

# FOSKETT RANCH ELEMENTARY

## STUDENT AND FAMILY

### HANDBOOK

2024-2025



1561 Joiner Parkway, Lincoln, CA 95648

(916) 434-5255 ~ Fax: (916) 434-5240

[www.fres.wpusd.org](http://www.fres.wpusd.org)

Dear Foskett Ranch Families,

Welcome to Foskett Ranch Elementary School!

Thank you for taking the time to read the Student and Family Handbook. This year we have included an interactive table of contents. Click on the section you would like to review and it will take you to the corresponding section of the handbook.

We are excited about working with you as we continue to cultivate a positive school climate at Foskett. All staff members are dedicated to providing a quality education for our students and to ensuring Foskett Ranch is an outstanding school.

By working together, parents/guardians, students, and staff can provide the right environment for student achievement and success. Your involvement is extremely important and can help make a positive difference in your student's school progress.

As a parent or guardian, you are your child's first teacher. Research indicates that when parents, guardians, and schools collaborate, students achieve greater success. Following are suggestions from the Parent Institute outlining ways you can make a difference in your student's education:

1. **Read to/with your student regularly.** Long after children learn to read for themselves, they love this special time with family. Research shows children who are read to are more likely to enjoy reading on their own.
2. **Join PTO (Parent Teacher Organization).** When parents/guardians and teachers work together, schools improve.
3. **Volunteer.** We appreciate our fantastic parent/guardian volunteers! It can be a rewarding experience to see students so excited to learn new things. Working full-time? There are still ways to help. Ask your student's teacher what you can do.
4. **Let your children know school is important.** Ask about their homework. Attend school events. Talk about the positive experiences you had in school. Instead of asking your student, "What did you do in school today?" ask them to talk about their favorite part of the day, what they did during recess, what they learned in math, etc.
5. **Recognize your student's special gifts.** Each student has special talents. Perhaps the most important thing you can do is to help your students see how special they are, boosting confidence and setting the stage for learning.

We look forward to working with you this year. If we can ever be of any assistance, please call us or stop by the school office.

Sincerely,



Gina Pasquini  
Foskett Ranch  
Principal

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## Foskett Ranch Bell Schedule

# FOSKETT RANCH BELL SCHEDULE 24-25

<b>AM Transitional Kindergarten (TK)</b>					
<b>Daily Schedule</b>					
7:45	Breakfast (cafeteria)				
7:55	Gates Open				
8:00	Gates Close				
8:00	Instruction Begins				
9:30-10:00	Recess				
11:20	Instruction Ends				
11:20-11:40	Optional Lunch				
<b>Kindergarten</b>					
Regular Day	Early Release*	Minimum Day Nov 18-22 Only			
7:50	Breakfast (cafeteria)	7:50	Breakfast (cafeteria)		
8:00	Gates Open	8:00	Gates Open		
8:13	Gates Close	8:13	Gates Close		
8:15	Instruction Begins	8:15	Instruction Begins		
9:15-9:30	Recess	9:15-9:30	Recess		
11:00-11:20	Lunch	11:00-11:20	Lunch		
11:20-11:40	Recess	11:20-11:40	Recess		
1:40	Instruction Ends	1:40	Instruction Ends		
		12:30	Instruction Ends		
<b>Grades 1st-5th</b>					
Regular Day	Early Release*	Minimum Day Nov 18-22 Only			
7:50	Breakfast (cafeteria)	7:50	Breakfast (cafeteria)		
7:55	Supervision Bell	7:55	Supervision Bell		
8:13	Gates Close	8:13	Gates Close		
8:15	Instruction Begins	8:15	Instruction Begins		
9:45-10:00	Recess (Gr 1,2)	9:45-10:00	Recess (Gr 1,2)		
10:15-10:30	Recess (Gr 3,4,5)	10:15-10:30	Recess (Gr 3,4,5)		
11:00-11:20	Recess (Gr 1)	11:00-11:20	Recess (Gr 1)		
11:20-11:40	Lunch (Gr 1)	11:20-11:40	Lunch (Gr 1)		
11:40-12:00	Lunch (Gr 2)	11:40-12:00	Lunch (Gr 2)		
11:40-12:00	Recess (Gr 3)	11:40-12:00	Recess (Gr 3)		
12:00-12:20	Lunch (Gr 3)	12:00-12:20	Lunch (Gr 3)		
12:00-12:20	Recess (Gr 2)	12:00-12:20	Recess (Gr 2)		
12:20-12:40	Lunch (Gr 4)	12:20-12:40	Lunch (Gr 4)		
12:20-12:40	Recess (Gr 5)	12:20-12:40	Recess (Gr 5)		
12:40-1:00	Lunch (Gr 5)	12:40-1:00	Lunch (Gr 5)		
12:40-1:00	Recess (Gr 4)	12:40-1:00	Recess (Gr 4)		
1:40-1:55	Recess (Gr 1,2)	1:40	Instruction Ends		
2:40	Instruction Ends				

