



“Soaring to great heights”

Mather Heights Elementary School

Parent/Student Handbook 2023-2024

Mather Heights Elementary
4370 School Road
Mather, CA 95655
Phone: (916) 294-2440
Fax: (916) 294-2486

Visit us at:
www.fcusd.org/mhe
For updated information.

Folsom Cordova Unified School District

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MATHER HEIGHTS TEACHERS & SUPPORT STAFF

TEACHER	GRADE	ROOM #	PHONE EXT	EMAIL
Day, Shi	SDC K	4	630204	sday@fcusd.org
Beltran, Adriel	PE	18	630215	abeltran@fcusd.org
Eddy, Donna	4th	17	630217	deddy@fcusd.org
Felsoci, Ian	Speech	Speech	630350	ifelsoci@fcusd.org
Fong, Alyse	2nd/3rd	13	630213	afong@fcusd.org
Gex, Jenn	2nd	12	630212	Jgex@fcusd.org
Harlin, Christina	2nd	11	630211	CHarlin@fcusd.org
Hanson, Sara	1st	8	630208	shanson@fcusd.org
Hyland, Molly	OT	18	630215	mhyland@fcusd.org
Ingalls, Bonnie	K	1	630201	bingalls@fcusd.org
Kester, Stacy	3rd	10	630210	SPKester@fcusd.org
Larsen, Daiju	Special Friends	16	630216	dlarsen@fcusd.org
Mason, Kallie	5th	20	630220	kmason@fcusd.org
McGrail, Rebecca	4th-5th	15	630215	rmcgrail@fcusd.org
Molina, Elizabeth	Psychologist	Psych	630315	emolina@fcusd.org
Morita, Patty	SDC 1st-3rd	5	630205	pmorita@fcusd.org
Muniz, Kourtney	Library	Library	630160	kmuniz@fcusd.org
Navarre, Laura	1st	3	630203	lnavarre@fcusd.org
Queenan, Jodi	4th/5th	19	630219	jqueenan@fcusd.org
Thompson, Kiley	MFT	OT	630302	kithompson@fcusd.org
Todd, April	Learning Center	6	630206	atodd@fcusd.org
Vakil, Heather	4th/5th	15	630215	hvakil@fcusd.org

Mather Heights Staff

Office Staff

Joel Francisco
Jennifer Jarwin
Ellyse Ladwig
Michelle Udovic

Principal jfrancis@fcusd.org
Admin Asst. jjarwin@fcusd.org
Clerk eladwig@fcusd.org
Parent Coordinator mudovic@fcusd.org

Health Office

Bonnie Clark School Nurse
Annalyn De La Cruz Health Asst.

ETIS

Amy Cramer

Instructional Assistants

Dedgria Jones
Sklyar Gillson
Meri Saghatelyn
Nicole Davidson
Indu Vasisht

Bilingual Instructional Assistant

Bernadette Montez
Amy Lobos Cigarroa

Cafeteria

Kiana Cisneros
Stephanie Loughborough
Wa Chan

Student Care

Liana Harutyunyan
Mary Mnatskanyan

Custodians

Bud Wagaman
Rosa Ceja
Jose Lievalos

Music

Enrique Huizar
Erin BEtz
Leo Gravin

Yard Supervisors

Verenice McThorn
Dave Willis
Chelsey Long
Gavin Tornatore

MATHER HEIGHTS PTA BOARD

President	Kelly Condon
Vice President	OPEN
Treasurer	Kayleena Selberg
Secretary	Daiju Larsen
Historian	Jennifer Dibble
Parliamentarian	OPEN
Teacher Representative	Christina Harlin
Room Parent Coordinator	OPEN
Hospitality Chairperson	OPEN
Fundraising Chairs	Fatima Pacheco-Amerine & Carolyn Keithly

PTA email matherheights@gmail.com

**MHE BELL SCHEDULE
2023/2024 DAILY SCHEDULE**

Grades K - 5	8:15am - 2:45pm
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Breakfast

Grades K-5	7:55am-8:15am
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RECESS

Kindergarten/SDC	9:30am - 9:50am
Grade 4-5	9:50am - 10:10am
Grade 1	10:15am - 10:35am
Grades 2-3/SDC	10:40am - 11:00am

