

Theodore Judah Elementary School



Student/Parent Handbook

2018-2019

Theodore Judah Elementary School

Dear Students and Parents,

Welcome to Theodore Judah Elementary School and the 2018-19 school year. The staff are excited to begin the year!

Our goal at Theodore Judah is to teach our students skills for living in today's world and prepare them for their incredible future.

Our curriculum is aligned to the California Common Core State Standards. Our staff uses current best practices teaching strategies to realize our instructional goals. We integrate technology and STEM into our day as we use the Next Generation Science Standards. We also are excited to start with our new Social Science Curriculum. Social development and responsibility are promoted through our teaching of respect for self and others.

Open communication between home and school is critical if we are to help our young people achieve to the best of their ability. If you have questions or concerns, please contact your child's teacher or me through the school office at 916-294-9175. You can also access information on our website at: www.fcusd.org/tje.

This handbook is designed to assist you with the procedures, routines, and policies of our school. In addition, a family bulletin is sent home monthly to inform you of events and to spotlight student successes. We also have access to an informational district website for our school called Powerschool. Our goal is to post current happenings, important dates and information about the school as well as allow parents to access, attendance and homework information.

I look forward to meeting you! It's going to be a wonderful year at Theodore Judah!

Sandy Spaulding

Principal

Theodore Judah Mission: At Theodore Judah Elementary School, we believe that all children can and will learn. We ensure that all children will reach their academic potential.

The Theodore Judah Site Council (SIP) would like to welcome you to Theodore Judah and briefly explain the purpose and projects, which our council oversees. The School Improvement Program (SIP) provides extra state funds to schools that work to improve school performance. Our 2018-19 budget is determined by enrollment in October. State guidelines and procedures must be followed to receive these funds.

The SIP Council is the elected and appointed body overseeing these funds at our school. It is comprised of an equitable number of school staff members and parents of children presently at the school.

Our council evaluates current school progress in all academic areas and looks for ways to improve performance at the school. Here are some of the general items that our budget supports:

- Funds for instructional support in the classrooms.
- Funds for purchase of equipment for the school.

Further,

- ⇒ The SIP Council is the vehicle for Site-Based Decision Making, a district plan allowing schools more freedom in planning their own programs.
- ⇒ Parents on the SIP Council are elected for three-year terms. Notification of open parent positions are sent out in the fall. Parents interested in running for the council are encouraged to contact the principal through the office at 294-9175.
- ⇒ Parents are also encouraged to contact members of the council with concerns, comments, or suggestions.
- ⇒ The SIP Council meetings are held three times a year and are open to the public. Dates are noted in the monthly family bulletin and on the information board located in the front hall.

Theodore Judah Parent Teacher Organization

PTO general meetings are held three times a year. Dates and times of meetings will be sent home in the student's folders Wednesday or listed in the PTO Newsletter. Special activities such as Spirit Picnic, Harvest Festival, Santa's Breakfast, Performance night, and The Family Dance are held throughout the year. The event chairperson will call upon parents to assist with these activities. PTO holds several fundraisers to supplement the school program by providing for enrichment activities in the classrooms, special projects, after school clubs and fund school-wide activities. We encourage you to become an active member of our PTO.

Parent Volunteer Aide Program

The principal and teachers encourage parent, grandparent, and community participation in the educational programs of our school. Parents interested in volunteering their time should contact their child's teacher or the Theodore Judah office (294-9175). All prospective volunteers will "receive site orientation, including training in appropriate behavior, dress, language and confidentiality. When the above is completed the volunteer will complete the appropriate volunteer application and emergency card. They will be notified as to how to obtain a TB test, fingerprints, and photo identification." (Administrative Regulation 4315.2) Once cleared through the school district, volunteers will be scheduled according to the needs of teachers. Typically, a person will work in the classroom on a weekly basis for a certain period of time. All volunteers are required to sign in and out and wear a volunteer identification badge while on campus

Parents wishing to participate with their child's class on a field trip may do so with volunteer application clearance that includes a valid T.B clearance. ***Please be aware younger siblings are not allowed to attend with the parent. Parents on field trips must be able to give full attention to the students in the class that they are supervising. We also cannot allow other school age students to attend a sibling's field trip. We appreciate your understanding with this policy.***

The Parent Volunteer Program is explained in our volunteer handbook. If you are interested in participating, and have not already signed up, please call the office at 294-9175 or your child's teacher.

School Visitation

All visitors to the school, including parents who are volunteering, **must** sign in at the school office. A visitor or volunteer pass will be issued. It is to be worn while visiting the school campus. If you wish to conference with your child's teacher, please make an appointment before or after school. You may call the school (294-9175) or leave a note with the school administrative assistant with your request.

Attendance/Tardy Policy

Absences and Excuses

BP 5113

The Governing Board believes that regular attendance plays a key role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide

by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

Attendance:

All public schools in California use the same attendance accounting system. As a result of California legislation, SB 727, the implementation of an "Actual Daily Attendance System" will provide funding to our school district for those students actually present at school. In order to continue to provide all of our current services and programs, we are requesting your assistance. If a student needs to miss school for medical appointments, please try to schedule these appointments as close to the end of the instructional day as possible.