<b>ASD TK - 5th</b>					
Regular Day		Early Release*		Minimum Day Nov 18-22 Only	
<u>Horn (TK)</u>		<u>Horn (TK)</u>		<u>Horn (TK)</u>	
8:00	Instruction Begins	8:00	Instruction Begins	8:00	Instruction Begins
9:15-9:35	Recess	9:15-9:35	Recess	9:15-9:35	Recess
11:00-11:20	Recess	11:00-11:20	Recess	11:00-11:20	Recess
11:20	Instruction Ends	11:20	Instruction Ends	11:20	Instruction Ends
11:20-11:40	Optional Lunch	11:20-11:40	Optional Lunch	11:20-11:40	Optional Lunch
<u>Horn (K)</u>		<u>Horn (K)</u>		<u>Horn (K)</u>	
8:00	Instruction Begins	8:00	Instruction Begins	8:00	Instruction Begins
9:15-9:35	Recess	9:15-9:35	Recess	9:15-9:35	Recess
11:00-11:20	Recess	11:00-11:20	Recess	11:00-11:20	Recess
11:20-11:40	Lunch	11:20-11:40	Lunch	11:20-11:40	Lunch
12:30-12:50	Recess	12:30-12:50	Recess	12:30	Instruction Ends
1:25	Instruction Ends	1:25	Instruction Ends		
<u>Shelton (1st-2nd)</u>		<u>Shelton (1st-2nd)</u>		<u>Shelton (1st-2nd)</u>	
8:15	Instruction Begins	8:15	Instruction Begins	8:15	Instruction Begins
9:45-10:00	Recess	9:45-10:00	Recess	9:45-10:00	Recess
11:40-12:00	Lunch	11:40-12:00	Lunch	11:40-12:00	Lunch
12:00-12:20	Recess	12:00-12:20	Recess	12:00-12:20	Recess
1:40-1:55	Recess	1:40	Instruction Ends	12:30	Instruction Ends
2:40	Instruction Ends				
<u>Leslie (3rd-5th)</u>		<u>Leslie (3rd-5th)</u>		<u>Leslie (3rd-5th)</u>	
8:15	Instruction Begins	8:15	Instruction Begins	8:15	Instruction Begins
10:15-10:30	Recess	10:15-10:30	Recess	10:15-10:30	Recess
11:40-12:00	Recess	11:40-12:00	Recess	11:40-12:00	Recess
12:00-12:20	Lunch	12:00-12:20	Lunch	12:00-12:20	Lunch
1:40-1:55	Recess	1:40	Instruction Ends	12:30	Instruction Ends
2:40	Instruction Ends				
<b>ASD/SDC Preschool</b>					
Daily Schedule (Mon - Fri)			Daily Schedule (Tue-Fri)		
<u>Gothard (ASD)</u>			<u>Nieves (SDC)</u>		
AM Class	8:00-11:00		AM Class	8:00-11:00	
PM Class	11:40-2:40		PM Class	11:40-2:40	
*Please note: Every Monday is an early release schedule as well as the last week of school in December and June.*					

## Arrival & Departure Procedures

**Arrival:** Students may arrive after 7:55 am when campus supervision is available.

In the south parking lot, primary students should be dropped off in the lane closest to the multipurpose room, intermediate/upper-grade students can be dropped off in the center lane (the lane between the parking spaces), use the sidewalk to walk towards the office and wait at the crosswalk until the yard supervisor crosses the student to the main campus. In the north lot, please pull forward to the yellow drop off/pick up area to drop off students. Please do not stop in the red fire lane. **Please note during drop-off and pick-up times there is no parking or leaving your car unattended along any of the curbs.** Vehicles need to continue towards the exits after dropping off and picking up their student.

Upon entering campus after 7:55, students place their backpacks near their classroom doors and proceed to the playground until the tardy bell rings at 8:13 am. Students will then line up and walk to their classrooms. Class instruction begins promptly at 8:15 am.

**Departure:** The south parking lot continues with two lanes for auto pick-up. In the north parking lot, vehicles pull forward and curbside to pick up students and yield to the bus when it arrives.

**When picking up students, please do not leave your car unattended along the curb. If you need to come onto campus, please park in a designated parking spot.**

Students walking or biking to school enter the campus through the front gates of the school. Students walk bikes and scooters on campus and park them at the bike racks located near the office. Skateboards can be taken to the office and picked up after school. Per CA VEH 21212 students are required to wear a helmet while riding a bicycle, scooter, skateboard, or roller skates when traveling to/from school. The school is not responsible for damaged or stolen bicycles, scooters, skateboards, etc.

## Attendance

Daily school attendance is critical for a student's success. Consistent attendance enables students to grasp educational concepts and become better prepared to learn the next sequential task in the curriculum cycle. A student's attendance also provides funds for our school. If a student is going to be absent for three or more consecutive days for vacation or quarantine, parents/guardians may request a travel study (see Travel Study) to help them keep up with their classwork.

When your student is absent, please call the school office at 916-434-5255 or visit the school website at <https://fres.wpusd.org/connect/contact-us/attendance-reporting> to give the reason for the absence. You may also send a note with your student on the day they return to school. Thank you for ensuring the note indicates the student's full name, date(s) of absence, reason for absence, and parent/guardian signature. Students who are absent regularly or absent for extended periods will be reported to the principal and if necessary the county Student Attendance Review Board (SARB).

