

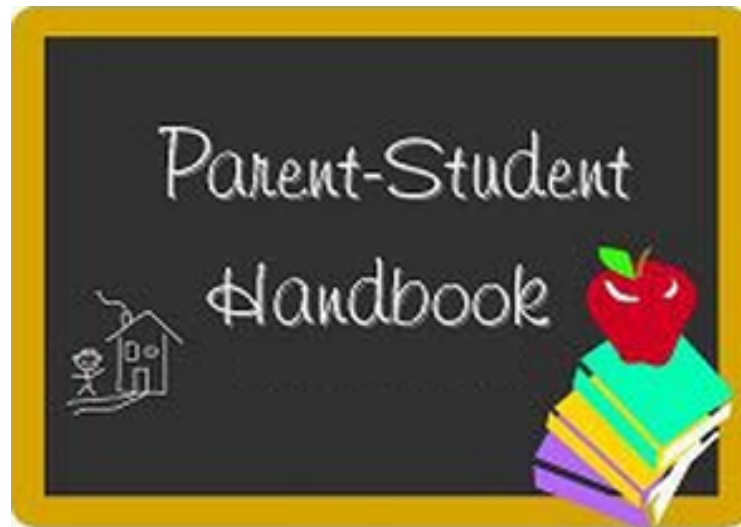
# NATOMA STATION ELEMENTARY SCHOOL



Home of the Cheetahs



## Parent/Student HANDBOOK 2024-2025



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## **School Vision and Mission:**

### **NATOMA STATION ELEMENTARY SCHOOL'S SHARED VISION STATEMENT**

Natoma Station Elementary School is committed to creating an inclusive, student-centered community where students are empowered to perform at their personal best.

### **NATOMA STATION ELEMENTARY SCHOOL MISSION STATEMENT**

Our shared mission is to, "Educate and empower all students in a productive, respectful, and inclusive manner to instill a sense of empathy, perseverance, and purpose in contributing to our community." As a collective staff, we commit to setting high expectations for all students and to working collaboratively to support their growth in academic and social emotional competencies. A focus on building relationships amongst staff, students, and families to promote lifelong self-efficacy through an emphasis on culturally responsive practices, restorative practices, and maximizing student engagement will help build a school where students and staff grow and learn together.

Natoma Station Elementary School embraces the Folsom Cordova Unified District (FCUSD) vision statement which states:

### **VISION STATEMENT**

Empowering all students to thrive through educational excellence.

### **MISSION STATEMENT**

FCUSD is committed to providing excellence in educational programs that carry high expectations for each student's success. In collaboration with our community, the mission of FCUSD is to ensure all students demonstrate high levels of learning through our commitment to continuous cycles of improvement, transformative social emotional learning, and engaging, culturally responsive instruction.

# Natoma Station Elementary School 2024-2025 School Year

## DAILY SCHEDULE (Monday, Tuesday, Wednesday, Friday)

<b>Preschool (Monday - Friday)</b>	AM: 8:15 am - 10:54 am PM: 12:06 pm - 2:45 pm
<b>Transitional Kindergarten (AM)</b>	8:15 am - 11:36 am
<b>Grades K-5</b>	8:15 am - 2:45 pm

## EARLY RELEASE DAYS - THURSDAYS

K – 5th Grade	8:15 am - 1:15 pm
Collaboration Time for Teachers	1:30 pm - 2:45 pm

## RECESS SCHEDULE (15 min)

Grades 1	9:15 am - 9:30 am
Kindergarten	9:30 am - 10:00 am
Grade TK	9:10 am - 9:30 am
Grade 2	9:45 am - 10:00 am
Grade 5	9:30 am - 9:45 am
Grade 3	10:00 am - 10:15 am
Grade 4	10:15 am - 10:30 am

## LUNCH SCHEDULE (45 min)

TK - AM 11:36 am - 12:00 pm (lunch is optional - Expanded Learning Staff will supervise their students)		
Grade 1	11:20 am - 11:45 pm (lunch)	11:45 pm - 12:05 pm (recess)
Grade K	11:35 am - 12:00 am (lunch)	12:05 pm - 12:20 pm (recess)
Grade 3	11:50 am - 12:15 pm (lunch)	12:15 pm - 12:35 pm (recess)
Grade 2	12:05 pm - 12:30 pm (lunch)	12:30 pm - 12:50 pm (recess)
Grades 4	12:20 pm - 12:45 pm (lunch)	12:45 pm - 1:05 pm (recess)
Grade 5	12:30 pm - 12:55 pm (lunch)	12:55 pm - 1:15 pm (recess)

## WIN SCHEDULE (Grades K-5 **FOUR** days/week - Monday, Tuesday, Wednesday, Friday)

Foundational Reading (M-F) 1st and 2nd	8:30 am - 9:15 am
Foundational Reading 3rd	8:30 am - 9:00 am
RTI Tier 3 Support / Support with ASSESSMENTS	9:15 am - 9:45 am
Foundational Reading 4 & 5	9:45 am - 10:15 am
Kindergarten	10:30 am - 11:00 am
Grade 3	11:00 am - 11:30 am
Grade 2	11:30 am - 12:00 pm
Grade 5	12:00 pm - 12:30 pm
Grade 1	1:15 pm - 1:45 pm
Grade 4	2:00 pm - 2:30 pm

## MUSIC SCHEDULE

Mondays & Thursdays	4th Grade - 10:30 am - 11:05 am 5th Grade - 11:10 am - 11:45 am
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## Preschool Non-Student Days

8/15, 9/5, 10/3, 11/7, 12/5, 1/9, 2/6, 3/6, 4/3, 5/1
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## REGULAR MINIMUM DAYS

REGULAR MINIMUM DAYS (10/11, 11/18-11/22, 12/20, 4/11, 5/27-5/28)

K – 5th Grade	8:15 am - 1:21 pm
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## SUPER-MINIMUM DAYS

SUPER-MINIMUM DAYS (11/1, 2/14, 5/23)

K – 5th Grade	8:15 am - 11:38 am
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**It is important that your child attends school and is on time every day. Valuable learning time is lost when your child is absent or comes to school late. Drop off starts at 8:00 a.m. every day and breakfast begins at 7:45 AM for all students in TK - 5th grades. No early drop-off, please. Walking club starts at 8:00 AM on our blacktop.**

**Be sure to call our office if your child is sick or will not attend school: 294-9145, press 1 for attendance to leave a message.**

## **VOLUNTEER PROGRAM**

Welcome to the Natoma Station team! You can make a difference in a child's life. With your help, each student's opportunity for success and achievement will be enhanced.

There are many reasons to volunteer. First and foremost, YOU can truly make a difference. Please consider the many options you have as a volunteer at our school. You may assist in a variety of ways: in the classroom, library, office or do at home projects. You may also help by being a chaperone on field trips or working with the PTO. It is important that you enjoy what you are doing in the volunteer capacity.

