FOLSOM-CORDOVA UNIFIED SCHOOL DISTRICT

Prospect Community Day School

Middle and High School



2024 - 2025

PARENT/GUARDIAN/STUDENT HANDBOOK

Home of the Falcons!

Period	Prospect M, T, W, F	Prospect Thursday
1	8:35-9:35 (60)	--
2	9:38-10:23 (45)	8:35-9:22 (47)
3	10:26-11:11 (45)	9:25-10:10 (45)
4	11:14-11:59 (45)	10:13-10:58 (45)
5	12:02-12:47 (45)	11:01-11:46 (45)
Lunch	**12:47-1:17 (30)**	**11:46-12:16 (30)**
6	1:20-1:50 (30)	--
7	1:53-2:38 (45)	12:19-1:04 (45)
8	2:41-3:26 (45)	1:07-1:57 (50)

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Prospect CDS Staff

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PROSPECT COMMUNITY DAY SCHOOL PHILOSOPHY

The primary focus of the Prospect Community Day program is to provide a safe and comprehensive day program that enhances personal responsibility and educational growth. Our job is to accept all appropriately placed students, identify and support development of positive replacement behaviors from those causing or contributing to students lack of success in a traditional school setting, and return them to a comprehensive program, positioned for success, at the earliest opportunity.

PROSPECT COMMUNITY DAY SCHOOL GOALS

- Provide a safe, healthy and positive learning environment.
- Rebuild students' positive relationship with their learning and school.
- Deliver high quality instruction and have access to curriculum, which promotes college and career readiness.
- Increase students' personal responsibility for his or her attendance, behavior, and education.
- Improve students' learning skills and academic performance.
- Improve students' ability to weigh options and make good decisions.
- Reduce truancy rates.
- Grow social emotional skills that will increase students' ability to be successfully restored to their comprehensive site.
- Make sure students are academically and emotionally on track to graduate.

PROGRAM OVERVIEW

Prospect CDS is a unique blend of academic courses and classroom instruction offered within the structure and discipline of a small school setting. The school contains a formal Middle School and High School, serving 7th through 12th grades. The program is organized as a Community Day School and, under law, could operate 12 months a year; however, currently we follow the regular FCUSD school year.

The average student is assigned to Prospect CDS for a semester or year, with the intent to have the student return to their home school. Students may leave Prospect CDS returning to the school from which they came when their Attendance, Behavior, and Grades (The 3 P's) meet or exceed program standards outlined on the students ADP contract. Student progress is monitored by staff throughout the year and officially "reviewed" at the end of the semester.

The desired outcomes for students attending Prospect Community Day includes: developing better decision making skills, learning the value of collaborative skills, recovering missing academic credit, learning more constructive ways to deal with adversity, becoming more self-reliant and responsible.

We have established several clear expectations for the behavior we expect in all areas of our school. We will teach those expectations to the students and reward and recognize them frequently for appropriate behavior, with the goal being to bridge from extrinsic motivation to intrinsic. Our school rules specifically address behaviors that support success at school and provide for a safe and nurturing school environment

with the ultimate goal of assisting students with "Making Review," so they can successfully transition back to their home schools.

The 3 P's

Be Present- I understand I need to have good attendance, grades, and behavior to make review and I commit to doing so. I will arrive to school on time and to each class on time every day. I will turn my phone into the office staff at the beginning of every day to avoid being distracted. I will come to school with an open mind and clear head.
Be Positive- I will keep my hands and feet to myself and avoid play fighting at all times. I will use school appropriate language and gestures with everyone. I will treat others with respect. I will dress appropriately and follow the dress code. I will follow staff directions the first time they are given and follow all school rules.
Be Productive- I accept that my choices have consequences, good and bad, and I will not blame others for those consequences. I will own my role in making review. I must have excellent attendance, positive behavior, and good grades (2.0, no F's). I will be the best student I can be by taking responsibility for my education. I will continue to be successful when I return to my school by continuing to practice these Prospect expectations.