**Appointments/Early Check-Out:** If you know your student will be leaving early please notify your student's teacher so the student can be ready when you arrive. All students leaving campus early must be signed out in the office by a parent/guardian before leaving the school. Please call the office when you are on your way so we can call the classroom and your student can meet you in the office. For all early check-outs, the person checking out the student will need to provide photo identification matching the name on the emergency contact page in PowerSchool. To update this list at any time please visit Form on the [PowerSchool Parent Portal](#).

**Tardies:** If a student arrives at school after the gate closes at 8:13 am, a parent will need to sign them in at the office to get an admit slip to take to class. Thank you for making every effort to get your student to school on time as tardiness is a disruption to classroom instruction.

## Back to School Night

All families are encouraged to attend Back to School Night held during the first month of school. This evening is designed to orient students and their families to the school and its programs for the upcoming year.

Parents/Guardians will receive a packet or presentation slide deck before Back to School Night for review. Back to School Night is an informal open house-style event for students and families to meet teachers and ask questions.

## Behavior Plan

Our school behavior policy strives to develop a structure in discipline using a proactive, positive approach where students learn respect for others, themselves, and learning. All classroom teachers develop, post and consistently enforce their behavior management systems.

Additionally, at Foskett Ranch, everyone is expected to S.O.A.R.:

- Safety First
- Offer Kindness
- Always Be Respectful
- Responsibility Matters

Following is a detailed description of procedures for each expectation for areas around campus:

### Foskett’s School-Wide PBIS Behavior Expectations

Location	Safety First	Offer Kindness	Always be Responsible	Respect Matters
<b>Treat others the way you want to be treated</b>				
School Wide	<ul style="list-style-type: none"> <li>● Stay on school grounds</li> <li>● Use walking feet</li> <li>● Ask permission first before leaving the classroom</li> </ul>	<ul style="list-style-type: none"> <li>● Greet others and acknowledge back</li> <li>● Hold the door open for others</li> <li>● Leave nature where it belongs</li> </ul>	<ul style="list-style-type: none"> <li>● Keep toys and electronics at home</li> <li>● Cell phones off and in backpack</li> <li>● Keep all devices off or on school mode</li> <li>● Be at the right place at the right time</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions from all staff</li> <li>● Use Menu of Choice</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>● Stop at Teacher-designated points</li> <li>● Hands, feet, and body to self</li> <li>● Face forward</li> <li>● Use walking feet</li> </ul>	<ul style="list-style-type: none"> <li>● Leave nature where it belongs</li> <li>● Greet others with a smile</li> </ul>	<ul style="list-style-type: none"> <li>● Have a pass if you are not with your class</li> <li>● Go directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>● Use voice level 0</li> <li>● Quiet hands and feet</li> <li>● Be respectful of other classrooms’ learning environment</li> </ul>

<b>Location</b>	<b>Safety First</b>	<b>Offer Kindness</b>	<b>Always be Responsible</b>	<b>Respect Matters</b>
Cafeteria	<ul style="list-style-type: none"> <li>• Walk and stay in line</li> <li>• Keep hands, feet, and objects to self</li> <li>• Stay seated on your bottom</li> <li>• Sit up to 4 students per bench</li> </ul>	<ul style="list-style-type: none"> <li>• Say “please” and “thank you”</li> <li>• Leave your area cleaner than you found it</li> </ul>	<ul style="list-style-type: none"> <li>• Throw away all trash</li> <li>• Raise your hand if you need to be excused</li> <li>• Exit quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Use voice level 2 or below</li> <li>• Keep food to self</li> <li>• Listen and follow directions from all staff</li> </ul>
Playground	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Stay in boundaries</li> <li>• Use equipment properly</li> <li>• Play sports in their designated areas</li> <li>• Be aware of your surroundings</li> <li>• Line up in the designated area for equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Share equipment</li> <li>• Invite others to join in on games and activities</li> <li>• Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>• Snacks must be eaten while sitting at red tables</li> <li>• Freeze and use voice level 0 when the bell rings</li> <li>• When asked, walk the equipment to its place holding with both hands</li> <li>• When the whistle blows walk to your line and wait for your teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Follow established game rules</li> <li>• Include everyone in games</li> <li>• Throw away all trash</li> <li>• Use Menu of Choice</li> <li>• Follow directions from all staff</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>• Wash your hands with one pump of soap</li> <li>• Leave when you’re done</li> <li>• Go directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>• Give people privacy</li> <li>• Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>• Keep bathroom clean</li> <li>• Wash your hands and throw away paper towels in trash bins</li> <li>• Take care of business and return to class</li> <li>• Use your break wisely</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others’ privacy</li> <li>• Flush the toilet once after use</li> <li>• Only toilet paper goes in the toilet</li> <li>• Use Voice Level 2 or below</li> </ul>
Assembly	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Walk to the sitting area</li> <li>• Enter and exit quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate responses</li> <li>• Make room for others</li> </ul>	<ul style="list-style-type: none"> <li>• Be an active listener</li> <li>• Stay in your seat on your bottom</li> <li>• Follow directions the first time asked</li> </ul>	<ul style="list-style-type: none"> <li>• Voice level 0 when the speaker is talking</li> <li>• Use appropriate responses</li> </ul>
Library	<ul style="list-style-type: none"> <li>• Walk slowly and mindfully</li> <li>• Hold and handle books gently</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn to check out a book</li> <li>• Say “please” and “thank you”</li> </ul>	<ul style="list-style-type: none"> <li>• Use a bookmark when browsing for a book</li> <li>• Put furniture and materials back where you found it</li> <li>• Return books on time</li> </ul>	<ul style="list-style-type: none"> <li>• Voice level 1 or below</li> <li>• Follow directions from all staff</li> </ul>