The Folsom Cordova Board of Education and Natoma Station Elementary encourage parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our school enrich the educational programs and strengthen our school relationship with homes, businesses, public agencies and private institutions. The presence of volunteers in the classroom and on school grounds also enhances supervision of students and contributes to school safety.



**Volunteers must complete a Volunteer Application, have DOJ Clearance (fingerprinted), and have a current negative T.B. test on file. Please do not bring other children if you are volunteering in the classroom, on field trips, or for special activities during the day. You may not go on field trips or help at school without completing the Volunteer Application process. Please check in to the office if you are volunteering on campus.**

Please work with your child's teacher to arrange times to volunteer or let her/him know if you would like to help by bringing things home to prepare for the teacher. All volunteer appointments/assignments should be made at least 24 hours in advance.

If you would like to share your time, expertise or services with our school, please contact our Parent Coordinator, Courtney Hvosta, [chvostal@fcusd.org](mailto:chvostal@fcusd.org) and do not forget about joining our PTO!

### **WAYS YOU CAN VOLUNTEER**

Classroom Helper	Clerical
Field Trips	Site Council
P.T.O.	English Language Advisory Council
Library	Science Docents



Green Team

Garden Docents

Great Artists Art Docents

And many more ways.... Please contact your child's teacher or our parent coordinator if you are interested in volunteering in any capacity.

## **PTO**

Parents play a vital role in our learning community. Our PTO supports many events at Natoma Station and fundraises in order to provide supplemental classroom resources. We welcome our officers for the **2024-25** school year.

### **PTO Board Members**

**PRESIDENT**

**Jenn Gomez**

**VICE PRESIDENT**

**Margaret Whitehurst**

**SECRETARY**

**Michelle Leister**

**TREASURER**

**Caecilia Todd**

**FINANCIAL Secretary**

**Jen Lee**



### **PTO Event Chairs**

**CHEETAH CHASE**

**Dave Ochoa and Courtney Hvostal**

**COMMUNICATIONS**

**Courtney Hvostal**

**MEMBERSHIP**

**Caecilia Todd**

**SPIRIT WEAR**

**Jennifer Gomez**

**SPIRIT NIGHTS**

**Jeff Dougherty**

**FIELD DAY**

**Open**

**ART COORDINATOR**

**Open**

**TEACHER APPRECIATION**

**Lydia Stullman**

**FAMILY EVENTS**

**Lydia Stullman**

**PHILANTHROPY**

**Stephanie Cantu**

**ROOM PARENT COORDINATOR**

**Margaret Whitehurst**

**DOOR MONITOR**

**Megan King**

**FALL FESTIVAL / TRUNK OR TREAT**

**Nicole Ball, Brianne Morales, Paul Ganley**

**YEARBOOK**

**Open**

**BOOKFAIR**

**Margaret Whitehurst, Jenn Gomez**

**Movie Night**

**Mary Swick, Jenn Gomez**

**BOOK VENDING MACHINE**

**Emily Ochoa, Courtney Hvostal**

**INTEL COORDINATOR**

**Dave Ochoa**

## **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 learning disruptions. Please note that visits / observations are limited to 30 minutes only. Beyond that time limit requires appropriate volunteer paperwork and clearance.

## **HOME/SCHOOL COMMUNICATION**

Every effort is made to ensure that regular communication occurs between school and home through **FRIDAY FOLDERS, digital flyers, and many other forms of communication, including our Cheetah Bytes digital schoolwide newsletter which is shared weekly through ParentSquare**. Our Cheetah Bytes online newsletter is shared with families weekly on Friday evening. You can access recent copies of Cheetah Bytes on our website: [Cheetah Bytes Newsletter](#)

Friday Folders contain paper flyers of upcoming events and school information. This year, parents will

have to opt in to receive paper communication. Otherwise, all communication will be made by sharing digital flyers with families.

ParentSquare is a new communication platform that we are using this year. ParentSquare allows for two-way communication and includes a mobile app that parents can download on their phone. In addition, ParentSquare offers two-way translation in over 100 languages that automatically translates messages from the sender to the recipient in the parents' preferred language.

The Natoma Station school office is open between the hours of **7:30 a.m. and 4:00 p.m.** Teachers and staff check their email daily making this an effective way to communicate. Teacher emails are available on our school website, which is updated regularly <https://www.fcusd.org/nse>.

### **Supporting Academics**

Parents/guardians are our most important partners. Below are some things that you can do to partner with us to ensure that your child thrives in school.

- ◆ Attend our Back to School Night
- ◆ Make sure your child attends school every day, unless ill. Please phone the school office (294-9145 Ext.1) on the day of your child's absence. In most cases, if your child is not well enough to take part in all school activities, they should be kept home.
- ◆ Be sure your child has a nourishing breakfast before coming to school or drop them off early so that they can eat breakfast at school.
- ◆ Read with or to your child daily.
- ◆ Teach your child responsibility by supporting him/her to share ownership of daily homework assignments.
- ◆ Ask your child to share one thing (s)he learned each day.
- ◆ Review the Friday Folder every week. Return all paperwork and forms as requested.
- ◆ Take good care of books and materials and return them to school in good condition. There will be a charge for damaged or lost books and materials.
- ◆ Designate a place for your child to do homework and to keep their backpack and other school items.
- ◆ Conferences will be scheduled at the end of trimester 1 and as needed to review your child's progress.
- ◆ Report cards will be issued three times a year for all students in kindergarten through 5th grade. Be sure that you understand your child's progress and reach out to your child's teacher if you have any questions.
- ◆ If questions arise pertaining to class work or assessments, contact your child's teacher as soon as possible.

### **Visiting School**

- ◆ Guests must schedule a time with the teacher 24 hours in advance.
- ◆ All visitors must check-in using the Raptor platform at the main office and obtain a visitor's pass. Before leaving campus please return to the office to sign out.
- ◆ Parents are not permitted to observe classrooms in which they do not have a student enrolled.

### **Bringing Items To School**

- ◆ Scooters and bicycles must be kept in the bicycle storage area. Please walk your scooter or bicycle when you're on campus. Students must wear a helmet when riding a bicycle or scooter to and from school.
- ◆ Encourage your child to keep feet and clothing dry during the wet season.
- ◆ Sticks, pointed objects, toys, and play weapons, are not to be brought to school. Please leave such things at home. Your child may be disciplined for bringing dangerous items to school.



◆ Many parents wish to send items to school for their child's birthday. Please be mindful and speak to your child's teacher before sending food or drink as a birthday treat since some students have allergies to certain foods. We recommend sending a small trinket, such as a pencil, bracelet, etc., but we ask that you check with your child's teacher first. Presents, balloon bouquets and other such items will not be delivered to your child's classroom. Do not pass out invitations at school unless the **entire** class is invited.



