

Williamson Elementary School

— *Home of the Wildcats* —

HANDBOOK



Folsom-Cordova Unified School District
Williamson Elementary School
2275 Benita Drive
Rancho Cordova, CA 95670
Phone: (916) 294-9185
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Please see our website for the most recent, up to date school information.

<https://wme.fcusd.org/>

Rev: 8/2024

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School Administration

Principal -

Leslee Cottrell, lcottrell@fcusd.org

Assistant Principal -

Kayla Yates, kyates@fcusd.org

Administrative Assistant -

Corina Pimentel, cpimentel@fcusd.org

Community Schools Facilitator -

Nathaly Rodriguez,
nvrodriquez@fcusd.org

Attendance Clerks -

Marni Krpata, mkrpata@fcusd.org

Amber Harvey, aharvey@fcusd.org

School Nurse -

Divya Syam, dsyam@fcusd.org

Health Assistant -

Sheena Malone, smalone@fcusd.org

GENERAL SCHOOL GUIDELINES

1. Be courteous! Remember our **ROAR!** Responsible, On Task, Always Safe, and Respectful!
2. If you are not going to eat breakfast, arrive at school between 8:00 and 8:12 AM.
3. Walk on sidewalks at all times.
 - a. Running is allowed on the grass during recess
4. Stay where adults can see you.
5. Obey yard supervisors at all times.
6. Students may not leave school grounds.
7. Due to allergies and food sensitivities, students are not permitted to share any food at school. Please send your student with only single servings of their food items.
8. Fighting, play fighting, tackling or wrestling are not permitted at school or to and from school.
9. Weapons of any kind, including toy weapons, weapons made from toys or sticks, or makebelieve weapons, are not allowed at school and possessing them could result in disciplinary action up to and including expulsion.
10. Learning comes first! Use the restroom during morning recess and lunch recess rather than class time.
11. Go, flush, wash, leave! Playing in the restrooms is not permitted.
12. Keep your feet on the ground! Climbing on fences, containers, drainage pipes, walls, trees, poles, fire hydrants, or planter boxes is not permitted.
13. Mobile communication devices; such as: cell phones, smart watches, and tablets, etc. are not permitted on campus; however, if a student needs to have their cell phone for their walk to and from school, they may be brought to school, but must be turned off and put away in a backpack and left there until they leave campus after dismissal.

Please see [Folsom Cordova USD Board Policy 5131.8](#) for more information.

- a. When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate. If turned over to the principal, a parent/guardian may be notified and may be required to pick up the device from school. A student who violates this policy may be restricted from possessing a mobile communication device at school or school-related events.

14. Gum chewing or possessing gum is not allowed.

15. Use of the cafeteria and buses are privileges, not rights.

16. The Folsom Cordova USD and Williamson Elementary accepts no responsibility for loss, theft, or damage of any **personal items** including but are not limited to: backpacks, lunchboxes, waterbottles, extra clothing, toys, pokemon cards, markers, binders, stationary, games, personal musical instruments, bicycles, scooters, skateboards, recess equipment, electronic devices (phones, tablets, computers, watches, etc.), electronic games, or any other items brought to school independent of the teacher or school's request, and are not for the express purpose of learning in the classroom.

- a. All of the tools needed for learning are provided for students at school. Personal items are not needed or required to be brought on campus to complete school work or participate in activities unless expressly invited to do so by a classroom teacher.

- b. Williamson Elementary does not allow personal items at school and any student who brings personal items to school that are disruptive to learning in the school environment in any way, may have those items taken away and kept until the end of the school day for the first incident, or kept until an adult can come to school to pick the item up for each additional incident.

- i. Occasionally students will earn a special privilege to bring a personal item from home (stuffed animal day, game day,

etc.) at the direction of the classroom teacher. There are no other times that personal items should be brought to school.

- ii. Buying, selling or trading of any items at school is not allowed unless it is an approved school fundraiser.

School Safety

School Safety: Visitors on Campus

- **Williamson Elementary is a closed campus.**
Only students, staff, and cleared visitors are allowed within the black-gated areas between the hours of 7:30 am and 6 pm.
- FCUSD Employees are required to wear badges on campus
- **Visitors, including volunteers,** must check into the office and obtain a visitor sticker before coming onto campus.
- **Observing Classrooms:**
 - Classroom observations must be scheduled 24 hours in advance with the classroom teacher and the office.
 - Visitors must be accompanied by a District Employee and are limited to 30 minutes.
 - For longer classroom observations, visitors must **also** be fingerprinted and have volunteer clearance.

School Safety: ARRIVAL and DISMISSAL TIME GUIDELINES

We do not provide supervision for students before 7:45 AM. Students are not allowed to be on campus prior to 7:45 AM.

