTA, you and your family can enjoy and benefit from a wide variety of top-notch educational and social activities. There is something for everyone.

Volunteers are the heart of the Sandra J. Gallardo PTA. Many dedicated volunteers willingly donate countless hours of time in many different capacities. We encourage every family to become involved in our school. Your personal involvement is important, whether you have a few hours to donate, or many. You really can make a difference in your child's education at Sandra J. Gallardo Elementary!

If you have questions, please contact our PTA Co-Presidents, Kristin Norris and Dinah Bustamante, gallardopta@gmail.com. Your comments and suggestions are always welcome.

INSURANCE

At the beginning of the year, students receive a student insurance application form. This insurance, available at very reasonable rates, is a transaction strictly between the parent and the insurance company. We strongly encourage parents to take advantage of the insurance.

Nondiscrimination/Sexual Harassment/Complaint Process Statement

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)

Non-discrimination (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), Equity Compliance Officer(s) and Section 504 Coordinator(s):

Donald Ogden, Associate Superintendent – Human Resources, Title IX Coordinator (Employees) & Equity Compliance Officer

dogen@fcusd.org

916-294-9000 Ext 104410

Jim Huber Ed. D., Assistant Superintendent – Educational Services, Title IX Coordinator (Students), Section 504 Coordinator & Equity Compliance Officer

jhuber@fcusd.org

916-294-9000 Ext 104625

Student Entrance and Exit Map

GRADE LEVEL-ENTRANCE AREAS