### **District English Language Advisory Committee**

The District English Language Advisory Committee provides communication of information and ideas between parents and district staff regarding programs, policies, and initiatives. It assists parents in becoming better informed about district goals and programs. It helps policy-makers better understand the needs and goals of parents and students. Dates of meetings will be on monthly calendars. Parents of all students in the Folsom Cordova Unified School District are encouraged to attend. Each school site and program designates one to two representatives, one staff member and one parent or guardian, to be active participants. District policy-makers (senior staff, board members, principals) attend on a regular but rotating basis. Child care is provided at a student care facility on-site or at a nearby school. There is no cost to the parent. For more information please contact the district office. Parents will have the opportunity to:

- ❖ become better-informed about our district's programs and priorities;
- ❖ learn more about national and state standards;
- ❖ provide direct feedback to policy-makers about programs and policies;
- ❖ develop knowledge about the district's financial concerns, constraints, priorities, and spending choices;
- ❖ ask questions and express concerns in an open atmosphere; and,
- ❖ help decide future topics.

### **School Site Council**

In our district, all schools with grades K-8 have a School Site Council. The school and community work together to develop and refine goals for the school plan and commit a budget to support the goals. The decision power is balanced between staff and non-staff. We have 10 voting members: 5 are staff members (principal, 3 teachers, parent coordinator) and 5 are non-staff members (parents, community members). Each person has one vote. The plan and the budget must be decided by a vote of the Council. If you are interested in being part of Natoma Station's School Site Council, contact our Principal, Vickie Boudouris - [vboudour@fcusd.org](mailto:vboudour@fcusd.org) or our Parent Coordinator, Courtney Hvostal - <mailto:chvostal@fcusd.org>. As a School Site Council member, you will:

- attend 6 meetings per year;
- learn about state standards, evidence-based instructional approaches, and effective programs;
- get to know the priorities, goals, and programs at our school;
- form and share an opinion on what kinds of improvements would help our school;
- prioritize needs and negotiate compromises; and,
- vote on the school plan and the school budget.

### **Student Insurance**

The Folsom Cordova Unified School District does not carry insurance for accidental injuries sustained by a pupil. Insurance coverage may be arranged through individual policies, group insurance, or through a voluntary insurance program. The district does not recommend any particular program. At the beginning of each school year, current information regarding a voluntary student insurance program is distributed



to all parents. Please read all insurance information carefully and if in doubt, contact your insurance agent or family physician.

## **Bicycle Safety**

Riding a bicycle to school is a privilege designed for students. Provisions are made to safeguard bicycles at school, but the school assumes NO RESPONSIBILITY if yours is damaged or stolen. The following rules are for the bike riders' safety. If there are repeated violations of these safety rules, the rider will lose the privilege of riding to school.

- Students in grades K-2 should not ride without a responsible person.
- Obey all traffic laws. Ride defensively. Watch out for all traffic and **wear a helmet.**
- Upon arrival at school, dismount and walk your bike directly to the bike racks. NEVER ride your bike on any sidewalk, in the hallways or in a parking lot.
- Bicycles and scooters are not allowed in the classroom or pod hallways.



## **CAFETERIA/BREAKFAST & LUNCH PROGRAM**

Breakfast and lunch are offered free of charge for all students enrolled in FCUSD schools. Link for breakfast and lunch menus: [HERE](#).

Students leaving the school campus for lunch are required to be signed out and in by a parent/guardian in the front office.

Regular Lunch Schedule		Super Minimum Day Lunch Schedule	
TK	11:36 - 12:05		
K	11:35 - 12:20	10:30 - 10:45	Grades TK, K 1st
1st Grade	11:20 - 12:05	10:50 - 11:10	Grades 2 & 3
2nd Grade	12:05 - 12:50	11:15 - 11:30	Grades 4 & 5
3rd Grade	11:50 - 12:35		
4th Grade	12:20 - 1:05		
5th Grade	12:30 - 1:15		

## **Lunch Procedures**

Every child is entitled to appropriate conditions for enjoying lunch. All school rules apply in the lunchroom. In addition, students must follow these procedures:

1. Students will walk into the cafeteria and line up to be served. While in line, students will walk quietly, keeping their hands and feet to themselves. Students with lunches from home will go directly to their assigned seating area.
2. Students will serve themselves from the salad bar. Students will take only as much food as they intend to eat at lunch. Encourage your child to serve themselves at least 2 or more different types of fruits and/or vegetables. After getting their lunch, students will go to their assigned seating area.
3. During lunch, students are encouraged to talk to the people sitting near them using an "inside voice" or voice level 1-2.
4. During lunch, students will remain seated. Students must raise their hand and get adult permission to use the restroom.



5. For the safety of everyone, students may not trade or give away food at any time.
6. Students will clean their eating area before being excused by a yard supervisor.
7. As each group is excused to line up, students will throw away their food into the garbage cans. This year we are recycling food waste and other recyclables. After students sort their recyclables, they will then walk quietly to the line up area and wait calmly in line to be dismissed for recess.

## **DISCIPLINE POLICY**

Our goal is to nurture positive relationships between all members of our school community in order to continue to build upon a positive school culture and climate where everyone feels cared for, valued, and included. This year, we have continued to provide additional training for our teachers in the Responsive Classrooms approach. The Responsive Classrooms approach focuses on the importance of building positive relationships between all members of our classroom and school communities and to ensure that everyone feels a strong sense of belonging. In addition, expectations and routines are explicitly taught, modeled, and practiced. This creates a safe and respectful environment in which all students are held accountable for their words and actions and can engage in active learning. In addition, we have clear school wide expectations which are taught and reinforced throughout the year. These clear expectations and procedures ensure that all students, staff, and families can enjoy a healthy school experience. We have 3 behavior expectations at Natoma Station. Research has shown that students understand and follow a smaller number of clear expectations. The expectations are as follows: I Show Respect. I Make Good Decisions. I Solve Problems. We have explicitly taught students what these expectations mean in the different spaces on our campus including the bathrooms, hallways, in classrooms, in the multipurpose room, and on the playground at recess. Students have also been taught sign language for the three behavior expectations. These expectations are posted throughout our school and are further explained in class during our Morning Meeting time. Students who are “caught” following/demonstrating the behavioral expectations are recognized by all adults on campus by earning a Cheetah Champ. Student names are selected by classroom teachers each week and winners are announced over the intercom and shared with families in our online Cheetah Bytes newsletter. Students also receive a small certificate and prize.

When students do not abide by behavior expectations, we follow a progressive, instructional, and restorative approach to discipline which includes implementing targeted interventions for students who are repeatedly not meeting behavior expectations. Interventions include participation in behavior academies and/or social skills groups, for the duration of 6-8 sessions, and having access to an alternative recess space. In addition, students are given appropriate consequences if their behavior warrants this. Factors that determine appropriate consequences may include, but are not limited to, writing a written reflection, asking the student to fulfill a service contract, holding a parent and/or student conference with the administrator and/or classroom teacher, or time away from the classroom if the student is creating an unsafe learning environment.