PARENT/GUARDIAN INVOLVEMENT OPPORTUNITIES

- Attend New Student Entrance Orientation Meeting – Introduction and expectations of Prospect Community Day program and family partnership (required). ******Current IEPs are completed at the referring school prior to this meeting.***
- Make sure that the student has checked out of former school and all accounts have been cleared. *****Please bring a copy of check out grades to the orientation.** These are your child's grades and will be shared with teachers so as to give credit for work completed.
- Go over Progress Reports and Report Cards (end of each semester) – Help school staff remind your student the goal is to make review. Please be aware and review with students their grades, their behavior and ensure they are attending school.
- Attend Parent/Teacher Conferences – Reevaluation of expectations and goals; can be parent/guardian, teacher, or student cadet initiated; please make appointments, in advance, through the school office.
- Parents can access info about their student from parent portal website https://powerschool.fcusd.org/public/home.html
- **Parents/Guardians are responsible for clearing absences within 10 days of the absence.**

STUDENT INVOLVEMENT OPPORTUNITIES

- Classroom Involvement – participate in class discussions and activities; complete all class work; copy daily agendas; practice reasonable, respectful, and responsible behavior

- Homework Involvement –complete homework assignments and turn them in on time; obtain assistance when needed, either at home, or at school.
- Lunchtime Involvement – practice reasonable, respectful, and responsible behavior
- Intervention, PBIS and Social Emotion Learning – Active participate in 3rd period each day.
- Fun Friday – Earn the opportunity to be involved in extracurricular activities on Fridays.

STUDENT DRESS STANDARDS

1. **Close-toed athletic shoes must be worn for Physical Education class.**
2. Pajamas and bedroom slippers are prohibited.
3. Clothing must be worn as it was intended to be worn. Clothing must fit the individual wearing it and be designed as outerwear. Shirts must be worn as intended; not one arm only or wrapped around the student's head.

   Examples:

   - Overalls are to be properly fastened over the shoulders.
   - A belt must be tucked into the belt loops or pocket of pants so that it stays in place.
   - No under shirts may be worn as outerwear at any time.
   - Shirts and towels are not to be draped over shoulders, head or carried.
   - Sagging pants below the "hip" are not allowed. If needed a zip tie will be provided to hold up the pants.
4. **Sunglasses shall not be worn indoors.**
5. Students are expected to dress modestly so that personal parts of the body and underwear are appropriately covered.
6. Students are also expected to wear appropriate under-garments.
7. Shirts must be worn at all times.
8. Bathing suits, sports bras, tube tops, halter tops and see-through or fishnet fabrics are not appropriate school attire and may not be worn.
9. Students' clothing must be clean and free of offensive odor.
10. Clothing standards appropriate for shop safety, school activities, or field trips will be determined by the teacher(s) responsible.
11. **Any clothing, jewelry, accessory, notebook, personal belonging, or manner of grooming, which, by its color, arrangement, trademark, or other attribute, denotes membership in gangs or advocates drug, alcohol, sex or tobacco use, violence, or disruptive behavior is prohibited.**
12. Baseball caps may be worn to school, but it is the teacher's discretion whether they may be worn in class.
13. A style of dress or clothing with pictorial or written representation of anything dangerous, illegal, inflammatory, sexual, or vulgar as determined by school personnel may not be worn (i.e. Backwoods, Laugh Now/Cry Later Masks, "Players 69", "Players clothing", "Johnny Blaze", "Pimp", 8-Ball, dollar signs, Snowman, etc.).

CAMPUS RULES

Other School Campus: Students are to stay off of and away from all other FCUSD school campuses, including Kinney High, across the campus. All Prospect Students must be separate from Kinney students. This means not being on Kinney Campus or interacting with Kinney students (Education Code Section 48661 (a)).

Turn in items: In order to focus on learning academics and behaviors, and to create a safe environment. Students turn in all personal items to the front office before going to class. Contraband items that must be turned in include but are not limited to, illegal materials, purse, backpack, **cell phones, airpods, and other any electronic devices**, make-up and colored lip gloss, playing cards, dice, cameras (without prior approval), food, drinks (with the exception of a water bottle) sunflower seeds, and gum. Contraband will be confiscated and returned that day, and in some cases only returned to parent/guardian. Exceptions include gum, sunflower seeds, gang related / themed items, and gambling devices which are discarded; and offensive materials which may be returned only to parent/guardians.