When your child is absent, please call the school by 10:00 a.m. State the student's full name, teacher, date, reason for absence, and identify your relationship to the student. **A message may be left at 294-9175, 24 hours a day.** Please remember you must notify the office of any absence, even if you have already spoken to the teacher. If a child is late and has been seen by a doctor, please bring a note/appointment card from the doctor verifying that your child had an appointment.

The District does not receive funding for students who are absent from school for reasons of illness, medical or dental appointments, funeral attendance, jury duty, or quarantine. However, illness or family emergencies do happen so please notify the school as soon as possible when this occurs.

Although we ask that you schedule vacations during school holidays, if that is not possible, please notify the office and complete an Independent Study Contract if your student will be absent *five days or more*. The assignments stated on the contract need to be fully completed and returned to the teacher the day the student returns to school. These agreements are available at the school office.

School attendance is very important. It establishes good habits for the future and allows the student to receive the maximum instruction provided daily by the teacher. The Theodore Judah staff appreciates your efforts to see that your child is in school on time each day.

The District allows ten days excused absence for illness without verification from a medical professional. After 10 days the parent may be required to provide a letter from the doctor verifying future absences. If a doctor's verification is not received, the absences will be considered unexcused.

In the event of excessive absences, and late arrivals, **attendance letters** will be sent as follows:

1. **After every 6 unexcused lates. After 15 lates, a SART* Meeting will be scheduled. After 20 lates, a SARB* referral will be scheduled, both meetings are mandatory.**
2. **After 10 absences due to illness.**
3. **After every three truancies/unexcused absences. After nine truancies, a SART meeting is scheduled and a possible SARB referral.**

The following information regarding attendance has been implemented by the Folsom Cordova Unified School District. Please read carefully as there have been some changes.

Excused Absences:

1. Illness
 - a. After three days in a row, a medical verification (note from the doctor) is required.
 - b. After 10 absences a medical verification is required each day thereafter.
2. Justified Personal
 - a. Funeral – three days out of state and one day in state
 - b. Court appearance
3. Religious Holiday
4. Principal Approved
 - a. Transportation trouble
 - b. Family emergency
 - c. Extra funeral time
5. Home hospital

Unexcused absence/truant:

1. All other excused not listed above. Note that an unexcused absence is considered a TRUANT.

Excused tardies/lates:

1. Student is at doctor or dental appointment and **presents a note from doctor or dentist.**

Unexcused tardies/lates

1. Car broke down

2. Overslept
3. Parent ill/parent overslept
4. Missed the bus
5. Forgot today was early-bird day
6. Late start

Tardy Policy

Theodore Judah School expects students to arrive at school on time for the following reasons:

*Please see page 8 for definition of SART and SARB.

- ◆ Your child receives the maximum benefit of instruction. When a student regularly attends school, they do not fall behind or get lost in the lessons because they missed important information.
- ◆ When children are late to school, it causes a disruption of the class and decreases learning time for all students.
- ◆ It takes additional teacher time to help the student catch up with the activities the students are doing.
- ◆ The student gets the idea that arriving late for school is acceptable.
- ◆ It is the parent and student's responsibility to arrive at the proper time.

Please note the bell for grades 4-5th and primary Early Birds rings at 8:22; students have three minutes to leave the playground and be seated when classes start at 8:25. Students who arrive in the classroom after 8:25 are considered tardy and must get a late pass to enter the classroom. The start of class bell for "Late Birds" rings at 9:10. They are to be *at* their classroom door by 9:10. There is no playground time or warning bell before the start of the Late Bird classes.

All students who arrive late to school are required to report to the office to get a late slip as the office is required to record all late arrivals.

Students who are late (less than 30 minutes) for an unexcused reason or who are late more than 30 minutes shall be considered truant. Those who are late in excess of 30 minutes or more shall be considered truant. Those who accumulate 3 or more truants for an unexcused reason will receive an attendance letter.

State law requires that any child who has been absent without an excuse more than three days or tardy in excess of 30 minutes of each of three or more days in one school year shall be considered a truant and will be required to attend a SART.

SART is a meeting at the school with student, parent, principal, attendance clerk and may include district attendance and due process truant officer. The purpose of the meeting is to seek a solution to the tardy, truant or absentee problem.

Any pupil reported as a 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 is a meeting with student, parent, principal, community representatives, Folsom Police Department/Sacramento County probation officer, Sacramento County Welfare representative. The meetings are held to seek solutions to the problem concerning attendance.

Emergency Card Information

Parents or guardians are required by law to complete the emergency card information at the time of registration. **In case of emergency, the school must have a person to contact by telephone, if the parent is not available. This is for the student's protection. *If you should change your address, phone number, employment, or childcare, please notify the office so the card can be updated.***

Please keep the school informed of any change in custody or similar cases in which the right of guardianship is in question. Current documentation of court orders must be on file in the office and on your child's emergency card.