## **Character Trait Focus**

Each month we will focus on a character trait that will build our students’ academic and social-emotional skills. We integrate the monthly character trait by embedding academic and social activities that teach the trait throughout the month. At the end of each month, one or two students who exemplify the monthly character trait are recognized from each classroom. They are awarded a certificate, a small prize, and they get to have a special lunch with the Principal.

## **Natoma Station Dress Standards**

Dress standards at Natoma Station are designed to contribute to a safe and positive learning environment and follow the Folsom Cordova Unified School District Dress Code. Students not adhering to the general rules will be asked to change. The following dress regulations will be enforced. Students are to dress appropriately in durable, washable clothing that makes it possible to participate in a variety of school activities:

- Federal Health Law states that shoes are to be worn at all times. Flip-flops, roller shoes or shoes without a back or strap are not safe to wear at school. Soles on shoes should be flat and not more than an inch high. Students should be able to participate in physical education activities in shoes worn to school.
- Bathing suits cannot be worn as school attire.
- Shirts or hats that display any inappropriate message or logo are not allowed.
- Make-up shall not be worn to school except for specific dress up days.
- It is recommended that all outer clothing (coats, sweatshirts and jackets) be properly marked with the name of the child. Many jackets and sweaters are lost during the school year and we are often unable to locate the owner.

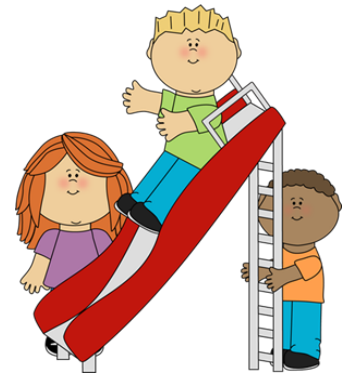
### **Playground Rules**

Students are expected to follow the three behavior expectations:

- I Show Respect
- I Make Good Decisions
- I Solve Problems

Students should also do the following:

1. Get drinks and use the restroom during recess.
2. Keep hands, feet, and other objects to themselves.
3. Use kind words.
4. Take care of the equipment and put it back at the end of recess.
5. Include others.
6. Invite kids to play from the Buddy Bench.
7. Stop when others tell you to stop.
8. Tell others what you need calmly.
9. Tell an adult if someone is hurt or isn't being safe.
10. Tackling, tackle football and wrestling are not allowed.
11. Kickball and soccer must be played on the grass when the field is dry.
12. Jump ropes are for jumping only.
13. Be aware of others.
14. Take turns.
15. Games are to be played according to agreed upon game rules.
16. Walk in the bark area.
17. Use of equipment:
  - a. Do not climb fences, buildings, or trees.
  - b. Use the zipline once and then go to the back of the line.
  - c. Students must keep their hands on the bars at all times - no hanging by knees.
  - d. Do not walk up the slide.
  - e. Do not block the bottom of the slide.
18. When the warning whistle blows, stop, put any equipment you were using away and walk to your line.
19. Listen to yard supervisors and follow directions at all times.
20. Snacks must be eaten in the designated areas.



We have included large banners at each of our playgrounds to support students to be able to calm themselves if they are feeling frustrated or upset, want to apologize to a peer, and/or ask to join in play.

## **PHYSICAL EDUCATION**

On the days your child has physical education, have him/her wear appropriate shoes for physical activities and bring a water bottle with his/her name on it. Please send a note to school if your child is sick or injured.

## **STUDENT COUNCIL**

Students **in grades 4 & 5** may run for Student Council Officer Positions. Positions include President, Vice President, Recording Secretary, Corresponding Secretary and Publicist. Student Council Officers must keep up with classwork and homework assignments, attend monthly Student Council meetings regularly, and consistently follow our school wide behavior expectations. In addition, each classroom (**grades 3-5**) will elect one student representative and one alternate to serve as class representative at Student Council meetings. These representatives will serve for the entire year.



## **INTEL**

Each year, Intel's Volunteer Grant Matching Program encourages its employees to volunteer their time at local schools. Our school receives monetary rewards for each hour an Intel employee works at Natoma Station. Intel parents volunteer their time on field trips, in the classroom, at school events, and by participating in the "PC Pals" program. If you are an Intel employee, please reach out to our parent coordinator, Courtney Hvostal <mailto:chvostal@fcusd.org> or our Intel Volunteer Coordinator, Dave Ochoa <mailto:dave.ochoa@gmail.com> to inquire about the many ways that you can volunteer your time at our school. Thank you Intel for the support you provide for our students!

## **GIFTED AND TALENTED EDUCATION**

Folsom Cordova Unified School District's GATE program is based on differentiated learning. Our purpose is to provide appropriate educational challenges for each child, to build an appreciation for the diversity within the classroom, and celebrate the successful learning of students. GATE identified children within the classroom are guided and encouraged to use accelerated materials, to investigate subjects more deeply, to broaden and enrich their experiences, and to explore some of their own creativity and individuality through their work.

## **STUDENT SUCCESS TEAM**

Our Student Success Team (SST) is made up of a team of caring and committed educators that collaborate closely to support all students to be successful. The team consists of classroom teachers, our Resource Specialist, our Intervention Teacher, our Speech Therapist, our School Psychologist, our Mental Health Specialist, our Behavior Support Provider, and the Principal. The team meets at the request of a teacher or parent for a concentrated problem-solving meeting. The team works together to develop additional academic, behavioral, and/or social-emotional interventions to assist students in having a positive educational experience at Natoma Station. Student progress is closely monitored and adjustments are made to ensure student growth and success.

## **NO BULLYING ALLOWED**

Natoma Station is a NO bullying school. We implement the Second Step



SEL program in all classrooms to build awareness about bullying. All adults on campus will be able to assist a child who is a target of bullying or observes bullying behavior.

Definition of bullying: ***BULLYING IS UNFAIR AND ONE-SIDED. IT HAPPENS WHEN SOMEONE KEEPS HURTING, FRIGHTENING, THREATENING OR LEAVING SOMEONE OUT ON PURPOSE.***

Bullying behavior may include repeatedly physically harming or threatening to harm someone, insults, name-calling, mean gossip and rumors, and social exclusion. It does not include unacceptable conflict behavior that arises from time to time. Disciplinary action will be taken in all cases.