<b>Location</b>	<b>Safety First</b>	<b>Offer Kindness</b>	<b>Always be Responsible</b>	<b>Respect Matters</b>
Office	<ul style="list-style-type: none"> <li>• Walk into and out of the office quietly</li> <li>• Open the office door slowly</li> <li>• Stay in seat</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on yourself and your needs only</li> <li>• Say “Please” and “Thank you”</li> </ul>	<ul style="list-style-type: none"> <li>• Be ready to state why you are in the office</li> <li>• Follow directions of office staff</li> <li>• Go directly to the destination with a pass in hand</li> </ul>	<ul style="list-style-type: none"> <li>• Voice level 2 or below</li> <li>• Wait for direction</li> </ul>
Pick Up	<ul style="list-style-type: none"> <li>• Walk directly to your meeting location</li> <li>• If you are waiting for a ride, wait in front of the office</li> <li>• Use the crosswalk</li> <li>• Walk your bike/scooter on school grounds and wear a helmet</li> <li>• Stay off the wall</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words towards others</li> </ul>	<ul style="list-style-type: none"> <li>• Keep all belongings with you at all times</li> <li>• Walk directly to the designated pick-up area or walk home</li> <li>• Keep a watchful eye for your ride</li> </ul>	<ul style="list-style-type: none"> <li>• Say “goodbye” and “Thank you” to adults</li> <li>• Follow directions from all staff</li> </ul>
Drop Off	<ul style="list-style-type: none"> <li>• If arriving by car or bus, exit the vehicle safely at drop off area in the parking lot</li> <li>• Use the crosswalk</li> <li>• Look both ways before crossing a road</li> <li>• Stay off the wall</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words towards others</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Walk bicycle, scooter, or skateboard on school grounds</li> <li>• Drop your backpack off and walk to the playground</li> </ul>	<ul style="list-style-type: none"> <li>• Say “Hello” and “Good morning” to adults and friends</li> <li>• Come to school with a “Ready to learn” attitude</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>• Stay in your assigned area</li> <li>• Hands/Feet/Body to self</li> <li>• Use school materials appropriately</li> <li>• Ask permission first before leaving the classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Help others</li> <li>• Using kind words</li> <li>• Clean up your area</li> </ul>	<ul style="list-style-type: none"> <li>• Complete work appropriately</li> <li>• Stay on task</li> <li>• Follow routines/schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Use the menu of choice</li> <li>• Use the appropriate voice level</li> <li>• Waiting your turn to speak / Raise your hand</li> <li>• Listen to the speaker</li> </ul>

## Recognition

Students are recognized for appropriate behavior choices with “SOARbuck” coupons. Students collect the coupons and redeem them after school in the office for prizes.



Awards are earned each trimester. Students receive recognition for effort/hard work/achievement, positive citizenship, work in the iReady program, etc. Teachers develop positive recognition systems in their classrooms tailored to meet the developmental needs of the grade level and class.

## Consequences

We feel preventing problems from occurring is the best and first approach to consequences. This includes systematic supervision:

**Active supervision** – staff **move** around the campus, cafeteria, and classroom with unpredictable, randomized patterns, **scanning** with their eyes and ears to notice positive behaviors and potential problems can be stopped before they happen, **connecting** with students by creating a friendly atmosphere, **positively** reinforcing appropriate student behavior by acknowledging it and letting students know we appreciate it.

When problems occur, staff respond quickly and effectively to students who are behaving in an uncooperative or difficult manner. Staff **respond** immediately, or as soon as possible, by speaking privately and respectfully with the student, **defining** the problem, and giving the student a choice to cooperate with a direction, correction, and/or a predetermined consequence. If the student chooses not to cooperate, the consequence is carried out.

## Behavior Notification Forms

Behavior Notification Forms are received by students for consistent or more serious problems such as:

- **Causing Bodily Harm (Safety First, Always be Responsible)** – pushing, fighting, leaving any mark, stabbing with an object (toys, pencils, etc., throwing objects at others, tripping others, etc.)
- **Defiance (Always be Responsible, Respect Matters)** – Refusal to follow school rules or procedures, repeatedly breaking the same rules on purpose, refusal to work after administering systematic supervision.
- **Inappropriate Language (Respect Matters, Offer Kindness)** – Profanity, foul gestures, derogatory terms, etc.
- **Disrespecting school/personal property (Safety First, Always be Responsible, Respect Matters)** – Writing on walls, bathroom destruction, stealing, vandalism, etc.
- **Disrespecting Others (Respect Matters, Offer Kindness)** – Put downs, spreading rumors, a sarcastic tone when speaking to adults on campus, spitting, etc.
- **Harassment (Respect Matters, Offer Kindness, Always be Responsible, Safety First )** – Bullying, verbally or physically intimidating, sexual comments or behaviors, etc.
- **Others** – Any behavior which might not adequately fit into one of the categories listed above, yet is detrimental to a positive learning environment for our students and staff.