Medication

REQUIREMENTS FOR THE ADMINISTRATION OF ALL MEDICATION AT SCHOOL **INCLUDING "OVER-THE-COUNTER" MEDICATION**

Please note: The school does not supply medication of *any type*. The student's parents or guardian must provide all medication needing to be taken at school. This includes all prescription and over-the-counter medication including but not limited to non-aspirin type pain relievers, cough drops, antacids, creams, and ointments.

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

**Students with asthma are allowed to carry an inhaler only if there is a written statement from the child's physician indicating that it is necessary for the student to carry an inhaler on his/her person. The parent, school nurse, and administrator will also discuss student's maturation level and ability to assume this responsibility.*

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 and parent/guardian for prescriptions and in the original prescription container.
- A district medication consent form signed by the parent/guardian for any over-the-counter medications in the original container and brought in by the parent/guardian.
- Refills of medication are the responsibility of the parent/guardian.
- All medications shall be held in the school office in a secure location in the original container labeled with the student's name.
- Parents need to be in constant communication with the office when their children are on daily medication or at any time they are concerned, even if the medication is not given during school hours. Please inform the school if your child is taking a medication that may affect his/her behavior.
- Parents are responsible to pick up any remaining medication at the end of the school year. Left over medication will be discarded.

NO MEDICATION CAN BE GIVEN WITHOUT ADHERENCE TO THE ABOVE PROCEDURE

Dress Code

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

A student who comes to school wearing unacceptable clothing will be required to contact a parent to bring a change of clothing. The school principal and/or classroom teacher will determine appropriate school dress.

- Shirts and tops must have no midriff exposure, no spaghetti straps, no halter tops and no see-through fabrics.
- Bathing suits or exercise type clothing cannot be worn as school attire.
- No jewelry, hats or bandanas allowed that display any drug, alcohol, violence or gang message or logo.
- Skirts and shorts must be fingertip length.

- Pants, shorts and skirts must fit the natural waistline. Clothes must be no more than one more size larger than the student. No bagging, no sagging.
- Belt buckles will be plain with no initials or logos. The length of the belt is to be no longer than five inches when the belt is cinched.
- No hats or other head coverings are to be worn indoors.
- No flip-flops, clogs, high heeled shoes, etc. Shoes need to have backs or straps. No roller shoes.

- Student's hair is to be clean and well groomed at all times. Unusual hair color, such as green, blue, pink, etc.) is distracting and should not be worn at school. Colored hair such as blue, red or purple may be worn only on approved days.
- No make-up of any kind. Fingernail polish and perfume should not be brought to school.

Lost and Found

Lost and Found is located in Wing 2 by the Cafeteria. All articles are placed here. Lost jewelry or glasses are kept in the office until claimed. Students should check the Lost and Found regularly to retrieve lost articles. To prevent clothing from being lost or claimed by someone else, we encourage marking sweaters, coats, lunch boxes, binders, and backpacks with students' name and room number. Please encourage children to be responsible for their property.

** Students should not bring money to school unless it is lunch money. Lunch money should be brought to the office for deposit in the cafeteria lunch money box. We encourage putting money on your child's lunch account on a regular basis to avoid problems with lost lunch money.

***On the day School Store is open or Student Council is selling popcorn, students may bring money to make a purchase. Book fair or book order money may be brought at the appropriate time.

Tobacco Free School

The use of any tobacco product or e-cigarettes on district property at any time is prohibited. This prohibition applies to all employees, students, and visitors while they are on the school campus for any activity or meeting at any time of the day.

Insurance

At the beginning of the year each student will receive a student insurance application form. This insurance is available at reasonable rates. The purchase of this insurance is a transaction strictly between the parent and insurance company. Parents are urged to take advantage of the insurance.

School Lunch Program

The lunch program is available to all K-5 students. Menus will be sent home monthly with each student. Students may pay cash daily or use the pre-payment method. Pre-payment is encouraged as money can be lost or misplaced. Prepayment can be done three ways. Cash or check may be taken to the office or given to the classroom teacher who will send it to the office. The cashier will credit the student's account with the

amount paid. At lunchtime the amount is deducted from the account. Please check with your child or the cashier if you think it is time to purchase more lunches. You can now pay for your child's lunch on-line and check to see how much is on the account. Check the district's website to access food services. **It is the responsibility of the parent to make sure your child has lunch.

Free or reduced-price lunches are available to qualifying students. The necessary forms are available in the school office. Applications are to be resubmitted **EACH year during the first month of the school year.**

Students are able to charge just one lunch. Neither the cafeteria nor office has money for this purpose. Please make sure your child has been provided lunch money or a lunch. If your student uses cash, please provide a coin purse or sealed envelope with name and room number to ensure safekeeping.

Lunch prices, set by the School Board, for the 2018-19 school year are:

Breakfast (includes milk)	\$1.25		
Reduced breakfast (includes milk)	.30		
Regular Student Lunch (including milk)	\$2.50	Adult Lunch	\$3.50
Reduced Student Lunch (including milk)	.40	Milk	.50

Students leaving the school campus for lunch are required to have a note from their parents on file in the school office. Students must sign out and in on the roster located in the school office. Parents should inform the school if their child is kept home after the noon hour.