The staff at Natoma Station Elementary School take a proactive approach to prevent bullying and harassment and to intercede when it comes to our attention. Since children usually engage in bullying behavior when adults are not present, it is important for students to inform their teachers or school personnel when this happens. Students are asked to practice **caring** for others by helping to make our school safe, orderly, and friendly for all students. The administration will handle bullying and harassment complaints very seriously, quickly, and with the utmost confidentiality in order to protect students. Please report bullying directly to your child's teacher or to the administration. Our WETIP program is another avenue to report bullying. Please check our website: [WeTip](#)

Sexual harassment, in any form, may result in suspension or expulsion (removal from the district). All students should understand that sexual harassment takes many forms and can consist of anything from teasing and name calling to gender-related comments. If a student witnesses any type of harassment, they should report it to teachers or the administration immediately.

### **Personal Property & Cell Phones**

The Folsom Cordova School District or Natoma Station Elementary School is not responsible for any damaged or lost personal property brought to school by a student. Toys, radios, electronic readers, and other electronic equipment, skates, skateboards, scooters, motorized equipment or personal property other than clothing are not to be brought to school unless requested by the student's teacher.



### **Electronic Devices Policy**

5131.8 Mobile Communication Devices: Students in grades TK-5 may not use cell phones, smartphones, smart watches or other mobile communication devices while on campus. Devices must be turned off and placed out of sight during the school day. Students who need to call parents may use phones located in the administrative office.

Please [CLICK HERE](#) for the policy in its entirety.

### **Library**

We are proud of our school library. Recently our book collection has been thoughtfully updated and expanded to include books that celebrate diversity, inclusion, and teach empathy and problem solving. We appreciate the excellent cooperation given by both students and parents in taking responsibility for the care in handling and returning library materials. A replacement fee will be charged for any damaged or lost items.



### **Field Trips**

If you would like your child to go on a bus or a walking field trip, we must have a Student Activity



Permission Slip on file at school before your child can be permitted to participate in such activities. Student Activity Permission Slips will be sent home by your child's teacher prior to each scheduled trip. IT IS IMPORTANT THAT THE PERMISSION SLIP BE RETURNED IN A TIMELY MANNER TO YOUR CHILD'S TEACHER. We cannot accept permission by telephone or handwritten permission slips. Our field trips are carefully planned to enrich the instructional program. 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.

### **Internet Access**

The internet is an electronic highway connecting computers in the district to thousands of computers all over the world. All Natoma Station classrooms have internet access. No student will be allowed to use the internet unless he/she has a signed permission form from the parent or guardian and only when working under the supervision of the classroom teacher. Learning internet etiquette and safety is very important. Therefore, it is necessary for you to thoroughly review the permission form and discuss it with your child before returning the form to school. The internet can be a powerful tool for learning. However, if it is used inappropriately, future access can be restricted or denied.



### **Telephone Privileges**

Please ensure that your child comes to school prepared with homework, musical instruments, and their lunch. Help your child develop independence by reviewing what he or she will need for the school day before leaving for school. This will be a valuable habit throughout life.



### **Transportation Rules**

**Purpose :** Rules and regulations for the transportation of pupils by district operated buses are established and enforced to ensure the utmost safety of those pupils being transported. The conduct of any pupil cannot be allowed to jeopardize an entire busload of children. The cooperation of parents, pupils, bus drivers and school administrators is required to achieve the desired results. The rules for pupil conduct are contained in the "Regulations and Laws Relating to Pupil Transportation in California" of the State Department of Education.

**Authority of the Driver:** Folsom Cordova Unified School District has adopted rules to enforce section 5 CCR 14103: Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en route between home and school or other destinations.



### **Bus Rules of Conduct**

**Seating:** Drivers may assign student seating, as they deem necessary. Pupils assigned to specific seats

may not move from those seats unless authorized by the driver. Pupils must sit up in the seat, face the front of the bus and keep feet out of the aisle so as to not interfere with other pupils entering or exiting the bus. For reasons of safety, while the bus is in motion students must remain seated

**Body Parts Outside of Vehicle:** Body, head or arms may not be extended outside of the windows at any time for the pupil's safety and possible damage to the vehicle.

**Other Pupils:** No pupil is permitted to verbally or physically abuse another pupil or their property.

**Noise Level:** Pupil may not cause noise nuisance on the bus. This includes playing loud music, whistling, yelling, loud talking, or inappropriate language.

**Animals:** Pupils shall not transport household pets or animals in the school bus.

**Hazardous Items:** Pupils may not transport articles of personal property, including helium filled balloons, that interfere with the safe operation of the school bus or block aisles. Under no circumstances shall a pupil block the emergency exit. The school district and its personnel are not responsible for items left on board the bus.

**Loading/Unloading:** Pupils are to load and unload in an orderly manner. Pupils required to cross the street must follow the directions of the driver. Students must cross only in the front of the bus and only at district approved student crossover stops when the red lights are activated.

**Food/ Eating:** No pupils may eat or drink aboard the bus, unless prior permission is received from the bus driver.

Please remind your child to get on and off the bus at the proper stop and obey all rules while on the bus.

### **Student Pick-Up and Drop-Off**

Pick-up and drop-off are challenging times at school sites. We are trying to move hundreds of students in and out of our campus safely and efficiently. Your cooperation is necessary in order for us to do that successfully.

There are three ways to drop-off/pick up your child if you are driving:

1. Use the yellow Hug N' Go Zone on Ashcat Way
2. Park your car and escort your child (or have your child walk) to and from school.
3. Arrange to pick up your student off campus if he/she is capable of walking to an off-site location and you feel it is safe, it is your choice to have them do so.



If you choose to park:

- Park on Natoma Station Drive and have your child enter campus from the gate adjacent to the blacktop at the back of the school.
- Park on Turn Pike Drive and walk your child to the front of the school / kindergarten area.
- Park on Ashcat Way (not in the yellow Hug N' Go Zone) and walk your child to the main gate on Ashcat Way.

Please ***DO NOT:***

- Honk or ask your student to run over to your car.
- Leave your car unattended in the pick-up/drop off zone Hug N' Go Lane.
- No drop off at the front parking lot of the school near the administration building. This area is for bus loading and unloading only. We now have three reserved visitor parking spots if you have an appointment with your child's teacher or need to pick up your child during the school day. Please use the assigned visitor parking spots.

Guidelines for student pickup and drop off are found in this document: [NSE Student Pickup and Drop Off Guidelines and Procedures](#)

I appreciate your courtesy and respect during pickup and drop-off times. **Board Policy 1313 requires**



## ***civility on the part of parents and school personnel.***

### **Frequently Asked Questions:**

Q: Can I arrange to pick up my student off campus? A: Yes. If your student is capable of walking to an off-site location and you feel it is safe, it is your choice to have them do so.

Q: Why can't I drop off my child in the main parking lot off of Turn Pike Drive? A: This is a bus and day care van loading zone only. Using this parking lot for pickup and drop-off would lead to congestion and delays in getting in and out in a timely way for everyone. Please use the visitor parking spots if you have an appointment with a staff member or need to pick your child up during the school day.