LUNCH

Kinder/SDC	11:20am-11:40am Lunch	11:40am-12:00pm Recess
Grade 1	11:45am - 12:05pm Lunch	12:05pm - 12:25pm Recess
Grade 2-3/SDC	12:10pm - 12:30pm Lunch	12:30pm - 12:50pm Recess
Grades 4-5	12:35pm - 12:55pm Lunch	12:55pm - 1:15 pm Recess

MUSIC (M&F)

4th Grade	Monday 10:30-11:05, Friday 11:10-11:45
4/5s, 5th Grade	Monday 11:10 - 11:45, Friday 9:10-9:45

REGULAR MINIMUM DAYS (11/13-17, 12/15, 3/3, 5/20-23)

Kinder- 5 th Grade	8:15am - 1:21pm
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SUPER-MINIMUM DAYS (11/3, 2/16, 5/17)

Kinder - 5 th Grade	8:15am - 11:38am
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Common Planning Time, Early Release **Thursdays**

K- 5 th Grade	8:15-1:15pm
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Revised 7/13/2023

Morning Routines

Mather Heights provides yard supervision in the morning beginning at 8:00am. Students may not arrive at school prior to this time.

All 1st – 5th grade students are to use the outside path to the blacktop and are not permitted to go through the foyer or through hallways to drop off items at classrooms as there is no supervision in those areas.

All 1st – 5th grade students not eating breakfast are to drop their belongings off on their classroom line numbers and begin participating in the Walking Club on the blacktop.

Kindergarten students are to go directly to the kindergarten yard if not eating breakfast.

Breakfast is FREE to all students this year. K-5th breakfast service begins at 7:55am.

ATTENDANCE POLICY

Late

When a student arrives at school 30 minutes or less after the start of school.
Doctor or dentist appointments are excused late,
but you must provide a note from the doctor or dentist.

Tardy

When a student arrives 30 minutes or more after the start of school.
or

When a student leaves 30 minutes or more before the end of school.
Doctor or dentist appointments are excused tardies;
But you must provide a note from the doctor or dentist.

Sick Days

A student is allowed 10 parent excused illnesses per school year. After the 11th illness, a medical note is required by a doctor.

Three or more consecutive days requires a note by a doctor.
Parents have 10 days to excuse a sick day.

Excused Absences

An excused absence may consist of, a death in the family, religious holiday, or family court appearance (must provide court papers to have excused), doctor or dentist appointment (bring in a note from the doctor or dentist office), parents have 10 days to excuse an absence.

Unexcused Absences

Child won't get out of bed, car won't start, was up too late, the parent does not call the office or send in a note, or vacations.

Vacations

Vacations are not excused absences.

If you plan a family vacation please check the school calendar for approved days off.

Illness

Your child may return to school after 24 hours with no fever (without medication) or vomiting.

*If any of the above reasons become consistent you will be sent an attendance warning letter, three or more of these letters, you will need to appear before a School Attendance Review Board, this board will decide what further action will be taken.

Please report all absences to the main office by 9:30am 916-294-2440 ext. 1

INDEPENDENT STUDY

In order for your student to qualify for Independent Study, your student must be absent for a minimum of 3 days. A 2-week notice must be given to the office staff before the first day your student starts independent study.

Parents must come to the office to fill out and sign an Independent Study Contract. All contracts are subject to approval by the principal and the teacher.

All work must be turned in on your contracts work product due date. If work is not returned on the work product due date, your Independent Study Contract is voided and your child will be marked as unexcused.

Independent Studies will not be granted during the first or last two weeks of school, per district policy.

We encourage you to notify your child's teacher, but this does not mean you have been approved. You must contact the office.

Dress Standards

Students are to dress appropriately in durable, washable clothing to be able to participate in a variety of school activities. Personal cleanliness and neatness are expected. Students should not wear anything that distracts from learning. Please make sure that shirts with “sayings” on them are in good taste and appropriate.

- ◆ Shoes must be securely attached to the feet with back straps suitable for running.
- ◆ NO FLIP FLOPS, HEELYS, SPORTS CLEATS, or HIGH HEELS
- ◆ Shirts must be worn with no midriff exposure, and must not pass the middle of your thigh.
- ◆ No drug, alcohol, sex, or violence related clothing.
- ◆ No see through materials.
- ◆ No shorts or skirts shorter than mid-thigh. Must not go above the middle finger when hands are at your side.
- ◆ Pants, shorts, skirts must fit the natural waistline.
- ◆ No excessively tattered or torn clothing.
- ◆ No makeup or fingernail polish is to be brought to school.
- ◆ Underwear should not be visible.
- ◆ Students’ hair is to be clean and well-groomed at all times.