Parents delivering lunches or lunch money to school must leave them in the school office. Please mark the student's name and room number on lunch or lunch money envelope. It is the responsibility of the student to check the office for either lunch or money prior to lunchtime so please **discuss this with your student.** The classroom will not be disturbed to send a message concerning a lunch.

Nutrition Snack

Nutrition snack time is provided at the option of the classroom teacher. Students shall eat the snack in the designated area on the playground and must put trash in the proper receptacle. Please provide a **nutritional** snack from the following suggested list:

Fruit, dried fruits, carrots or celery sticks, half sandwich, crackers, cheese, peanut butter. Please **do not send candy, cookies, cupcakes or soda for snack or lunch.**

Arrival Time of Students

Students who walk or ride bicycles are asked to arrive at school between **8:00 and 8:20**. Bike riders (students in grades 3-5 with a bike contract on file in the office) are to lock their bikes during the school day. Due to insurance and liability, we request that students be on campus **no earlier than 20 minutes before their scheduled class time**.

Students are to report to the Playground area upon arrival at school to wait in their lines. **All students must enter school by the Kindergarten/walkway area unless accompanied by an adult. The playground is closed to all students until a district yard duty supervisor arrives.**

When delivering a student by car, please remind him/her to use the crosswalks at all times. Parents are asked to use crosswalks when accompanying students to school. Please observe the yellow curb, which designates the bus-loading zone. Please do not stop or park in the bus zone, park your car between crosswalks or leave your car unattended in this area. Children should be reminded not to run between cars or across the street.

Dismissal Time of Students

All students need to enter and depart campus by the kindergarten walkway as supervision is provided in this area. Students are not to use the front office doors or walk through the parking lot unless accompanied by an adult. Students arriving at 7:55 for breakfast walk to the cafeteria. Students are not allowed in the hallways before 8:15 A.M.

All students leaving campus early must be signed out in the office. Students will be dismissed **only** to individuals who are listed on the emergency card.

Students are to go **directly home or to their daycare provider** when class is dismissed. Students walking home from school remain under the jurisdiction of the school and district's discipline and behavior policies until reaching home. Students waiting for a parent ride after school will **go directly to the steps** by the office. Students riding the bus will go **directly to the bus line**. All students must stay in their particular area to wait for their transportation home. Students should *not run around the trees nor should they ever climb the trees*.

Students who wish to return to school to use the playground may do so **after 6:00 P.M.** The playground equipment area closest to the day care area is strictly for those students who are in the after school student care program. Other students are asked not to play in that area.

Telephone Calls

Use of the telephone in the school office is limited to emergencies only.

Make all **necessary arrangements *before*** sending your child to school in regard to where they are to go after school, who will pick them up, if they are to ride the bus, etc. **Students will not be allowed to use the phone to make after-school plans with another student.** These plans must be made prior to school. Cell phones may be used after school is out. They are to be turned off and in backpacks during the school day and may be taken away if they are seen during the school day. If this occurs, the parent must pick up phone from the office at the end of the day.

Messages of a non-emergency nature will not be relayed to the student. If a student forgets a lunch, they should check the office at lunchtime for money or lunch brought by parent. *We keep classroom interruptions to a minimum so that learning time is optimized.* We ask that you not call to have a message delivered to your student unless it's an emergency.

Bicycles

Riding a bike to school is a privilege for students in grades 2 through 5 as long as the rider exercises reasonable safety and has a **bicycle contract on file in the office.** ***Contracts will be given the first week of school and must be returned promptly.***

Failure to comply with the rules could result in the loss of the privilege of riding bikes to school. Provisions are made to safeguard bicycles, however, the school assumes **no** responsibility if stolen or damaged. The following rules are designed for the safety of the student:

- ❑ **All students must wear bike helmets.** State law requires that all riders under the age of 18 wear bicycle safety helmets. Walk bike when coming onto or leaving school grounds. Walk bike down front sidewalk when students are present and buses are loading.
- ❑ Park the front wheel into the rack.
- ❑ Lock bike. Each bike must have its own lock and chain. Bikes should not be locked together and all must be locked to the bike rack.
- ❑ Kindergarten and first graders may not ride bikes to school unless escorted by a parent.
- ❑ Loitering in the bike rack area is not permitted
- ❑ Scooters, skateboards, skates, and roller blades are not allowed at school.

Non-discrimination (Title IX)

It is the policy of the Folsom Cordova USD 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 should be directed to the Assistant Superintendent, Human Resources 1965 Birkmont Drive Rancho Cordova, CA 95742 (916) 294-9025 or to the Director of the Office for Civil Rights, Department of Education, Washington, DC.