Consequences MAY look like the following:

- **First Infraction** – Teacher calls parent/guardian and administers consequences such as time out, etc.
- **Second Infraction** – Teacher calls parent/guardian and administers appropriate consequences such as time out, etc. The teacher works with parents/guardians and students to create a behavior contract.
- **Third Infraction** – Teacher sets up a Teacher/Parent/Guardian/Student/Principal Meeting, to create a more formal behavior contract (CICO), consequence.
- **Fourth Infraction** – Schedule Student Success Team meeting, review behavior contract, and administrative consequences depending on the infraction.
- **Fifth Infraction** – Consequence decided by the principal on a case-by-case basis.

\*Out-of-Class Suspension Note – The teacher has the right to suspend a student from their class for the remainder of the day plus one day for continued disruptive behaviors or an infraction warranty suspension/expulsion. If a teacher chooses to suspend a student from their classroom, the teacher will explain why the student is being suspended from class and shall allow the student to respond either orally or in writing. The teacher and parent/guardian should conduct a conference before the student’s return to class.

## **Suspension and Expulsion**

Education Code 48900 identifies student actions that are grounds for suspension and/or expulsion. Students may be suspended or recommended for expulsion depending upon the behavior or occurrence. Grounds for suspension and expulsion include but are not limited to:

- Attempts or threatens actions causing physical injury to another.
- Unauthorized possession of a dangerous object (or imitation) or substance (i.e., firearm, knife, explosive material).
- Use, sale, or possession of a prohibited substance (i.e., alcohol, drug, or nicotine product).
- Commits or attempts to commit robbery or extortion or knowingly receives stolen property.
- Causes or attempts to cause damage to school or private property.
- Commits an obscene act or habitual vulgarity or profanity.
- Disrupts school activity or willfully defies school personnel (grades 4 and up).
- Commits or attempts sexual assault.
- Harassment, and/or intimidation of other students.
- Terrorist or hate threats against school officials or school property.

Students who choose to violate Education Code 48900 are referred to the principal or their designee. At the time of the suspension, a staff member will contact the student’s parent/guardian regarding the suspension and notify the parent/guardian of the suspension in writing. The school may request to meet with the parent/guardian about the suspension. Under state law Education Code 48914, the parent/guardian is then obligated to meet with school staff without delay. A formal suspension from the principal shall not be for more than five days unless the student is recommended for an expulsion.

## **Birthday/Party Invitations**

Teachers cannot distribute personal birthday or other party invitations for students, and invitations cannot be distributed during the instructional day. If your student needs to distribute invitations, please ensure invitations are distributed outside of the instructional day. Please keep in mind staff cannot provide students’ addresses or phone numbers.

Treats for a student’s birthday may be brought to campus if previously arranged with the teacher. **Treats cannot be homemade and individually wrapped is preferred.** Please note balloons are not permitted on campus.

## **Cafeteria**

All students in California receive free breakfast and lunch for the 24-25 school year, regardless of income level. Visit the [Food and Nutrition Services](#) page on the WPUSD website to see the daily breakfast and lunch offerings, our district Wellness Policy, and more.

## **Cell Phones and Electronic Devices**

Students bringing a cell phone to school need to keep the phone in their backpacks and the off or silent position during the school day. Smartwatches may be worn but must be in school mode. Any electronic device found to be out and/or on will be taken from the student and returned to the student at the end of the day or to the parent/guardian if deemed necessary. The second time the phone becomes a distraction it will be held in the office and a family member over the age of 18 will need to pick it up. A Behavior Notification Form may be given for multiple infractions of this rule. The school is not responsible for damaged or stolen cell phones or electronic devices.

## **Changing a Student's Teacher**

A great deal of consideration has occurred by the grade level team to place your student in their teacher's class. Changing a student's teacher during the school year is strongly discouraged. Before changing a placement, the parent/guardian must meet with the student's teacher and principal to discuss the reasons and availability of space in other classrooms. No requests to change teachers will be considered during the first six weeks or the last two months of the school year.

Due to growth, there are years when we may need to reconfigure classes to ensure we comply with class size regulations and ensure classes are not overcrowded. In this case, parents/guardians will be notified of changes in classroom assignments.

## **Chromebooks**

WPUSD provides each student with a District Chromebook for learning at school or at home. As per the District Issued Technology Device Agreement, each student is responsible for taking care of the device and is financially responsible for any damage, repair, or replacement of their district-issued Chromebook. We are offering a Student Chromebook Service Plan for families to purchase to cover basic repair or replacement of the student's Chromebook for the school year.