Students who come to school with unacceptable clothing will be asked to contact a parent to bring a change of clothing to school. The principal and or teacher will determine appropriate dress using the above standards.

LOST AND FOUND: Lost articles that have been found will be placed on our Lost and Found cart. Students should check the Lost and Found cart regularly to retrieve lost items. Parents are urged to mark all personal items with the student’s name and encourage reasonable care of their belongings. The school is *not* responsible for personal property brought to school - including bicycles and technology (cell phones).

STUDENT DELIVERIES

All student deliveries must be brought to the school office.
The office staff will notify your child and teacher of the delivery.
Parents are not permitted to go to the classroom with any deliveries.

BIRTHDAY TREATS AND CELEBRATIONS

All birthday treats are to be brought to the office for delivery.
Parents must make pre-arrangements with their child's teacher
if they plan to bring treats to the classroom.

Acceptable birthday treats:

Individual servings of cupcakes, cookies, brownies, or other healthy treats.
Non-food items are encouraged (e.g., goodie bags).
Food items cannot be homemade.

NO cakes, please! Cakes require plates, forks and cutting.
This turns into a distraction and requires too much of the teacher's time and
attention.

No balloons, flowers, stuffed animals or gifts.
Please save these items for home or after school.

FIELD TRIPS

Field trips are planned to enrich the instructional program. They are for the Mather Heights students in that classroom. We appreciate parents and grandparents volunteering to help on these outings, but siblings are not able to be included due to insurance restrictions. Part of the planning with your child involves standards of behavior that will enhance each participant's learning. Should a teacher have concerns about a student's behavior, those concerns will be discussed with the parents and student prior to the trip. Under special circumstances, the parent may be requested to accompany the student to ensure that the standards of behavior are met.

If you would like your child to attend a field trip, the school must have a Student Activity Permission Form on file in the office the day before the scheduled activity. The form will not be accepted on the day of the activity. This form will be sent home with your student prior to each scheduled trip. It is important that the form be returned immediately to the classroom teacher. We cannot accept permission by phone. Hand written notes will not be accepted.

Your help as a field trip volunteer is always greatly appreciated. If you will be attending a field trip, you must have a Volunteer 2 application on file in the school office, a current cleared TB test, and cleared fingerprints.

Any questions about the volunteer process please contact our parent coordinator, Michelle Udovic, in the school office at 916-294-2440 or at mudovic@fcusd.org.

BREAKFAST & LUNCH

Meals are free to all students this school year!

Remind your child of the cafeteria rules, always walk, keep hands, feet and objects to yourself, use good manners, pick up litter around your area before leaving the table, and stay seated unless you have permission to get up. Students are NOT PERMITTED to share food. We have students with allergies and dietary restrictions.

Breakfast Service:
K-5th Grades: 7:55am

Mather Heights Cafeteria

916-294-2440 x 630301

If you have a question regarding Food Services, please call Food Services at:
916-294-9011

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 for using insults, slurs, or fighting words which may disrupt school activities (District Policy 5130).

Repeated offenses will be cause for suspension.

HOMEWORK POLICY

Parental/guardian involvement with the actual homework assignments should be kept to a minimum; however, parents/guardians are required 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 good homework practices by providing a quiet, well-lit area 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.

DISCIPLINE POLICY

The discipline plan at Mather Heights Elementary has two goals. One is for a safe and respectful environment in which teachers are able to teach and students are able to learn. Secondly, our goal is to teach students to be responsible for their choices and to behave appropriately. We believe that everyone is responsible for achieving these goals and require the cooperation of all students, staff and parents. School rules make learning possible. It is the teacher's, principal's and parent's responsibility to help students learn appropriate conduct. We will teach expectations and reinforce them throughout the year.

By following these general behavior expectations all through the school, students, staff and parents can enjoy a healthy school experience. All students are taught to follow our three school rules: Be Safe, Be Respectful and Be Responsible. These rules are posted throughout our school. Students following the behavioral expectations may be rewarded with Silver Flyers. Every month students can use their Silver Flyers to purchase prizes from the Silver Flyer Store.

The Three Be's are:

Be Safe

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

Be 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.