Transportation

Our Board of Trustees has determined that there will be a charge for transportation. Please call 294-9100 for information regarding charges and questions. The school office will send completed applications (must include student's picture and payment) to the transportation department. Bus schedules are available in the school office. Students who ride the bus will observe the following rules:

Waiting for bus pick-up:

- Students should arrive at the bus stop no earlier than 10 minutes before they are to catch the bus.
- Students are to remain on the sidewalk or at the side of the street.
- Students are to stay off private property at all times.
- Students are to stand in line quietly. Backpacks do not save a place in line.

On-the-bus-behavior:

- Students will be seated as directed by the driver and must remain seated facing front while the bus is in motion.
- No part of the body may be out of the window.
- No pupil is permitted to interfere with another pupil or to touch the property of another pupil.
- No animals or articles of glass are permitted on the bus.
- Eating, drinking, and gum chewing is not permitted on the bus.
- Playing musical instruments, whistling, yelling, talking loudly, profanity, throwing articles, shooting rubber bands, scuffling, or other unnecessary commotion is not permitted on the bus.
- Items of personal property, which block or partially block the center aisle, will not be transported.
- Damaging or defacing of bus or private property is not permitted.

Bus Referral Consequences

Riding the school bus is a privilege not a right. Students who are unable to follow all rules will be given a bus referral by the bus driver, teacher, or bus supervisor with the following penalties:

First Violation: Warning Notice

Second Violation:	3 days off all district buses (morning and afternoon)
Third Violation:	5 days off all district buses
Fourth Violation:	2 weeks off all district buses
Fifth Violation:	1 month, or the remainder of the trimester (whichever is greater) off all district buses

If a student is not permitted to ride a bus due to behavioral problems, it is the responsibility of the parent to arrange transportation to and from school.

Closed Campus

Theodore Judah is a closed campus. This means that students may not leave the campus at any time without the permission from the parent and the office.

Student Pictures

Individual student pictures will be taken in September. We use a pre-pay plan with the option to receive a retake or refund if the pictures are not satisfactory. Notices will be sent home prior to picture day explaining the price and contents of the packet.

Field Trips

Students must have a Field Trip Permission slip on file with the school before being allowed to attend a field trip. Teachers will send this home prior to the trip and must have them returned promptly. Permission to attend will ***not*** be accepted by phone, fax, or handwritten note. **Field trip permission slips must be in the teacher's hands 24 hours before the field trip. NO EXCEPTIONS.**

Should a teacher have a concern about student behavior or safety, those concerns will be discussed with the parent and student prior to the trip. Occasionally a student will not be allowed to attend a field trip if the student does not follow directions given by the teacher or instructor that would create a safety concern. Should this be the case, the teacher and principal would ensure a spot for the students at school to complete the school day. Under special circumstances, the parent may be requested to accompany the student to ensure that standards of behavior and safety are met. Parents attending field trips must meet volunteer requirements. (Please see Parent Volunteer section of this handbook.)

Homework Policy

Definition

Homework is defined as assignments that are an extension of subject matter and which have been carefully explained prior to being sent home with the student. Students are

asked to keep a reading log to record their 20 minutes of reading each night Monday-Thursday.

Unfinished classroom work or work due as a result of absence, although accomplished outside of the school day, is not considered part of the definition.

Purpose

Homework is assigned for the purpose of strengthening academic skills, reinforcing concepts taught by the teacher, developing student responsibility and accountability, and promoting parent awareness.

Amount of Homework

The amount of homework shall be in direct relationship to the maturational and achievement levels of students in each class. According to the research, in order to “get it right” homework should:

- Be brief.
- Make sure to only include research-aligned and standards-based tasks.
- Not be a project.
- Reinforce skills already taught in the classroom. Nothing should be sent home that is at the student’s instructional level. All work sent home should be at each student’s **independent** level.

Teacher Responsibility

Teachers will be responsible for assigning homework to students and for providing the necessary explanation and direction required assuring that the students can accomplish the work with reasonable success. Teachers at all grade levels will stress quality, not quantity, homework and will expect it to be turned in regularly and on time. Homework assignments will be monitored and assessed. The teacher will communicate the results to students and parents. Teachers may use homework assignments to help determine a student’s grade.

Teachers may give homework over the weekends or before holidays. Assignments of longer than a month’s duration, i.e. long-term report, should include checkpoint monitoring.

Each teacher will discuss individual classroom homework policy with their students. Parents/guardians will receive information from the teacher regarding homework at "Back to School Night."

Student Responsibility

It is the responsibility of each student to note the assignment, understand the directions, complete and return it on the assigned day. Students are encouraged to write all homework assignments in their school agenda. They are required to share their agenda (grades 3-5) and homework assignments with their parents/guardians.

It is the student's responsibility to be able to describe and understand the purpose of each homework assignment and be able to explain that assignment to his/her parent/guardian.

Parent/Guardian Responsibility

Parent/guardian involvement with the actual homework assignment should be kept to a minimum; however, parents/guardians are asked to review and monitor homework activity and to maintain an active interest in the academic progress of their child.

Parents/guardians are encouraged to support and facilitate the Homework Policy by providing a quiet, well-lighted environment for study and to encourage the development of regular and consistent patterns of study habits.