### **Homework Policy**



#### **PURPOSE:**

The purpose of assigning homework at Natoma Station School is to strengthen academic skills, reinforce previously learned ideas, and teach students responsibility.

Unfinished classroom work or work missed due to absence is not included in the school's definition of homework.

According to the research, in order to "get it right" homework should:

- Be brief.
- Tasks are research-aligned and standards-based.
- *Not* be a project.
- Reinforces skills ALREADY taught in the classroom. All work sent home should be at the student's independent level.

The amount of homework assigned shall be related to the maturity and ability level of the students in a given class. It is anticipated that the amount of time expected to complete homework shall not exceed 10 minutes per grade level. This homework guideline does not include daily reading at the student's independent level. Homework will generally be assigned on a Monday through Thursday or on a weekly basis. Assignments of longer than a day's duration should include checkpoint monitoring.

### **Attendance**

Good attendance is the first step in helping students become the best they can be. When students miss school, they miss out on valuable learning time. [Importance of Daily Attendance](#) Be sure your son or daughter gets to school on time, every day.

**California Ed Code 48205 states: ... a pupil shall be excused from school when the absence is :**

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric or chiropractic services.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California.
5. Exclusion from school.



### **Ed Code 48260 states:**

If a child cannot attend school, it is very important that the school office be notified. Please call (916)294-9145 and press Option 1 as soon as you know there will be an absence. This line is available 24hrs a day. It is necessary that each absence be cleared by a phone call or note from parents to meet state attendance regulations. Help us work together to maximize student potential by having your child attend school unless he/she is ill.

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for three full days in one school year, is tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or has any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. This is a state law.

***\* When possible please schedule medical, dental, and other appointments outside of the school day.***

### **Absences for Personal Reasons:**

The only reasons accepted as justifiable in this category are: 1) family emergency 2) court appearance 3) religious holiday.

### **Unexcused Absences**

Any absence that is not excused under the first two areas listed above will be marked unexcused. Common reasons for unexcused absences are: overslept, lost shoes, cars will not start, family errand, babysitting, etc.

### **Requests for Homework**

For a student illness of two days or more, parents may request homework. Call the office at least one day before the day you wish to pick up the assignments. The teacher(s) will have the work ready for you to pick up in the office after school the following day.

### **Independent Study**

If your child is going to be absent **3 OR MORE DAYS**, please contact your child's teacher or the office for an Independent Study Agreement Study Contract at least 10 days prior to the start of the contract.

***Teachers must have advance notice for Independent Study requests due to travel.*** We wish to have students keep up with their academic practice while on a trip or vacation during the school year. Your child may be required to complete additional work upon return to school in order to catch up with the progress of the class. Independent study can never fully replace all a student learns by attending school. Students are permitted up to 14 days total of independent study days in one school year.

### **Tardy Policy**

It is the responsibility of parents and students to develop a plan to ensure that students arrive at school on time. Late arrival of students affects classrooms in many ways including the following: disruption of the class, decreased learning time for all students and taking additional teacher time to help the student catch up with the rest of the class.

All tardy students must report to the office. The office will record tardies. When a student has a third recorded tardy, a letter will be sent home informing the parent of the tardies. Excused tardies may include, but not be limited to, a medical appointment, a late bus, illness, or an unusual circumstance. A parent running late is not an excused tardy. Please reach out to our office staff or our principal if you require additional support in getting your child to school on time.



## **Truancy**

Any student with excessive absences and/or tardies will be referred to our S.A.R.T. (School Attendance Review Team). This team meets with parents and students to strategize ways to solve the student's difficulty with regular, punctual attendance. If this is not successful, students are referred to the district's S.A.R.B (School Attendance and Review Board). A hearing will then be scheduled, and parents and student(s) are required to attend. Regular attendance is very important, and the Natoma Station staff members are committed to helping all students to come to school, on time, and ready to learn. Students should also remain in class all day.

State law requires that any child who has been absent without valid excuse more than three days or tardy in excess of 30 minutes of each of the three or more days in one school year shall be reported as a truant to the Office of Attendance and Welfare.

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

## **Arrival and Departure Time**

Students may not be dropped off earlier than 8:00 AM or 7:45 AM if they will be eating breakfast at school. Kindergarten students should be dropped off directly to their classrooms before the start of their day. All pupils are to leave the premises at dismissal time unless they are under the supervision of a certificated employee for an activity that has been scheduled and approved, and the pupils have received written permission from their parents or the parents have been notified by the school of such activity. Students and families may return to the school campus after 4:00 p.m. if they wish to use the playground equipment or blacktop.

## **Emergency Cards**

Parents or guardians are required by law (California Ed. Code 49408) to complete the Emergency Card information at the time of registration. Parents or guardians are also required to keep current the information as changes occur including, name of babysitter, employment location and phone number, addresses and other pertinent information. Without a current, valid phone number, we will be unable to reach you in an emergency. Please inform the school when there are changes in your child's emergency card information, including emergency contacts and of any pending custody case or similar cases in which the right of guardianship is in question.



## **Transfers**

Transfers of records are issued from the school office directly to the receiving school office. Parents may not carry student cumulative files to the new school. Notify the office as soon as possible if you are planning to move. A check-out form will be issued to give the next school current student information and progress. A copy of a child's immunizations may be requested at that time. Immunization records are required to register at any public school in California. Please note: we do not keep copies of your child's birth certificate.

## **General School Guidelines**

Please observe the following guidelines:



1. Be courteous.
2. Arrive at school no earlier than 8:00 AM or 7:45 AM if eating breakfast at school.
3. Walk on sidewalks/walkways.
4. Respect all school employees and students.
5. Obtain permission from the office to leave school grounds.
6. Sticks, knives, toy guns, such as air-soft pistols, BB guns, pointed objects, or objects that could be considered dangerous are not permitted on school grounds.
7. Personal items or toys are not to be brought to school without the permission of the teacher.
8. Fighting, play fighting, tackling or wrestling are not permitted at school or to and 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, poles, fire hydrants, or planter boxes is not permitted.
11. Digital communication devices may be brought to school, but must be turned off, put in a backpack and left there until dismissal.
12. Buying, selling or trading of any items at school is not allowed unless it is an approved school fundraiser.
15. Be responsible when using school property / equipment.
16. The Folsom Cordova USD and Natoma Station Elementary accept no responsibility for musical instruments, bicycles, or other expensive items brought to school.
17. Respect all student pickup and drop off procedures.