It is essential that students follow behavior expectations. When students break the rules, consequences may range from a warning about behavior all the way to recommendation for expulsion. Factors that determine which of the possible appropriate consequences may include, but are not limited to, discussing the incident and understanding why it was inappropriate, a time out, a visit to the Reflection Room, check in with a caring adult on campus, community service on campus, parent conference or possibly suspension. We offer a Reflection Room for opportunities to reflect on behavior goals, develop appropriate social skills, and take some time to process thoughts and emotions. Our goal is to establish a positive school climate where all can learn.

GENERAL SCHOOL GUIDELINES

Please observe the following guidelines:

1. Be courteous!
2. Arrive at school no more than 10-12 minutes before class starts.
3. Walk on sidewalks at all times.
4. Follow the directions of yard supervisors at all times.
5. Obtain permission from the office to leave school grounds.
6. Sticks, knives, guns, explosives, flammable materials, toy guns, such as airsoft pistols, BB guns, pointed objects, or objects that could be considered dangerous are not permitted on school grounds.
7. Personal items, electronics, playground balls, and toys are not to be brought to school.
8. Fighting, play fighting, tackling or wrestling are NOT permitted at school or to/from school.
9. Restrooms are to be used during recess and lunch recess rather than class time. Playing in the restrooms is not permitted.
10. Climbing on fences, backstops, poles, fire hydrants, or planter boxes is not permitted.
11. Cell phones may be brought to school, but must be turned off, put in a backpack and left there until the dismissal bell rings. [FCUSD Board Policy Link](#)
12. Buying, selling or trading of any items at school is not allowed.
13. Use of the cafeteria, the library, Chromebooks, and buses are privileges, not rights.
14. The Folsom Cordova USD and Mather Heights Elementary accept no responsibility for musical instruments, bicycles, cell phones, electronic devices or other expensive items brought to school.

PLAYGROUND GUIDELINES

1. Yard supervisors must be obeyed at all times.
2. Use playground equipment appropriately and take turns. When demand is high, waiting students count to 15 and then take turns.
3. Playing and running in walkways, breezeways and grass areas between buildings is not allowed.
4. Students are not allowed to go to the park during school hours other than on an approved field trip with class.
5. Interfering with others' games is not allowed.
6. Balls are to be used properly. Soccer balls may be kicked only in designated areas. Balls are to be used away from buildings.
7. Tackling, tackle football, aggressive play, martial arts and wrestling are not allowed.
8. Football and soccer must be played on the grass.
9. Jump ropes are for jumping only.
10. Throwing bark or any other objects, playing around plant areas, digging, climbing fences, backstops or trees is prohibited.
11. Running games (e.g., tag) or chasing are not allowed around the play structures.
12. Sitting or swinging on tether balls or other playground balls is not allowed.
13. Items should not be kicked or thrown over the fence, onto the roof, or against the buildings.
14. Always get permission from the yard supervisor to leave the playground area to go to the office during recess.
15. All students will play games (tether ball, four square, basketball, kickball, etc.) according to the school game rules. No game lockouts.
16. If a ball or other equipment is left on the playground, return it to the ball basket or equipment cart.
17. The slide is one direction, down. Do not climb up the slide.

SCHOOL RIDER RULES

- Students are required to have a signed Bike/Scooter Contract on file prior to riding to school.
- Wear a helmet when riding your bike/scooter, in or out of school. It's the law.
- When riding or walking to school it is your responsibility to go straight to school and straight home after school. **DO NOT STOP AT THE PARK BEFORE CHECKING IN AT HOME.**
- Check in with someone when you arrive home.
- Never talk to strangers.
- Walk your bike/scooter on campus - Do NOT ride your bike/scooter while on campus.
- Scooters and bikes must be kept in the fenced bike rack area.
- Be considerate of the safety of yourself and all other children within the school grounds.
- Do not ride or touch another student's bike/scooter while at school.
- Be considerate of pedestrians on our sidewalks.

The school understands that:

- We will take every effort to protect and ensure the safety of your child's bicycle/scooter while on school grounds through the installation of our bicycle racks. However all bikes/scooters are left at the owner's risk.
- It is a privilege to ride to school and any student not following the rules may have their privileges taken away.

Thank you for helping your child stay safe while riding and walking to school!