Parents/guardians may provide instructional help to students when necessary. Instructional help is assistance that enables students to do their own work on the homework assignments.

Parents/guardians are responsible for checking that their child has completed their homework each night to the best of his or her ability. Parents/guardians are responsible for signing the school agenda as requested by the teacher only after assignments have been reviewed and checked for completeness. It is also the responsibility of the parents/guardians to monitor homework activities, including the time spent, and bring any issues of concern or suggestions directly to the teacher.

If you have a question or concern, ask the teacher first as he/she has the most information about the classroom issues.

Classes are carefully created and balanced by the teachers from the previous grade level. Due to the limited number of spaces at our site and in order to create the best learning environment for all students, requests for a specific teacher will not necessarily be honored.

Folsom Cordova USD and Theodore Judah School Guidelines and Behavioral Expectations

The State of California and the Folsom Cordova Unified School District are determined to provide the safest of school environments for the students who attend Theodore Judah Elementary School. The following section will explain the rules, expectations, procedures, and consequences.

Because safety is a top priority **ANY STUDENT WHO BRINGS A WEAPON, IMITATIONS OR REPLICAS, ANY TYPE OF KNIVES, ANY TYPE OF FIREWORKS, UNSPENT SHELLS, OR ANY ITEM CONSIDERED A DANGEROUS OBJECT MAY BE SUSPENDED FOR FIVE DAYS.**

Elementary students are not exempt from this rule. Students are advised to keep all items such as pocketknives, bullets, darts, any type of explosive device (including caps), and all weapons or "look-alikes" at home. ***Parents, please reinforce this rule at home with your child.***

School Wide Discipline Procedures

The emphasis on discipline is based on a program of positive recognition and rewards for those students who continually display good citizenship. There are a number of different school and class methods of recognizing students for their continued good behavior and cooperation at school. Discipline is a part of the instructional program.

General School Guidelines

The Theodore Judah staff believes that school and classroom behaviors should be posted, then directly taught to students via role plays and practice with frequent monitoring and positive feedback.

- Students will assist teachers in promoting an environment where all students can learn. **No child will keep others from learning or the teacher from teaching.**
- All children will be considerate to self, to others, and to property. No child will psychologically harm himself/herself or others.

Students at Theodore Judah will:

BE SAFE
BE RESPECTFUL
BE RESPONSIBLE
BE KIND
BE "ON TASK"

Students will be taught school rules and will be held accountable for knowing them. Everyone at school must follow these rules. When rules are broken students will be re-taught. Consequences will result when students willfully ignore the rules. Students are under the jurisdiction of the California State Education Code and School District Policies while on school grounds; while going to or coming from school; during or while going to or coming from a school sponsored activity.

When it becomes necessary to enforce disciplinary consequences, the following policies have been established:

- ✓ Teachers maintain class rules and consequences, which are communicated to parents and students. A copy of each teacher's policies is retained in the school office.
- ✓ School rules are discussed, explained, and sent home for a parent signature. The teacher's role in the discipline plan is to deal with the children quickly and firmly using positive classroom management techniques.
- ✓ Teachers will contact the parents to keep them informed and gain their support.
- ✓ The principal is to be kept informed of behavior problems, and teachers will contact the parent by phone or student referral sheet.

Student Referrals

When a student breaks a rule or is continually disruptive his/her teacher may enter the information on a Progressive Discipline form. This is a form that includes information about what the student has done, what consequences were given and what redirection was taken as well. It is a tool for communication.

Severe Clause: Severe disruptive behavior and items listed in the District Policy under required suspension will bypass the referral system.

Principal's Role

The principal's role in discipline is to serve as a "back-up" for the teachers. The principal will be responsible to deal with:

- ⇒ Continual classroom disruptions
- ⇒ Behaviors that may require suspension or expulsion recommendation
- ⇒ Students who have received five or more referrals

Suspension is applied based upon District Policy and California Ed Code.

It is important to realize that before a student is referred to the principal, unless it is a severe problem, special counseling and notations on the Progressive Discipline Form have taken place.

Discipline Consequences

The following may be given:

- Community Service
- Loss of recess
- Time on circle or walking the line at recess (pink slip)
- Behavior packet and detention
- Time out in another classroom
- Referral
- Letter or telephone contact with parent
- Teacher-parent-student conference
- Teacher-parent-student-principal conference
- Suspension by teacher
- Suspension by principal
- Other logical consequences may be given by the teacher

Other Factors Related to Discipline

- ❑ Students on intra or inter district agreements may have their status affected by disciplinary problems
- ❑ Student's citizenship grade is affected by discipline referrals
- ❑ Students are encouraged to make appropriate choices

Note: For major infractions, suspension may be given without warning.

Positive School Climate Policy

The Folsom Cordova Unified School District has instituted a "Positive School Climate Policy" (District Policy 5130). The following is a portion of that policy:

5130.4 Student Expectations

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, religion, ancestry, national origin, handicap or disadvantage.

Students shall be subject to disciplinary procedures for harassing other students or for using insults, slurs, or fighting words, which may disrupt school activities.