Items/Materials which Violate State Law: Items which violate state/local laws include, but are not limited to, drugs, weapons, alcohol, explosive devices including fireworks and lighters, sexually explicit materials (notes, letters, photos, magazines, etc.), controlled substances including undocumented medications, over the counter medications, tobacco products and dangerous objects. Materials which violate state or local laws may result in disciplinary actions up to and including expulsion.

Social Rules: Prospect Community Day teaches and enforces commonly accepted social behaviors. Actions such as using profanity, spitting, primping outside restroom areas and acts of rudeness including gestures, are but some of the behaviors which will invite a staff intervention. ***Parents keep in mind that the "Rules" applying to Prospect Community Day also apply to the bus rides going to and from school. Failure to follow these rules may result in suspension from bus and or school.

Private Vehicles: The front parking lot is reserved for staff and visitors. Students must park their cars along the street. Students and visitors are not permitted to park in the parking lots across the street from the school or south of the school. They are on private property and vehicles parked there may be towed at the owner's expense. For the safety of staff and students, all students driving a car to school must possess a valid California driver's license and at least minimal liability insurance. **For their safety, students crossing Kilgore Road and/or Folsom Blvd. must use the crosswalks provided.** Neither the school district nor the school is responsible for any personal property brought onto school grounds.

Skateboards / Bicycles/ Skates/ Scooter

No skating or bicycling is allowed on campus. Students who ride bicycles to school should walk the bicycles from the campus entrance to the bicycle rack. Students are responsible for the security of their own bicycles, skates, skateboards and scooters. Bicycles and motor scooters must be parked at the bicycle rack, which is on campus. A lock is recommended. A skateboard rack is in the main office for skateboard lockup.

Personal Contact: Touching is not permitted between students (boy-girl, girl-girl, or boy-boy). This includes pushing, shoving, horse play, holding hands, kissing, or any other form of personal contact. Boyfriend/girlfriend combinations may receive a 10-foot exclusionary zone if they cannot comply with the "no touching" rule. This rule also applies to bus rides going to and from school.

Lunches: Prospect Community Day lunches and breakfast are provided in the same manner as other sites in the District. Breakfast and lunch are free to all students on our campus. The income verification form is required to be filled out per state requirements. Lunch brought from home will be turned in with their other items and may be picked up at lunch time. Refrigeration is not available.

Tobacco Policy: It is the intent of the Folsom-Cordova Unified School District Board of Education to comply with State Law AB816. Therefore, Students shall not possess, smoke or use tobacco, or any product containing tobacco or nicotine, while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (Education Code 48900, 48901) Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited. 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. Smoking within 1,000 feet of campus or bus stops is strictly prohibited. Smoking to or from school is prohibited. Students are prohibited from bringing any items associated with tobacco products. Such items will be confiscated and will result in suspension. The new law states that the age to possess tobacco products is now 21 years old.

Personal Property: The Folsom-Cordova Unified School District and its employees are not responsible for the loss of personal property. Please do not bring unnecessary money or expensive items to school. Your personal

property is ***YOUR*** responsibility. The School District does not carry insurance for the loss of personal property for staff or students.

Safety Searches: School officials may conduct searches of pupils and their personal belongings while on school property or at school-sponsored events. Searches of pupils and personal belongings will be conducted when there are reasonable grounds to suspect that the search will provide evidence that the pupil is violating the law and/or school regulations. The scope of the search will be related to the objectives of the search, the age and sex of the pupil, and the nature of the violation. By way of example, and not limitation, "personal belongings" includes: backpacks, brief cases, bags, et cetera. Searches are also conducted of school property under joint control. "School property" under joint control includes lockers and desks. Lockers are school property under the joint control of the school and the pupil. There is no expectation of privacy. The District may search lockers, or any other school property under joint control, at any time. Searches may be random and without cause of any kind. Automobiles parked on the school premises or in the school parking lot are subject to search when officials have reason to believe weapons, drugs, or objects prohibited by school policy or state law are contained therein. Canines may be used to search a pupil's personal belongings and vehicles and school property under joint control. Canine searches will be used to search a pupil's person when either (1) there are reasonable grounds to suspect a particular pupil of wrongdoing; or (2) the District determines that the school has a drug crisis or problem. Students and/or property (vehicles, backpacks and cell phones, etc.) may be searched for contraband by school personnel in an effort to maintain a safe and orderly school environment where education may be accomplished in an atmosphere of law and order. Any student who leaves school without permission is subject to a search of their property upon their return to school (in the same day). Prospect Community Day conducts safety searches of Students. Our primary interest is to deter Students from bringing inappropriate/dangerous items. Searches may also be conducted at the bus stop; and to or from school. ***Note any items confiscated **(which are not against the law)** will be returned at the end of the day.