### **Service Plan Option**

- A District Chromebook service plan is available for \$40 per year.
- Protection plan is effective from the First Date of Registration to June 30 of each year. It will not cover damage prior to the purchase date.
- Plans purchased at any time during the school year will terminate June 30 of that school year.
- Plans purchased during the year will not be prorated.
- There are no refunds for students who leave the district before the effective end date of the current school year's service plan (June 30 of that school year).
- Each student must register their Chromebook device. There is no multi-device family plan.

For more information and to sign up please visit here:

<https://www.wpusd.org/departments/administrative-services/it/chromebook-service-plan>

## **Classroom Interruptions**

To limit interruptions to classroom instruction please:

- Inform your student(s) before they leave for school in the morning of any plans for after school they may need to know, such as: how the student will get home (bus, car, walk) and/or where the student

will go after school (daycare, home, relative's house).

- Remember water bottles. If water bottles are forgotten there are water fountains and filling stations around campus if students need water during the day.
- Discuss with your student if they will be eating a school lunch or need to remember their packed lunch from home.

We understand emergencies may arise resulting in a need to drop items at the office or get a message to a student. Efforts will be made to get the information or the item to the student, but there is no guarantee. We thank you for helping to minimize disruptions to the instructional day.

## **Closed Campus**

Foskett Ranch is a closed campus. Once a student arrives on the school grounds, they must remain on campus until the end of the school day unless the parent/guardian signs the student out at the front office. All visitors to the campus must register and sign in at the office.

## **Confidentiality**

The Family Educational Rights and Privacy Act (FERPA) is a federal law protecting the privacy of student education records. The law applies to schools receiving funds from the US Department of Education.

School employees cannot provide people (other than the student's parents/guardians) information or educational records about a student unless the parent/guardian has provided written consent approving the release of such records.

Directory information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance can be disclosed by the school to officials if the school notifies the parents/guardians in writing and provides the parents/guardians with the opportunity to request their student's directory information be excluded.

The law also allows parents/guardians the right to inspect and review their student's educational records and to request copies (schools can charge a copy fee) of all or parts of the record. The request to review and/or copy the records needs to be made in writing, and the review shall take place in the presence of an administrator or their designee, there will be 24-48 processing time for copies and appointments.

See <https://www.ed.gov/> for a complete description of the Family Educational Rights and Privacy Act.

## **Dress Code**

Students are to wear comfortable and weather-appropriate clothing. If a student's appearance is disruptive to the educational process, parents/guardians will be called to assist in the correction of the disruption.

- Students may wear hats for sun protection. Brims need to face forward to shade the face.
- Students must always wear shoes. The shoes must be safe and appropriate for P.E. and outside activities. Any heels must be low and all sandals must have back straps. The wheels of Heely shoes need to be stored in the backpack while the student is on campus.
- Tights and/or shorts are recommended to be worn under dresses for outside activities.
- Clothing and jewelry shall be free of writing, pictures, or any other insignia that are crude, vulgar, profane, or sexually suggestive or advocating racial, ethnic, or religious prejudice or use of drugs or alcohol (Western Placer Unified Board Policy AR5132).

- Pants are to be worn above the hip point and need to stay up without a belt.
- Students may wear costumes only when the school has organized a special dress-up day.
- Students shall not wear accessories posing a threat to the physical well-being and safety of the student or others. Accessories not allowed include chains or chokers with studs.

## **Emergency Procedures**

The school’s emergency plan identifies the specific actions for emergencies. Students and staff practice emergency procedures, such as fire drills and classroom evacuations, during the school year and are familiar with how to respond to an emergency.

### **Evacuation/Fire Drills**

Fire/evacuation drills are conducted every month. In the event an emergency requires evacuation before the end of the school day, all students, staff, and visitors will be notified. Students, staff, and visitors will evacuate to the primary location (on the playground) first or a secondary location on campus if necessary and the principal/designee will work with the classroom teachers to account for all students, staff, and visitors. Parents/Guardians will be notified via phone call if student pick-up is required and will be directed to a release area to pick up their student. Students will be released only to individuals indicated on the student’s emergency card.

If evacuation of the school is necessary, students will be transported to either Lincoln High School (primary relocation site) or Creekside Oaks Elementary School (secondary relocation site) where parents/guardians/another designated adult will pick students up. Information regarding the location will be announced on ParentSquare and/or Facebook. The school will not be evacuated unless necessary.

### **Lock Down, Lock Out, or Shelter In Place**

In an emergency requiring students to remain in their classrooms and the doors locked, students, staff, and visitors will be notified over the PA system or the Alertus system. Students on the playground will be directed by teachers to enter their classroom or the nearest building depending on the situation. Students in the lunchroom will remain in the lunchroom, and the custodian, office personnel, and the principal will lock the doors. Staff in each area will take attendance and note the names of students from other classrooms as well as students from their original rosters who are in different locations. Office personnel will enact accountability procedures. Staff will work with emergency response personnel to return to an “all clear” status.

## **Fees**

The California Constitution requires public education to be provided to students free of charge unless a charge is specifically authorized by law for a particular program or activity. Therefore, the WPUSD may not require fees for school programs and extracurricular activities, except for those programs or activities where a fee is specifically authorized by law.