Reasons for Suspension

According to District Policy 5132.2 the causes for suspension/expulsion are:

- A-1 Assault (caused/attempted/threatened injury)
- A-2 Battery (willful use of force)
- B Possession of dangerous object (firearm, knife, explosive, fireworks)
- C Controlled substances/alcohol/intoxicants
 - controlled substances, alcohol, intoxicants, under the influence, possession, furnished, selling
- D Look-alike controlled substance/alcohol/intoxicant
- E Robbery/extortion
- F Caused/attempted to cause damage (vandalism)
 - to school property, student property, employee property
- H Tobacco/Nicotine
- I Obscenity or habitual profanity
- J Drug paraphernalia, possession, offered, arranged, negotiated sale
- K Disruption/insubordination
 - disruption of school activity, defiance of valid school authority, racial slurs, forgery, violation of closed campus, misuse of electronic signaling device, activity, behavior or display which denotes group affiliation that threatens a safe and orderly environment
- L Knowingly received stolen property
 - school property, student property, employee property
- M Imitation/replica firearm
- N Sexual assault/battery
- O Harassed witness, harassed, threatened, or intimidated a witness in a school disciplinary matter
- P Unlawful traffic/possession of drug "Soma"
- Q Engaged in or attempted hazing; defined in E. C. 32050
- R Bullying
 - bullying, cyber-bullying
- T Aiding and/or abetting
 - aiding or abetting the infliction or attempted infliction of physical injury to another person

Uniform Complaint Procedures

The Board of Education recognizes that parents, guardians, students, employees, advisory committee members, or other members of the community may have questions, seek information, desire to make requests, and express complaints regarding district policies and procedures of state and federal programs. A complaint

in this sense is a request for action to resolve a conflict. The complainant is the person affected or represents the person affected.

A parent complaint about a student should first be discussed with the teacher and then with the principal. If the complaint is not satisfactorily resolved, the next step is to file an official complaint with the District Compliance Officer through the Uniform Complaint Procedure. Direct the complaint Assistant Superintendent, Human Resources 1965 Birkmont Drive Rancho Cordova, CA 95742 (916) 294-9025

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

The time period for the district staff and/or Board response may not exceed 60 days/ If the written report still does not resolve the complaint, the complainants may seek local civil law remedies.

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

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

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

General Rules

The two overall schoolwide rules are:

- ❖ **Students will assist teachers in promoting a teaching environment so that all students can learn.** No child will keep others from learning or the teacher from teaching.
- ❖ **All children will be considerate to self, to others, and to property.** No child will psychologically or physically harm himself/herself or others.

Students are also asked to observe the following rules:

- 1) The playground is closed before 8:10 in the morning.

- 2) Enter and depart school by kindergarten walkway as supervision is provided in that area.
- 3) Not arrive at school more than 10 minutes before class starts.
- 4) Walk on sidewalk at all times. Running is not allowed.
- 5) Obey yard supervisors at all times.
- 6) Obtain permission from the office to leave school grounds.
- 7) Sticks, knives, toy guns, pointed objects or other harmful objects are not permitted on the school grounds.
- 8) Personal items are not to be brought to school unless for a special circumstance and the teacher gives permission. Any playground equipment brought from home must be labeled with student's name and room number. These items must be transported in a backpack or paper bag.
- 9) Fighting, play fighting, tackling or wrestling are not permitted at school or to and from school.
- 10) Restrooms are to be used **during recess and lunch recess** rather than class time. Playing in restrooms is not permitted.
- 11) Climbing on fences or backstops is not permitted.
- 12) Skateboards, scooters, roller blades, radios, CD players and other personal items are not allowed at school.
- 13) Gum chewing is not allowed.
- 14) Selling of any items by students on campus is not allowed unless it is part of an approved school fund raiser.
- 15) Hats may be worn outside and students must follow the stated rules. (See dress code)
- 15) Use of cafeteria and buses are privileges, not rights.
- 16) The Folsom Cordova USD and Theodore Judah School accept no responsibility for musical instruments, bicycles, or other expensive items brought to school.
- 17) No items shall come to school for the purpose of buying, selling or trading by the students.
- 18) Birthday party invitations may not be distributed at school unless all students in the classroom are invited. If the entire class is not invited, please use the US mail or other means for distribution of invitations.
- 19) Parents are not to bring treats into the classroom for birthdays or holidays **unless prior arrangements** have been made with the teacher at least 24 hours in advance.
- 20) Walkers and drop-off students are to enter the campus in the area between Wing I and Kindergarten classrooms.
- 21) Students are to leave school after dismissal unless enrolled in an afterschool program.
- 22) **All hallways are designated as QUIET ZONES.**
- 23) *Students and/or other children are not allowed in the teacher work areas or the staff room.*
- 24) For their safety students should avoid the red semi-circles near classroom doors when walking in the hallways.

- 25) Cell phones are only allowed on campus if they are off and kept in back pack during school hours. If the phone rings or student is playing with it, the phone will be taken to the office. Should this occur a second time, the phone will be taken and a conference will be held with the student, parent and principal.