Cell Phones: Cell phones brought to school regardless of ownership, must be turned in at the front office when the student arrives on campus. The cell phone or other electronic device will only be returned to the student at the end of the day. Students who bring cell phones and continue to refuse to follow the expectations will result in a failure to pass review, and or Suspension. If a student is found to be in possession of a phone or has hidden their phone, the phone **will only be released to a parent**. Our office closes at 3:45 p.m.

Closed Campus: Prospect Community Day is a **closed campus** with the following guidelines:

- Students may not leave campus without permission.
- Students may not visit or be on any other campus before, during, or after regular school hours without prior administrative approval. This includes Kinney's campus.
- Students may not attend any other school's function or event, on or off campus, without written permission from the Prospect Community Day School Administration.
- Continued violation of the closed campus policy will result in disciplinary action and impede the student's ability to pass review.

Sexual Harassment Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; Government Code 12940; 5 CCR 4916) Sexual harassment, in any form, will result in disciplinary action. Continued harassment may result in suspension and or expulsion. *****Note: Continued harassment whether it is sexual or otherwise may result in civil prosecution.**

Food in Classrooms: Students are not permitted to take **any** food item or beverage into any classroom; or any other place on campus except the cafeteria. Items brought to school for lunch, must be placed in designated area until lunch time. Lunches should be brought in a closed container. Rules covering types and colors still apply. Students violating this rule may have items confiscated and discarded.

SOUND AND VIDEO RECORDING

California has two-party consent laws regarding making a sound or video recording. Students and parents are NOT allowed to record meetings, altercations, classroom activities, teachers teaching or anything else on campus without express, prior permission by the Principal and all other involved parties.

Right to Privacy: At Prospect Community Day School we try to work with Parent/Guardians. We reserve the right to search, read notes, diaries, and materials (brought to school or written at school) and share the contents with the student's parents or guardians. We routinely mail items to parents so they may remain informed and initiate the actions they deem appropriate.

BULLYING POLICY

Please visit the district website for the most up to date information regarding Bullying.
http://www.fcusd.org/Page/22100

Bullying is defined as an aggressive behavior done with the intent to control or harm, involves a real or perceived imbalance of power. It is not considered bullying if two students of equal power joke around or fight. Bullying can be direct or indirect. It can take many forms including:

- Physical (hitting, kicking, biting, throwing things. Etc.)
- Verbal (name calling, teasing, taunting, insulting, etc.)
- Relational (gossip, exclusion or leaving people out, telling people not to be your friends, etc.)
- Cyber bullying (mean text messaging or internet activity)
- Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyber bullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm or substantial disruption (cf.5131.2 – Bullying)

DISCIPLINARY ACTION WILL OCCUR FOR STUDENTS THAT ENGAGE IN BULLYING.

HEALTH CONCERNS

Medication:

Prescription medication—In order to give a student medication at school, we are required to have a completed school medication form signed by both the parent and doctor. The form needs to specify the student's name, name of medication, the time and the dose of the medication, as well as the Physician's name and contact number, and the Parent and an Emergency Contact phone number. A separate medication authorization form is required for each medication. BP#5140

Over-the-counter medication—To receive "over-the-counter" medication at school, a completed "Parent Release for Non-Prescriptive Over-the-Counter Medication in School" form must be completed and signed by the parent. The medication must be brought to the School Office.

All medication must be brought to the school office in a labeled container with (1) the student's name, (2) name of medication, (3) medication dose, and (4) time for medication. Medication will not be accepted in Ziploc bags, envelopes, or unmarked/incorrectly labeled bottles.