Mather Heights Bicycle and Scooter Contract

Bicycle and scooters are permitted on campus only when used as a transportation device to and from school. Please note the following important factors; read carefully with your child(ren):

- The privilege of bike/scooter riding is permitted as long as the rider exercises reasonable safety.
- At Mather Heights Elementary School, independent (on their own) bicycle/scooter riding is limited to students in grades 2-5. Students in grades K - 1 may ride their bike or scooter when accompanied by a parent or guardian to and from school.
- Provisions are made to safeguard bikes and scooters, but the school assumes no responsibility if a bicycle or scooter is damaged or stolen. Students are expected to keep their bicycle or scooter locked at all times.
- Teachers and school staff have the authority to confiscate a bicycle or scooter, and the school principal/designee has the authority to not allow students to ride their bicycle or scooter to school for a specified period. Repeated violations will mean students cannot ride their bicycle or scooter to school.

The following rules are designed with student safety in mind, and documented violations can be cause for the loss of riding privileges:

- Students riding bicycles/scooters must wear bicycle helmets.
- Obey all traffic laws. Ride defensively – watch out for all traffic and people.
- When arriving at, or leaving the school, cross at the intersections with crosswalks, only.
- Upon arrival on school grounds, dismount and walk your bike/scooter directly to the bike racks.
- Never ride your bike/scooter on the sidewalks at school or in the parking lot.
- Each bike/scooter must have its own lock and chain. Do not lock bikes or scooters together. All bikes/scooters are to be locked to the bike rack, in a slot. Do not lock bikes or scooters on the ends of the rack.
- Bicycles/scooters are not allowed in the classroom.
- Skateboards and rollerblades/skates are not allowed at Mather Heights Elementary School.
- No electric/battery operated bicycles or scooters on campus

PLEASE SIGN AND SUBMIT TO THE SCHOOL OFFICE OR TEACHER

I, _____ pledge to follow the rules outlined above.
(Print Student Name)

I also understand that should I violate the rules or behave irresponsibly, I will have my bicycle privileges taken away.

(Student Signature) (Date)

PARENT:

As the parent of the above student, I have read the bicycle rules and support the policy at the school. My student rides from

(Address or location)

I am aware of the traffic conditions from this location to Mather Heights Elementary School, and I assume responsibility for my student's actions to and from school. The student will ride (circle, as appropriate):

Regularly Occasionally Weather Permitting

(Parent Signature) (Date)

ADDITIONAL HEALTH/SAFETY GUIDELINES

1. After using the restroom, students should wash hands; toss paper towels into the trash can and leave. At no time should students play, slam doors, spray water, climb on stalls. eat, or fight with other students while in the restroom.
2. Students should never throw litter on the ground.
3. Limit candy, high sugar items, or high soda for snack and lunch. Individual sized portions are recommended rather than a whole bag or package. Students are not permitted to share food. Healthy choices are encouraged.
4. Water ONLY in reusable bottles.
5. Students should never hang on the tree limbs or tug on shrubs.
6. Students should never write or deface building walls, lunch tables, desks or chairs.
7. Students should never stand on or play around fire hydrants.

Our Human Rights

Mather Heights Elementary School

I have the right to be happy and to be treated with care in this school.
This means that no one will laugh at me or hurt my feelings.

I have a right to be myself in this school.
This means that no one will treat me unfairly because of the color of my skin,
culture, or because I am short or tall, girl or boy or the way I look.

I have the right to be safe in this school.
This means that no one will hit me, kick me, push me or hurt me.

I have the right to be heard in this school.
This means that no one will yell, scream, shout, make loud noises or interrupt
me.

I have the right to learn about myself in this school.
This means that I will be free to express my feelings and opinions without
being interrupted or punished.

I have the right to learn according to my own ability.
This means that no one will call me names because of the way I learn.

These rights are also your rights.
This means that in this room, you and I will share together, work together and
play together.

DE-BUG YOUR CONFLICTS

Step 1: Ignore the behavior of whoever is bothering you.

Step 2: Walk away from the person who is bothering you.

Step 3: Talk friendly to the person who is bothering you.
Example - "Will you please stop?"

Step 4: Talk firmly to the person who is bothering you.
Example - "Stop! This is bothering me."

Step 5: Tell an adult.

Requirements For The Administration of All Medication at School

Please note: *THE SCHOOL DOES NOT SUPPLY MEDICATION OF ANY TYPE.* STUDENTS ARE NOT PERMITTED 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 at 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 for each prescribed medication.
- ✓ A district medication consent form signed by the parent/guardian.
- ✓ The medication is sent to school in the original “over the counter” or pharmacy prescription container.
- ✓ Medications shall be brought to the school office by a parent/guardian or designated adult.
- ✓ Refills of medication are the responsibility of the parent/guardian.
- ✓ All medication 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 medication that may affect his/her behavior.
- ✓ Parents are responsible to pick up any remaining medication at the end of the school year or the leftover medications 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.