### **Folsom-Cordova Unified School District Suspension Policy**

The definition of “suspension” means removal of a pupil from classroom instruction for adjustment purposes. (California Education Code. Section 48625). A student may be suspended or expelled for acts which are listed below, and are related to school activity or attendance which occur at any time, including but not limited to:

- While on school grounds;
  - While going to and from school;
  - During the lunch period whether on or off campus; and,
  - During, while going to, or coming from a school sponsored activity.
1. Caused, attempted to cause, or threatened to cause physical injury to another person. a. Fighting b. Assault with a weapon is “an unlawful attempt, coupled with a present ability, to commit a violent injury to another person.” c. Battery is the “willful and unlawful use of force or violence on another person.” d. Caused serious physical injury to student, certificated employee, classified employee, security/peace officer, or other person.
  2. Possessed, sold, or furnished any firearm, knife, explosive, bomb or other dangerous object.
  3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 11053 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
  4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, (as defined in Chapter 2, 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.
  5. Committed or attempted to commit a. Robbery, defined as the taking of property in possession of another, from his person or immediate presence, and against his will, accompanied by means of force or fear. b. Extortion, defined as the obtaining of property from another, without his consent... accompanied by means of force or fear.

6. Caused or attempted to cause damage (vandalism) to: school property, student property, or employee property.
7. Stole or attempted to steal school property, student property, or employee property.
8. 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.
9. Committed an obscene act or engaged in habitual profanity and vulgarity.
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
11. Knowingly received stolen school property, student property, or employee property.
12. Possessed an imitation firearm ( a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm).
13. Committed or attempted to commit a sexual assault, as defined in Section 261,266 ©, 286, 288, 288 (a), or 289 of the Penal Code or committed sexual battery as defined in Section 243.4 of the Penal Code. 22
14. 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.
15. 48900.2 Committed sexual harassment, as defined in California Education Code, Section 212.5.
16. 48900.3 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.
17. 48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.
18. 48900.7 Made terrorist threats against a school official or school property, or both.

**IF YOU ARE THREATENED OR FEEL FRIGHTENED,  
TELL AN ADULT IMMEDIATELY**

Effective January 1, 1994, in conjunction with current California Education Code, section 48900 “dangerous object” classification includes:

- Any student found to have been in possession of an imitation or replica firearm (1) on the campus of any school, (2) on any district properties, (3) while going to or from school, or (4) at any school-sponsored activity, shall be immediately suspended and may be subject to expulsion from the district.
- An **imitation firearm** shall be defined as “firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm” (This includes, but is not limited to, metal, plastic or rubber “toy” guns.)
- A **replica firearm** is defined as “a device with the apparent capability of expelling a projectile by the force of air or an explosion and which is reasonably perceived by a person upon whom the device is drawn, or exhibited to, to be an actual firearm.” (This includes, but is not limited to, starter pistols, air guns, spring action guns, paint guns, or spot marker guns.)
- Possession of a knife with a blade measuring “1 ½” or longer constitutes grounds for consideration for expulsion from Folsom Cordova Unified School District.

**Teacher Referral**

A teacher may refer a student for any of the acts stated in district policy to the principal or to a certificated employee designated by the principal for consideration of the suspension from school.  
EC48910



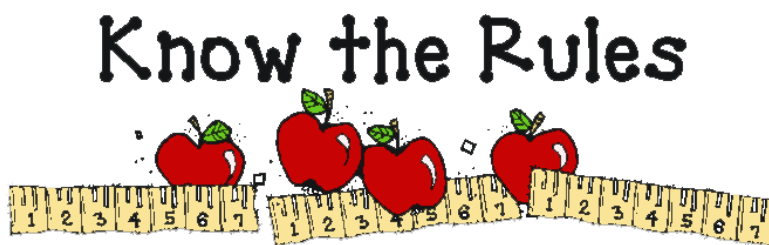
## **Suspension by Teacher**

A teacher may suspend any student from a portion of the school day for the day of the suspension and the day following, for any act stated in District Policy. (Elementary day is defined as a calendar day). If the student has more than one teacher, the student is only precluded from attending the suspending teacher's class. Prior to excluding a student from the classroom, the teacher must inform the student and parent/guardian which district policy the student has violated, that the teacher intends to suspend, and that the student has the opportunity to respond to the charges. As soon as possible, the teacher shall request a parent/guardian conference at which time the circumstances of the suspension and the data will be presented. Parents will be notified no later than the day after the suspension. EC 48910(a)

## **Suspension by Principal**

Suspension is used only after behavioral interventions have been implemented and documented. Suspension by principal or designee shall be preceded by a student conference. At that conference, that student shall be informed of the reasons for the disciplinary action and the evidence against him/her. In

addition, the student shall be given the opportunity to present his/her version and evidence in his/her defense. At the time of the suspension, the principal or designee shall make a reasonable effort to contact the student's parent or guardian in person or by telephone. Whenever a student is suspended from school, the parent or guardian shall receive notification in writing of the suspension. The notice shall contain a statement of the events leading to the decision to suspend, and a request that the parent or guardian attend a conference with school officials, including notice that state law requires parents or guardians to comply with such request without delay. EC48911



## **Emergency Suspension**

A principal or designee may suspend a student without affording that student an opportunity for a conference only if the principal or designee determines that an emergency situation exists. EC48911 23

## **Classroom Visitations for Suspended Students**

Current state law authorizes teachers to provide time for a parent or guardian of a student who has been suspended for reasons stated in EC489000.1c to attend a portion of a school day in the student's classroom. The principal will provide appropriate notification to a parent or guardian regarding the classroom visitation. EC 48900.1

## **Reasons For Expulsion**

The principal or the superintendent of schools may recommend expulsion for the acts enumerated in district policy (Causes for Suspension) and EC 48900.02, 48900.03, 48900.04 and 48900.7 or any of the following reasons:

1. Caused serious physical injury to another person; or willfully used force or violence upon the person of another.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.
3. Unlawfully possessed, used or furnished or been under the influence of any controlled substance.
4. Unlawfully offered, arranged, or negotiated to sell any material in lieu of controlled substance.
5. Committed or attempted to commit robbery or extortion.

## School Property

The school provides all books, papers, and other necessary supplies at no cost to the pupil. In return, children will be required to give particular care to books, desks, band instruments and all other school property. Parents will be required to pay for all lost or damaged school property as stipulated in California Education Code, section 48904, including text books, library books, and books sent home as part of our reading program. You will be notified of the price of the lost or damaged material as soon as possible. Report Cards and end of the year activities will be withheld if fines are unpaid.

## Personal Property

The Folsom Cordova School District or Natoma Station Elementary School is not responsible for any damaged or lost personal property brought to school by a student. Toys, radios, electronic readers, and other electronic equipment, skates, skateboards, scooters, motorized equipment or personal property other than clothing are not to be brought to school unless requested by the student's teacher.

## Requirements for the Administration of ALL Medication at School

**Please Note:** The school does not supply medication of any type. All medication needed to be taken at school must be provided by the student's parent or guardian. This includes all prescription and over the counter medication, including but not limited to aspirin and non-aspirin type pain relievers, cough drops, antacids, lip balms, sunscreen, creams, and ointments.