The law does allow school districts to request voluntary donations and engage in fundraising to support school programs and activities. These donations and fundraising contributions are voluntary, and all students will be allowed to participate in school activities and extracurricular activities regardless of whether the parent/legal guardian makes a donation or contribution.

The fees, charges, and deposits legally authorized by law are as follows:

Charges for optional attendance as a spectator at a school or district-sponsored activity.<sup>1</sup>

Charges for food served to pupils, subject to free and reduced-price meal program eligibility and other restrictions specified in law.<sup>2</sup>

Paying the replacement cost for District books or supplies loaned to a student the student fails to return or is willfully cut, defaced, or otherwise injured, up to an amount not to exceed \$10,000.<sup>3</sup>

Fees for field trips and excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds.<sup>4</sup>

Medical or hospital insurance for field trips made available by the school district.<sup>5</sup>

Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship.<sup>6</sup>

Charges for standardized physical education attire of a particular color and design, but the school may not mandate the attire be purchased from the school and no physical education grade of a student may be impacted based on the failure to wear standardized apparel “arising from circumstances beyond the control” of the student.<sup>7</sup>

Charging for the parking of vehicles on school grounds.<sup>8</sup>

Charges for the rental or lease of personal property needed for District purposes, such as caps and gowns for graduation ceremonies.<sup>9</sup>

Fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee.<sup>10</sup>

Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for their possession and use, such as wood shop, art, or sewing projects kept by the student.<sup>11</sup>

Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum.<sup>12</sup>

Fees for transportation to and from school and transportation between school and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average non-subsidized cost per student and provided there is a waiver provision based on financial need.<sup>13</sup>

Fees for transportation of pupils to places of summer employment.<sup>14</sup>

Tuition fees are charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state.<sup>15</sup>

Tuition fees collected from foreign students attending a District school under an F-1 visa are equal to the full unsubsidized per capita cost of providing education during the period of attendance.<sup>16</sup>

Fees for an optional fingerprinting program for kindergarten or other newly enrolled students, if the fee does not exceed the actual costs associated with the program.<sup>17</sup>

Fees for community classes in civic, vocational, literacy, health, homemaking, and technical and general education, are not to exceed the cost of maintaining the community classes.<sup>18</sup>

Deposits for band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries.<sup>19</sup>

Charges for eye safety devices, at a price not to exceed the district's actual costs, in specified courses or activities in which students are engaged in, or are observing, an activity or the use of hazardous substances likely to cause injury to the eyes.<sup>20</sup>

Our schools may engage in fundraising activities, request donations, and/or coordinate the efforts of community service groups to attempt to raise funds to support the expenses to continue these programs. We ask for your continued support of these programs for our students.

1 35 Cal.3d 899, 911, n.14 (1984)  
5 Ed Code 35331  
9 Ed Code 38119  
13 Ed Code 39807.5  
17 Ed Code 32390

2 Ed Code 38082 and 38084  
6 Ed Code 32221  
10 Ed Code 35335  
14 Ed Code 39837  
18 Ed Code 51810 and 51815

3 Ed Code 48904  
7 Ed Code 49066(c)  
11 Ed Code 17551  
15 Ed Code 48050-52  
19 Ed Code 38120

4 Ed Code 35330  
8 Vehicle Code 2113  
12 Gov Code 6253; Ed Code 49091.14  
16 8 U.S.C. 1184 (m)(l)  
20 Ed Code 3203

## Field Trips

Students are responsible for returning field trip permission slips to school whenever field trips are planned. Students who do not have written authorization containing a parent/guardian's signature will not be allowed to attend the trip. Unless officially signed out from school (completing the sign-out log in the office) by their parents/guardians, students need to ride the bus to and from the field trip location. Parents/Guardians who officially sign their student out of school during a field trip can only provide transportation to their student (not to neighbors, friends, or relatives). The principal may exclude any student from the trip whose presence on the trip would pose a safety or disciplinary risk. WPUSD Administrative Regulation 6153 (b).

## Insurance Information

The district does not provide accident medical insurance for school-related injuries but information on affordable insurance plans to help in the event of an accident is available. The insurance is provided through a private company and is not connected with the school. Purchasing the insurance for your student is optional. Information regarding the insurance plans is available in the front office.

## Library Book Damage or Loss

Students are expected to pay for damages to library books or the loss of books. Students who do not meet this obligation will lose further borrowing privileges and report cards will be held until the obligations have been met.

## Lost & Found

Parents/Guardians are strongly encouraged to label their student's belongings. Larger articles found such as jackets, lunch boxes, and umbrellas are placed in the lost and found area located in the tub in the cafeteria. On Friday items will be organized on a cart and rolled out to the front of the school for retrieval. Small items such as jewelry, glasses, and cell phones are kept in the office. The lost and found items are cleaned out at the end of each trimester with items donated to charitable organizations.

## Medication

If a student requires medication at school, whether to be administered by a school official (prescription or over the counter) or be carried by the student, a release form needs to be on file in the health office signed by both a

physician and the student's parent/guardian. The parent/guardian needs to provide the school with the medication. Forms are available in the office and on the district website. Medication plans need to be renewed every school year.