Medication forms may be obtained from the school office or downloaded from the Folsom Cordova Unified School District website at http://www.fcusd.org Click on DEPARTMENTS, then Support Services, then Health Programs, then Forms, then Parent/Physician Medical Release Form.

Vision screening—Students in grades 6 and 8 receive state mandated vision screening. You may request a vision screening for your student during the school year by contacting the school office and leaving a message for the School Nurse.
Hearing screening—Hearing screening is state mandated testing and is done for all 8th grade students. Please notify the School Nurse or school office if you would like to request a hearing screening for your child.
Scoliosis screening—All 7th grade girls and all 8th grade boys are mandated by the state to be assessed for scoliosis. If you choose not to have your child screened, please notify the School Nurse in writing.
Health concerns—If your child has any health needs, such as allergies, asthma, diabetes, orthopedic, or a diagnosed condition requiring a Doctor's following, please note the information on the *Confidential Health Form* when registering your child. Please contact your School Nurse or School Office so a care plan can be put in place for your student.
Immunizations— If your student immunization status is incomplete, you will be notified about what immunizations are needed to meet District and State requirements.
Insurance—If you need assistance with insurance or finding a doctor for your child, please leave a message for the School Nurse, who will contact you regarding current resources.

DISCIPLINARY ACTIONS

Non-Traditional Consequences or "Other Means" of correction: Prospect CDS, whenever possible, prefers to use nontraditional consequences in lieu of off-site suspension within the realm of PBIS. Positive Behavior Supports include student reflections, skill-building exercises with Mental Health or admin team, mediation between students or with adults, and restorative justice conferences. On-site suspensions, with access to classwork and IEP/504 supports, is also a possibility depending on student infraction.

Traditional Consequences: Prospect CDS is a public school and required to follow formal disciplinary procedures when more serious violations occur. Any act which involves violence, threats of violence, drugs, weapons, dangerous objects and/or violates state or local laws or threatens a safe school environment will result in Formal Discipline. Formal Discipline will result in off-site suspensions and could cause a recommendation for expulsion. Formal Discipline becomes the only option for students who refuse to accept a lesser, nontraditional, consequence.

Definitions of Corrective Actions

Discussion: A staff member verbally informs a student that he/she has violated or is about to violate a school rule or regulation. In addition, the staff member may warn the student through a written referral that his/her behavior is unacceptable.

Counseling: The principal, vice principal, counselor, teacher or other staff member provides a helping relationship by analyzing student misbehavior and providing positive steps for correcting the behavior. Counseling may include holding student in the office for the remainder of a class period. A parent conference may be required by the teacher, counselor or administrator.

Restorative/Other Means of Correction: Restorative or other means of correction may include, but limited to, discussions, counseling, Social-emotional skill building, facilitated meetings or mediations, parent meetings, explicit teaching of alternative (pro-social) behaviors or brief time in an alternative setting with access to classwork, in order to support a student's emotional and academic development and to correct behaviors before or in lieu of suspension.

Detention: Students can be assigned detention by teachers for inappropriate behavior or excessive tardiness. Students serve them before or after school or during break in the teacher classroom.

Class Suspension & Work Detail: Students who are suspended from class due to classroom behavior are given work detail.

Suspension: Removal of a student from Kinney High School and all school sponsored activities on and off campus for the purpose of home correction. Suspension is a disciplinary action for unacceptable behavior on campus and/or at school activities.

Transfer: A student may be transferred to another campus or program within the Folsom Cordova Unified School District.

Expulsion: Removal of a student from the instructional program offered by the Folsom Cordova Unified School District.

PBIS and BEHAVIOR SUPPORT

Prospect takes the time to recognize success. It is our intent to foster self-esteem, a strong sense of self-worth, and a renewed perception of individual capabilities (PBIS). To this end, students making good choices or exceeding standards are eligible for an array of rewards:

Daily – raffle tickets for weekly drawings
Weekly – raffle drawings and 'Fun Fridays'
Monthly – end of month activities, speakers or events

Assigned Areas

- Students are expected to be in assigned classrooms or other designated location. This includes appropriate place in the classroom.
- Off Limits: Teacher and Assistant desk areas and cabinets
- Pass issued by staff needed to leave classroom

Office

- Students are to have permission to go to the office

Behavior Management System

- Students are expected to follow the directions of all staff members.
- Behavior is an important part of any person's success in life.
- It is important for each person to assume responsibility for one's own actions.x
-

The PBIS (Positive Behavior Intervention Supports) behavior management system is utilized by the Prospect Community Day School and emphasizes a non-confrontational approach.