***Students are not allowed to have any type of medication in their possession at any time unless specifically stated in writing by a physician.***



Medication can be given to a student during the school day only if it is absolutely necessary to maintain that student in school. The school nurse or other designated school personnel will administer the medication to a student provided that the school office has received the following:

- A district medication consent form signed by the doctor (physician)
  - A district medication consent form signed by the parent/guardian
  - The medication is sent to school in the original “over-the-counter” or pharmacy prescription container.
  - Medication shall be brought to the school office by a parent, guardian, or designated adult.
- Refills of medication are the responsibility of the parent/guardian.
  - All medications shall be held in the school office, in a secure location, in the original container labeled with the student's name.
  - Parents need to be in constant communication with the office when their children are on daily medication, or at any time they are concerned, even if the medication is not given during 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 medications at the end of the school year or the leftover medications will be discarded.

***NO MEDICATIONS CAN BE GIVEN WITHOUT ADHERENCE TO THE ABOVE PROCEDURES!***

Asthma inhalers, Epi-pens and insulin are the **only** medications that may be carried and self-administered by students. ***A physician's written authorization is needed for a student to carry these medications.*** Students may not carry other over-the-counter prescription medications.



## **TOBACCO FREE SCHOOL POLICY**

***Effective July 1, 1995*** – It is the intent of the Folsom Cordova Unified School District Board of Education to comply with State Law (AB816). Therefore, the use of tobacco products is prohibited at all times on district property and in district vehicles. This prohibition applies to all students, employees, visitors and other persons, (District policy 1115).



### **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 a conflict. The complainant is the person affected or represents the person affected.

A parent complaint about a student should first be discussed with the teacher and then with the principal. If the complaint is not satisfactorily resolved, the next step is to file an official complaint with the District Compliance Officer through the Uniform Complaint Procedure. Direct the complaint to 1965 Birkmont Drive, Rancho Cordova, CA 95742-6407 (916)294-9025.

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

The time period for the district staff and/or Board response may not exceed 60 days. If the written report still does not resolve the complaint, the complainant may appeal to the California Department of Education within 15 days of the district report's 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 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 students, school and district advisory committee members, all district employees and other interested parties. This notice is provided in English and is also available in Spanish, Russian and Armenian on our district website. [www.fcusd.org](http://www.fcusd.org)

## **Non-Discrimination on the Basis of Sex Complaint Procedure**

Any student of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of sex may have experienced a violation of the district's nondiscrimination policy (Policy 2600), and may file a written complaint with the site level administrator within ten working days of the alleged discrimination. Further information regarding the complaint procedures (Policy 2600.4) is available through the school office.

## **Procedures for Filing Grievances Involving Categorically Funded Programs** (Such as Title 1)



Any person, including any parent of a pupil enrolled in a program under the categorical programs, may file a complaint in written form with the district alleging a matter which, if true, would constitute a violation of law or regulation governing such programs. (Folsom Cordova Board of Education 6128.01) A complaint should first be directed to the school principal. If the matter cannot be resolved at the site level within ten working days, the complainant should next contact the Director of Special Programs, either in writing or by telephone, to relay the problem. Upon failure of the Director to resolve the problem, the Director shall forward the complaint to the appropriate Assistant Superintendent to be resolved. Should this attempt also fail, the complainant

may complain to the Superintendent. The complainant must specify in writing the details of the complaint, together with any relevant facts and dates, and sign the correspondence.

The district superintendent or designee, upon receipt of the complaint, shall investigate the complaint and report the disposition to the school board within thirty working days. If the complainant is not satisfied with the Local Education Agency (the school district and Board of Education) resolution of his/her complaint, he/she may appeal to the State Department of Education within thirty days of the complainant's receipt of the final written report. In this case the State Department of Education will request a report from the local school district, which shall be forwarded within ten days of the district's receipt of the request.

## **Nondiscrimination/Sexual Harassment/Complaint Process Statement**

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

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

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date

when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 days. (5 CCR 4630)

## **SEXUAL HARASSMENT**

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

- A. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting when:
1. Submission of such conduct is made either expressly or by implication, a term or condition of a student's academic status, or progress.
  2. Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting the individual.
  3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or of creating an intimidating, hostile, or offensive educational environment or of adversely affecting the student's performance, evaluation, advancement, or any condition of education, or career development.
  4. Submission to, or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors programs available at or through Folsom Cordova Unified School District.
  5. Sexual harassment also includes any act of retaliation against a student for reports of violation of policy or regulations or participation in the investigation of a sexual harassment complaint.
- B. Other examples of sexual harassment, whether committed by a student, supervisor or any non-supervisory District personnel, are:
1. Continued unwelcome sexual flirtations or propositions; after the individual performing such acts has been instructed to stop;
  2. Verbal abuse of a sexual nature;
  3. Graphic verbal comments about an individual's body;
  4. The display in the educational or work environment of sexually suggestive objects of pictures.

## **ADMINISTRATIVE RESPONSIBILITY**

Each principal and teacher has the responsibility of maintaining an educational and work environment. This responsibility includes discussing this policy with his or her students and assuring them that they are not required to endure sexually insulting, degrading, or exploitative treatment or any other form of sexual harassment.

# Folsom Cordova Unified School District

## 2024-2025 Nondiscrimination 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, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For questions or complaints, contact:

**Jim Huber, Ed.D., Assistant Superintendent, Educational Services**  
**Compliance Officer, Section 504 Coordinator, ADA Coordinator (students)**  
**jhuber@fcusd.org**  
**916-294-9000 x 104580**

**Shannon Diaz, Director of Compliance**  
**Compliance Officer and Title IX Coordinator**  
**sdiaz@fcusd.org**  
**916-294-9000 x 104415**

**1965 Birkmont Drive**  
**Rancho Cordova, CA 95742**

The Folsom Cordova Unified School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the Folsom Cordova Unified School District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The District Title IX Coordinator is:

Shannon Diaz, Director of Compliance  
Compliance Officer and Title IX Coordinator  
sdiaz@fcusd.org  
916-294-9000 x 104415  
1965 Birkmont Drive  
Rancho Cordova, CA 95742

The District nondiscrimination policy can be located at:

<https://www.fcusd.org/district/about-us/nondiscrimination-statementpolicy>

The District's nondiscrimination complaint procedures can be located at:

Students: <https://www.fcusd.org/departments/compliance/complaints/uniform-complaints>

Staff:

<https://www.fcusd.org/departments/compliance/complaints/nondiscrimination-in-employment>

To report information about conduct that may constitute sex discrimination or sex-based harassment, or make a complaint of sex discrimination or sex-based harassment under Title IX, please refer to:

Students: <https://www.fcusd.org/district/about-us/title-ix-notificationsexual-harassment>

Staff: <https://www.fcusd.org/departments/compliance/complaints/sexual-harrassment-title-ix>