Playground Rules

- 1) Play in your appropriate area.
- 2) Playing and running in the hallways, bathroom, breezeways and grass areas between wings is not allowed.
- 3) Interfering with other's games is not allowed.
- 4) Balls are to be used properly and kept away from buildings. Balls may be kicked only on the grass.
- 5) Tackling, tackle football and wrestling are not allowed. Flag football is permitted with special supervision.
- 6) Kickball, softball, football and soccer must be played on the grass (turf).
- 7) Students on the grass may not go beyond the STARS building or the upper grade playground
- 8) Games that are a safety hazard are not permitted.
- 9) Jump ropes are for jumping only.
- 10) Throwing bark or any other object, playing around plant areas, digging, climbing fences, backstops or trees is prohibited.
- 11) Running games, ropes, or chasing is not allowed in the bark area.
- 12) Sitting or swinging on tetherballs or other playground balls is not allowed.
- 13) Kicking or throwing any item over the fence, onto the roof or against the buildings is not allowed.
- 14) Softball will be played with supervision of a teacher only.
- 15) Students must get permission from the yard supervisor to leave the playground area during recess.
- 16) Yard supervisors and lunchroom supervisors must be obeyed at all times.
- 17) All students will play games (tether ball, four square, basketball, kickball, etc,) according to the school game rules. No game lockouts.
- 18) Should a ball accidentally land on the roof, a custodian will retrieve it when time allows. At no time will a student get on the roof.
- 19) Students shall not throw clothes or other objects on the roof or over the fence into a neighbor's backyard.
- 20) Students go down the slides, feet first.
- 21) No standing on or flipping off the bars. One hand must be on the bars at all times.

Cafeteria Rules

- 1) Students will enter in a quiet, orderly manner.
- 2) Students will wait in line in a quiet, class order.
- 3) Eat at assigned table and clean up any mess around your area.
- 4) Students will leave the table **when dismissed**.

- 5) Students will eat their own lunch.
- 6) Keep hands, feet, and objects to yourself.
- 7) Talk in a conversational tone (use restaurant voices).
- 8) Walk when leaving the cafeteria.
- 9) Place all trash in the cans provided.

Additional Rules

- 1) Restrooms are to be used, then wash your hands and leave. Students should not play, slam doors, spray water, climb on stalls or fight with other students while in the restroom.
- 2) Students should never throw litter on the ground.
- 3) Students should never hang on the tree limbs or tug on shrubs.
- 4) Students should never write or deface building walls, lunch tables, desks or chairs.

Consequences will be given if any of the rules are broken.

Rewards

Students have many ways of receiving acknowledgement for positive behavior at Theodore Judah School.

Shining Star Awards

Students have the opportunity to earn Shining Stars. This can be done by being a special helper, good student, doing a good deed or modeling a megaskill. All school personnel may issue Shining Stars. When 20 are earned, the student receives a certificate and invitation to attend the Shining Star Lunch. Lunch, held on a monthly basis, is at a special table with the principal who serves a special dessert. Students' names are also added to the large bulletin board in the multi purpose room and posted in the school newsletter.

Theodore Judah Schedule

Kinder Mrs. Kurrylo 7:52-11:13	Kinder Ms. Sonneborn 11:16-2:37
Kinder Mrs. Pesce-Chan (Rm 20)	Early 8:25-12:52 Late 10:33-2:37
First Bell grades 1-5 (Rm 20)	8:22 am
Early Birds Begin (core Gr. 1-2)	8:25 am
Late Birds Begin (core Gr. 1-2)	9:10 am

Grades 3-5 Core and All Academy Students	8:25-2:37
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<i>Recess Schedule</i>

Grade 1 and Rm. 20	10:10-10:30
Grades 2 and 3	10:35-10:55
Grades 4 and 5	12:55-1:15

<i>Lunch Schedule</i>

Grades 4 and 5	11:00-11:40
Grade 1 and Rm 20	11:25-12:05
Grade 2	11:50-12:30
Grade 3	12:10-12:50

Early Bird Dismissal	1:52 pm
Late Bird/Regular Dismissal	2:37 pm

**Minimum Days Grades 1-5, Rm 20 8:25-1:31 Rm K2 all early 7:52-11:13Super
Minimum Days K2 7:52-10:52 Grades 1-5, Rm 20 8:25-11:48**

School events, calendar with vacation/minimum day's info is available online at:
www.fcusd.org/tje

Nondiscrimination/Sexual Harassment/Complaint Process Statement

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (EC 200, 220)

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.
(BP 5145.7)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 days. (5 CCR 4630)

The following compliance officer shall receive and investigate complaints and shall ensure district compliance with law:

Assistant Superintendent, Human Resources
1965 Birkmont Drive
Rancho Cordova, CA 95742
(916) 294-9025

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We have reviewed the 2018-19 Parent/Student Handbook and are committed to helping our school maintain a safe, positive learning environment. The handbook can be found at www.fcusd.org/tje. A condensed version was handed out at Back to School Night, or is available in the front office.

Student Signature

Parent Signature