BUS TRANSPORTATION & CONDUCT

The Folsom-Cordova Unified School District will transport Prospect Community Day students from approved bus stops in Rancho Cordova and Folsom free of charge. A bus schedule is provided during the Intake process. Questions regarding bus schedules or transportation services may be directed to the Prospect Community Day School office. If a concern arises during non-business hours for Prospect Community Day School, Transportation may be called at 631-0401.

The school bus and bus stops are extensions of the school and are covered by school and district policies. Students who ride the bus should practice courteous behavior which promotes a safe and comfortable environment. Dressing, undressing, and/or changing clothing on the bus is not permitted. It is important student:

- Arrive at the bus stop 10 minutes before the scheduled time
- Dressing, undressing, and/or changing clothing at the bus stop or on the bus is not permitted
- Remain at the bus stop for 30 minutes following scheduled arrival.
- Respect property owner rights by keeping a clean, litter free bus stop.
- Respect the rights and property of others on the bus and at the bus stop.
- Always enter and leave the bus through the entrance door except in emergencies.
- Remain seated with feet, legs, and other objects out of the aisle while the bus is in motion.
- Keep all parts of the body inside the bus.
- Throwing objects and or spitting out the window will result in disciplinary action.
- Help keep the bus safe and free from litter by not eating or drinking on the bus.
- Be courteous and respectful to the bus driver, other passengers, and passersby.
- Adhere to the requests of the bus driver.
- Keep Noise level down- No profanity is allowed
- Bus suspensions may occur for various days (1 day, 5 days, 10 days or semester length).
  (Note: The bus tapes are reviewed frequently any violations will be dealt with.)

Student who displays inappropriate behavior on the bus or at the bus stop are subject to disciplinary consequences. **When appropriate, students may be suspended and instructed to return home from the bus stop.** These consequences may be administered by site staff or the Transportation Department. The Transportation Department and or school administration reserves the right to suspended/revoke bus riding privileges. Students suspended from the bus are still required to attend school.

Students are NOT allowed to switch bus stops. Students are also NOT allowed to ride home to a different bus stop, even with parent/guardian permission.

GRADING POLICY

Classwork and Homework are due on the date assigned by the respective teacher. Teachers do not have to accept work beyond the due date but if the work is worth assigning, it is worth doing so use good judgement. Work submitted beyond the due date may not receive full credit. The standard for Grades is:

A = Superior	4
B = Above Average	3
C = Average	2

D = Below Average	1
F = Failing**	0
NC=No Credit**	Insufficient work completed to award credit

**If a student enrolls late in a grading period, please consider the grade that they arrived with, and assessment of any essential standards you can provide in another way, before marking an F or NC on their report card.

HOMEWORK POLICY

Homework is integral to maintaining the skills necessary to return to a comprehensive site and remain successful. Assigned work is not excessive, requiring about 30 minutes per night. Homework is weighted at about 10%. Students failing to complete Homework may reduce their semester grade by one letter grade including a "D" becoming an "F". Interventions and remediation may be assigned for students failing to complete assignments

MAKE UP WORK POLICY

Make up work can be requested if student is absent. Please contact the teacher or the front office. It will take at least 24 hours for staff to prepare the work for pick up. If a student's absence is excused under Education Code 48205, he/she shall be allowed to complete any missed assignment or test (or facsimile, there of) that can be reasonably given, as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time. (Education Code 48205) **We believe that if an assignment is worth assigning, then students should be required to do the work**. This includes suspensions and cut classes.

PROGRESS REPORT/REPORT CARDS

Grades are awarded every semester. Parents and guardians can view student grades in PowerSchool. Students should be in dialogue with teachers about their grades and receive robust feedback on progress often. At progress report time (1/2 way through each 9-week quarter), parents must be notified if students are in danger of failing.