FOLSOM-CORDOVA UNIFIED SCHOOL DISTRICT SUSPENSION POLICY

The definition of “suspension” means removal of a pupil from a classroom instruction for adjustment purposes.
(California Education Code, Section 48925)

REASON FOR SUSPENSION

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- C. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance listed in Chapter 2, commencing with Section 11053 or Division 10 of the Health and Safety Code and alcoholic beverage, or an intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2(commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stole or attempted to steal school property or private property.
- H. Possessed or used tobacco or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- I. Committed an obscene act or engages in habitual profanity or vulgarity.
- J. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teacher, administrators, school officials, or other school personnel engaged in the performance of their duty.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm. "Imitation firearm" means a replica of a firearm that is so substantially
- N. similar in physical properties to existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- O. Committed or attempted to commit a sexual assault, as defined in Section 261,266c, 286, 288, 288a, or 289 of the Penal Code or committed sexual battery, as defined in Section 243.4 of the Penal Code.
- P. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
- Q. Committed sexual harassment, as defined in California Educational Code, Section 212.5. (Does not apply to grades K-3 inclusive).
- R. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of California Education Code, Section 33032.5 (Does not apply to grades K-3 inclusive.)
- S. While enrolled in grades 4 through 12 engaged in sexual harassment, as defined in Education Code section 212.5, against school personnel or other pupils. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive (1) to have a negative impact on the victim's academic performance, or (2) to create an intimidating, hostile, or offensive educational environment.
- T. Possessed or used any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, without the prior consent of the principal/designee. No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of a pupil and use of which is limited for purposes related to the pupil (Education Code 48901.5). A document signed by the physician is required for the principal to provide prior consent.
- U. Engaged in any activity, behavior, or display which when evaluated individually and/or cumulatively and collectively denote group affiliation that threatens a safe and orderly environment or which is likely to cause disruptive school activities.
- V. Possessed, abuses, sells or gives to another student any substance not intended for human consumption.

REASONS FOR EXPULSION

The principal or the superintendent of schools may recommend expulsion for the acts enumerated in Policy 5132.2, A-O, and shall recommend a pupils expulsion for any of the following acts listed below, unless the principal or superintendent finds, and so reports, in writing, to the governing board that expulsion is inappropriate due to the particular circumstances, which shall be set out in the report of incident.

1. Caused serious physical injury to another person.
2. Possessed, sold, or otherwise furnished any knife, explosive or other dangerous object.
3. Unlawfully possessed, used or furnished any controlled substance. Note: Current policy is more restrictive that the code mandates California Education Code specifies the sale of controlled substances except the sale of not more than one avoirdupois ounce of marijuana, other than concentrated marijuana for mandated recommendations for expulsion.
4. Unlawfully offered, arranged, or negotiated to sell any material in lieu of controlled substances.
5. Committed robbery or extortion.
6. Firearms: The principal or the superintendent or designee shall recommend expulsion of a pupil who possessed a firearm.

RESOLUTION OF ZERO TOLERANCE FOR EXPULSION OFFENSES

Recognizing escalating threats to communities, families and our school by people, who terrorize, extort, intimidate, assault and coerce others, or possess, use and sell drugs or weapons, the Board of Education has passed a Resolution Zero Tolerance for Dig Five Expulsion Offenses. District Policy 4132.3B3.

The intent of this resolution is to thwart these behaviors, provide a clear message that these behaviors will not be tolerated on our school campuses and to support staff and parental efforts to maintain a safe and positive learning environment.

The zero tolerance approach shall retain the rights of due process; and fair hearing.

TOBACCO FREE SCHOOL

Effective July 1, 1995 - It is the intent of Folsom Cordova Unified School District Board of Education to comply with State Law (AB 816).

Therefore, the use of tobacco products, **including VAPE 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 115)

DRUG FREE ZONE

Mather Heights Elementary is a drug free zone. The consumption of any alcohol by any person is not permitted on school property. The use of any drugs or drug paraphernalia is not permitted on school property.