## **Nondiscrimination/Harassment**

When students make remarks (slurs) against other students, families, staff members, or members of the community the district takes these types of incidents very seriously. A "slur" is speech (epithets, threats, verbal abuse, use of profanity, or derogatory comments) referring to real or perceived ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics.

A "slur" also includes spreading rumors, jokes, notes, stories, drawings, pictures, or gestures referring to real or perceived ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics.

Directing slurs towards other students or staff may result in, but is not limited to, the following actions:

- Phone call to parent/guardian
- Conference with any or all of the following: students involved, parent/guardian, administration, counselor, staff members
- Written apology
- Loss of school privileges up to and including suspension

Any student who feels they are being harassed should immediately contact their teacher or principal.

## **Parent Teacher Organization**

The Parent Teacher Organization (PTO) is a volunteer group working to supplement and support school programs and the school community. By joining you will be supporting school activities, class programs, fundraisers, and providing ideas to accomplish these benefits. Where appropriate, funds are provided for special projects and activities not otherwise possible.

By having a student at Foskett Ranch, you are already a member of the PTO, and your ideas and help are welcome in making Foskett Ranch a better place for students to learn and grow. Sign up to help with an event or volunteer in the classroom, shop for supplies, donate items for upcoming events, take photographs for the yearbook, etc. We'd love to have your assistance. To learn more attend the PTO meetings, held monthly on the first Wednesday of each month, or contact PTO at [ptofres@yahoo.com](mailto:ptofres@yahoo.com).

## **Personal Property**

Please keep personal property, including toys, balls, games, or electronic games at home unless prearranged and approved by the teacher or school administration. The school cannot assume responsibility for damaged, lost, or stolen personal items.

## **Student Information**

Each year parents/guardians are asked to complete a student information/emergency information listing the names and telephone numbers to be used if it is necessary to contact parents/guardians or other designated



adults during the school day. Please update this information before school begins each year by visiting <https://powerschool.wpusd.org/public> and creating an account. Once logged in click on “Form” on the left navigation of the screen then on the “Enrollment” tab to complete the process and update at any time. **Students cannot be released to individuals not listed on their emergency cards.**

Due to the confidentiality of student information, school staff members are not allowed to give out any information (phone, address, etc.) to individuals not listed on the student’s emergency card. This includes giving out information for class parties, etc. If there has been a parent/guardian separation, we cannot withhold information from a parent/guardian unless legal documents are on file. Please speak with an office staff member if you need further information.

## **Student Study Team**

Students experiencing difficulties with academics, attendance or behavior may be referred to our Student Study Team (SST). The group is made up of teachers, the student’s parent(s)/guardian(s), and the principal who work together to develop an intervention plan to better meet the student’s particular needs. Parents/Guardians may request a Student Study Team meeting by contacting the office if they have concerns about their student’s progress.

## **Telephone**

The use of the school phone by students is limited to emergency use only. Thank you for communicating after-school plans before your student’s departure to school.

## **Textbooks**

Each student is responsible for maintaining the condition of any textbooks/classroom materials assigned to them and for returning all assigned materials to the teacher at the end of the school year or when transferring. Report cards may be held until all books (including library) and materials are returned or debts otherwise cleared.

## **Travel Study/Independent Study**

Students who are going to be out of school may be eligible for Travel Study. The program requires a contract signed by the parent/guardian, teacher, and administrator. The teacher will provide the assignments to be completed and **they must be returned on the day the student returns to school** to receive attendance credit based on the amount of work completed.

A Travel Study, specifically for travel/vacation, must be requested at least **five school days before** the planned absence to give teachers time to prepare materials for the student.

Travel Study Contract forms are available in the school office or can be emailed to you. Travel Study Contracts for travel are not available during the first or last two weeks of the school year. Students can only receive attendance credit under travel study contracts for a total of fifteen (15) days during a school year. Absences over fifteen (15) days are not eligible for attendance credit per CA ed code.

## **Tobacco-Free School Site**

All schools and district facilities are tobacco, alcohol, and drug-free sites. The use of tobacco, alcohol, or drug products is prohibited within any district property, facility, or vehicle. This prohibition also applies to all individuals attending events on school campuses or representing the district at school-sponsored activities (such

as field trips) held at locations other than district property.

## **Volunteers and Visitors**

Research has shown a student's success, and overall effectiveness of the school can be enhanced through family and community involvement. As a result, we welcome and encourage volunteers at school.

All volunteers and visitors are required by penal code law to sign in/out on the visitor log in the office. We ask volunteers and visitors to wear a visitor identification sticker or badge while on campus to ensure accountability and safety.

There are times when a volunteer may see or hear something in a classroom or on campus regarding a student's academic progress, a discipline issue, or other matters and this must be kept confidential. Therefore, we ask volunteers to be aware individual student information should not be discussed with anyone other than the appropriate school officials.

District policy indicates all volunteers are required to have a current T.B. test on file and a Live-Scan fingerprint check. For more information please visit <https://www.wpusd.org/departments/personnel/volunteers>.