PROSPECT COMMUNITY DAY SCHOOL PLACEMENT

Prospect Community Day School is **NOT** a voluntary placement program. Parents/Guardians cannot place students at Prospect Community Day School nor can they remove student so as to attend another District program once assigned. Parents are consulted and frequently agree, but placement is a District option. Three different offices-committees have the authority to place students at Prospect CDS.

Attendance and Due Process (ADP) may place students with Prospect CDS as a product of an Expulsion, temporary placement pending an Expulsion, or Disciplinary Transfer in lieu of Expulsion. The School Attendance Review Board (SARB) may place students who are experiencing truancy or tardiness problems at Prospect CDS.

THE "REVIEW" PROCESS

Students referred to Prospect CDS become eligible to leave when they have completed the minimum period of time assigned by Attendance and Due Process (ADP) and met the requirements of that contract.

This period varies, but is often about one semester or one half of a school year. Prospect CDS is required to "review" each student's progress as they become eligible to depart and make a recommendation to the assigning authority.

The "review" considers three aspects of student success; attendance, behavior, and grades. Per ADP
Attendance: Your student is to maintain 90% positive attendance with no excessive truancies, unexcused absences, or tardies.
Grades: Your Student must have a 2.0 GPA ("C" average) with NO "F's".
Behavior: Your student must not be involved in incidents that violate any state; school; district laws, rules, or policies; or have any criminal code violations. Your student is to have no suspendable offenses.

Students will be recommended for return to their school of origin or recommended for retention at Prospect CDS based solely on their progress in these three areas. There are clearly defined standards within each of these areas and students are provided classes on these standards multiple times annually.

The responsibility for earning a good (leaving) review or causing a bad (being retained) review rests solely on the student. Parents and Prospect CDS staff may support, counsel and assist, but the quality of the choices each student makes will determine the outcome.

****Note: If your child is receiving services through the Student Support Services, an IEP is typically scheduled the week of review to report on progress and determine an offer of FAPE that is appropriate for the comprehensive school to which they will be returning. If you have any questions, please contact your case manager for your child.

Parents! The best person to ask about the projected outcome of a review is your student. They know! They are taught the expectations and they know, better than anyone else, what they have or have not done. The Prospect CDS staff is often reviewing 30-50 students at a time, and until a name is attached to the review form, we do not know.

Parent Rights Regarding Teacher Qualifications

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

1. Whether the student's teacher:
    - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
    - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
    - Is teaching in the field of discipline of the certification of the teacher
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact **Allen Sims, Principal** at **916-294-9060.**

Nondiscrimination

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

Sexual Harassment

The District has adopted strict policies containing rules and procedures for reporting sexual harassment and pursuing remedies. As such, the Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. The District is committed to taking serious, immediate, and appropriate action with respect to violations of our sexual harassment policy. *(BP 4119.11)*

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. Any employee who engages in, permits, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal.

harassment has occurred should immediately contact the teacher, principal, or site administrator. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the Equity Compliance Officer(s) & Title IX Coordinator(s) below.

To File a Complaint

1. ***Filing a Formal Complaint****:* Obtain a copy of the complaint form from the office of the District Compliance Officer.
2. ***Mediation****:* Mediation is optional. It involves a third party to help in resolving the dispute.
3. ***Investigation****:* The District will investigate the complaint and render a decision within the timelines designated in the Uniform Complaint Procedures Policy (BP 1312.3)
4. ***Appeals****:* If the person making the complaint disagrees with the District's decision, he/she has five (5) working days to appeal the decision in writing by forwarding the complaint to the Board of Education. If the complainant is not satisfied with the Board's decision, he/she may appeal in writing to the California Department of Education within fifteen (15) days of receiving the Board's decision.

5. The person filing the complaint may also pursue action in civil court.

Complaints will be kept confidential.
The District prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a manner that respects the privacy of all parties concerned.

If you have a complaint, contact a teacher, principal/site administrator, or:
Donald Ogden, Associate Superintendent – Human Resources, Title IX Coordinator (Employees) & Equity Compliance Officer dogden@fcusd.org 916-**294-9000 Ext 104410**

Jim Huber Ed. D., Assistant Superintendent –
Educational Services, Title IX Coordinator (Students), Section 504 Coordinator & Equity Compliance Officer
jhuber@fcusd.org 916-294-9000Ext 104625

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