VISITORS

For the safety of our students and staff, **ALL** visitors must check in the main office. Any person caught on campus without a school visitor pass will be asked to leave immediately.

Classroom Visitations

Classroom visitations/observations need to be scheduled with the classroom teacher prior to the date of arrival. These occurrences need to be discussed with the teacher and/or principal based on educational needs or clarifications. Any and all classroom interruptions or deviation of daily routine contribute to negligence of instruction which in turn disrupts learning. Please note that visits/observations are limited to 30 minutes only. Beyond that time limit requires appropriate volunteer paperwork and clearance.

Parking Lot

To promote SAFETY in our parking lot, please follow the rules below:

Drop Off /Pick Up Guidelines:

- The outer lane is for drop off/pick up **ONLY**.
- The inner lane is for continuous traffic - this allows cars to park in the back and exit the loading/unloading zone. Do **NOT** use the inner lane to cut in and pull ahead of other vehicles.
- Move continuously around the circle to the designated YELLOW loading/unloading zone. Pull **ALL** the way forward in the yellow zone - this helps the line move smoothly and allows as many students as possible to be dropped off/picked up at one time.
- Students may only be dropped off/picked up in the **YELLOW** loading/unloading zone or from a vehicle parked in a parking space.
- Students must exit/enter the vehicle on passenger side only.
- Parents may **NOT** exit their vehicle at any time while in the drop off/pick up line. If your child requires one-on-one assistance to exit or enter a vehicle, you will need to park your vehicle in a designated parking spot.
- **NO PICK UP, DROP OFF, OR STOPPING IN THE RED ZONE.**
- Please do not block the Student Care/Preschool parking lot entrance.
- No parking along the bus loading area unless directed to do so by a parking lot volunteer.
- **KINDER** - Park your vehicle in a parking space (e.g., in the front/back of the school or at the park) and walk to the kinder yard gate to drop off/pick up your students. All kinder students are picked up from the kindergarten yard.
- **DRIVE SLOWLY!!!! Please keep your speed below 5 mph!**

Additional Information:

- Drop off times: Supervision for students in grades 1-5 begins at 8:00am. Do **NOT** drop students off prior to 8:00am, as there is no supervision available. The exception is for breakfast service.
- The average time for parking lot clearance starting at 2:45pm ranges from 6 to 8 minutes. Please be patient!
- Please follow the instructions of the parking lot volunteers.
- Our number one goal is to keep our students **SAFE!**

Mather Heights

Chromebook Contract

Having Chromebooks in my classroom is a great privilege. In order for me to ensure I look after my Chromebook properly, I agree to abide by the following rules. I understand that if I do not follow these rules, I will not be allowed to use my Chromebook for a given period of time.

- If I need to carry my Chromebook when I am using it, I will close the lid and carry it using both hands.
- I will not run while I am carrying my Chromebook.
- I will only use my Chromebook at my table or on my lap when sitting on the floor.
- I will not put my Chromebook on the floor and leave it.
- I will not eat or drink when I am using my Chromebook or use my Chromebook when others at my table are eating or drinking.
- During Chromebook activities I will only use the app that the teacher has asked me to use.
- I will not change the look or tools of my Chromebook without permission.
- I will keep ALL of my sign-in information private and will not allow anyone else to use it.
- I will sign out of the Chromebook before putting it away.

Name:_____

Date:_____

Teacher_____

Room_____

UNIFORM COMPLAINT PROCEDURE

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

A parent complaint about a student should first be discussed with the teacher and then with the principal. If the complaint is not satisfactorily resolved, the next step is to file an official complaint with the district Compliance Officer, through the Uniform Complaint Procedure. Direct the complaint to 1965 Birkmont Drive, Rancho Cordova, CA 95742.
Phone 916-294-9000

A discrimination complaint must be written and filed within six months of the occurrence or when first acknowledged distinct 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 distinct Board of Education.

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

Uniform complaint Procedures have been established (Board Policy 1312.3) and may be obtained from the Personnel Office. Programs and services covered by the Uniform Complaint Procedures include, adult education, general and basic education, preschool, state and federal programs, special education, ROP, non discrimination, gender equity requirements, and civil rights guarantees.

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

PET POLICY

We have had a change in our FCUSD Board Policy and animals (including dogs) are no longer allowed on campus. I understand we have been a very dog friendly campus in the past and this change will take some getting used to, so thank you in advance for your help in following the rule.

AR 6163.21 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).

Nondiscrimination/Sexual Harassment/Complaint Process Statement

The Folsom Cordova Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender identity or gender expression, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

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)

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

dogden@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

916-294-9000Ext 104625

Folsom Cordova Unified School District
1965 Birkmont Drive
Rancho Cordova, CA 95742

Civility And Mutual Respect

Folsom Cordova Unified School District staff will treat parents/guardians and other members of the public with respect and expect the same in return. The Superintendent is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school grounds.

This policy promotes mutual respect, civility and orderly conduct among Folsom Cordova Unified School District employees, parents/guardians, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. Employees, parents/guardians, and the public should be free from threat, harassment, intimidation, or harm in person, on the phone, or through written or social media communications. In the interest of presenting Folsom Cordova Unified School District employees as positive role models to the children of district programs, as well as the community, the Superintendent encourages positive communication, and discourages volatile, hostile or aggressive actions. The Superintendent seeks public cooperation with this endeavor.

Any parent/guardian or member of the public, who is subjected to unacceptable conduct from any district employee, may file a written complaint pursuant to the district's policy, BP 1312.1 (Complaints Concerning District Employees).

Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; or any other characteristic identified in Education Code [§ 200](#)–[§ 220](#), Government Code [§ 11135](#), or Penal Code [§ 22.55](#), or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR [§ 4610](#)) may be filed in accordance with the district's uniform complaint procedures under Board Policy 1312.3.

Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR [§ 4610](#)) may be filed in accordance with the district's uniform complaint procedures under Board Policy 1312.3.

Disruptions

Any individual who disrupts or threatens to disrupt school operations; threatens the health and safety of students or staff; willfully causes property damage; uses social media to harass, threaten or intimidate, uses loud and/or offensive language; or who has otherwise established a continued pattern of harassment or unauthorized entry on school property, will be directed to cease harassment and/or leave school property promptly by the Superintendent or designee.

If any member of the public uses obscenities or communicates in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the person to communicate civilly. If corrective action is not taken by the abusing party, the Folsom Cordova Unified School District employee will notify the abusing party that the meeting, conference, telephone conversation or written communication is terminated and, if the meeting or conference is on school premises, the offending person will be directed to leave promptly.

When an individual is directed to leave under such circumstances, the Superintendent or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5, and 626.7, if he/she reenters any school-operated facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school/program. If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent or designee may notify law enforcement officials.

Safety and Security

When violence is directed against an employee, or threat of damage or loss of their property, employees shall promptly report the occurrence to their principal or supervisor. Employees and supervisors should report to law enforcement any attack, assault or threat made against them on school premises or at school sponsored activities.

Policy FOLSOM-CORDOVA UNIFIED SCHOOL DISTRICT

adopted: November 3, 2011 Folsom, California

revised: October 24, 2013

revised: February 20, 2014

revised: April 16, 2015

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

2023-2024 Instructional Calendar - Revised

July 2023						
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2	3	4	5	6	7	8
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August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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Important Dates

Aug 2-3	Optional PD Days - No Students
Aug 4&7	Teacher Work Days - No Students
Aug 8	First Day of School for Students
Sept 4	Labor Day
Oct 9	Optional PD Day - No Students
Nov 10	Veteran's Day (observed)
Nov 20-24	Thanksgiving Break
Dec 18-29	Winter Break
Jan 1	New Year's Day
Jan 15	Martin Luther King, Jr. Day
Feb 19-20	President's Day/Lincoln (observed)
Mar 25-29	Spring Break
May 23	Last Day of School for Students
May 24	Teacher Work Day - No Students
May 27	Memorial Day
Jun 19	Juneteenth

Semester Grading Periods

1st Quarter:	Aug 8 - Oct 6	(43)
2nd Quarter:	Oct 10 - Dec 15	(43)
3rd Quarter:	Jan 2 - Mar 8	(46)
4th Quarter:	Mar 11 - May 23	(49)

Trimester Grading Periods

1st Trimester:	Aug 8 - Nov 3	(62)
2nd Trimester:	Nov 6 - Feb 16	(57)
3rd Trimester:	Feb 21 - May 23	(62)

COLOR KEY

YELLOW:	First and Last Day of School
BLUE:	Teacher Work Days-No Students
GREEN:	Holidays
GRAY:	No School
PINK:	Optional PD Day-No Students

FIRST Student Day: August 8

LAST Student Day: May 23