ARRIVAL:

- ❖ 7:45 AM -8:05 AM Breakfast in Multi for All Students: Kinder - 5th
- ❖ 8:00 AM- Non-Breakfast eaters may arrive on campus.
- ❖ 8:00-8:12 AM Walk-and-Talk, if supervision is available
- ❖ 8:15 AM - SCHOOL DAY STARTS- Breakfast ends, all students go to classes

- ❖ 8:21 AM Students must first check in at the school office to get a pass before going to class.

Free breakfast for all students is served on each school day from 7:45 AM until 8:05 AM.

If your student eats breakfast at Williamson, they should arrive between 7:45 AM and 8:00 AM to have enough time to go through the breakfast line and eat before school begins.

So that all students are in their seats and ready to learn on time, if your student arrives after 8:07 AM, too late to eat in the cafeteria, we will gladly give your student breakfast, but please know that they will be marked late for classroom instruction.

Students who arrive after 8:15 AM will not be able to get a breakfast, as the kitchen staff will be switching to preparing for lunch service.

If your student isn't eating breakfast at Williamson, they should arrive at or after 8:00 AM.

Weather permitting and if supervision is available, students may participate in Walk-and-Talk. Students may either walk clockwise around the blacktop or stand on their numbers. This is not a recess and is a privilege to participate in. Students who do not behave in a calm and safe way may be told that they cannot participate in Walk-and-Talk for a period of time.

Students are not allowed to wait outside their classrooms before the start of the school day.

School Safety: Afternoons

- Please pick-up students within 10 minutes of the end of school
Monday, Tuesday, Wednesday and Friday = 2:45pm
Aug 9 - Aug 23, 2022, ALL Kinder / 1st / 2nd are dismissed at 1:21p.
Thursday = 1:15pm
- Classroom Teacher walks students out to pick up spots-
Families go to the youngest sibling's designated area for pick-up
Kinder & 1st Front of School

3rd & 2nd Segovia Gate
4th & 5th Portable Gate

Student Care Available: before school 7a - 8:15a and afterschool from 2:45 - 6p
ASES Available: 1:15 / 2:45p - 6p. Call the office for information about signing up/applying for these programs.

- Supervision is provided for ten minutes after the final bell.
- Students who travel home by themselves MUST leave campus immediately after dismissal and go all the way home.
- Students who wait for an adult or a vehicle to pick them up must do so in the designated waiting areas, and always where school staff can see them.
- This is not a recess time. Students must be standing or sitting with their attention on the adults driving or walking onto campus. They must look for their pick up and move quickly to keep traffic flowing. Students who are unable to adhere to these expectations and do not follow staff directions may have to wait in the office and be signed out by an adult in order to leave campus.
- No lingering on campus. Our outdoor tables, walkways, blacktops, and playgrounds are not available for community use until ASES and Student Care have ended for the day at 6:00 PM.

School Safety: Parking Lots

The average time for parking lot clearance ranges from 8-10 minutes.
Please be patient!

- Do NOT allow students to exit or enter your vehicle when you're double parked in the left hand lane and cross in front of traffic as this is extremely dangerous.
- Continue to pull forward, do not park or exit your vehicle, traffic will build-up behind you.
- Students must exit/enter the vehicle on the passenger side only. Do NOT allow students to get in/out on the driver's side, as other vehicles will be passing or exiting on that side.
 - If you need to assist your student or speak with another adult at drop off you must park your car in a legal parking space to do

so, **NEVER** leave your car unattended in the drop off/pick up lines, traffic will build up behind you.

DRIVE SLOWLY!!!! Keep your speed below 5 mph!

BUS ZONE: on Segovia

- It is against the law to block and/or park in a designated bus zone.
- School buses **ALWAYS** have priority in the bus zone.
 - You must be ready to move your vehicle at any time if you choose to drop off or pick up your student from this area.
 - Continue to pull forward, **DO NOT** park your vehicle, **DO NOT** exit your vehicle.
 - If you need to assist your student or speak with another adult at drop off you must park your car in a legal parking space to do so, **NEVER** leave your car unattended in the drop off/pick up lines, traffic will build up behind you.

School Safety: Bike, Scooter, Skateboards

- When riding or walking to school it is your responsibility to go straight to school and straight home after school.
- Never talk to strangers.
- You must never ride your bike/scooter/skateboard while on school grounds
- You will always therefore transport your bike/scooter/skateboard around school by walking it carefully.
- Skateboards may be brought to the classroom; however scooters that do not fold up and bikes must be kept in the fenced bike rack area.
- You will always be considerate of the safety of yourself and all other children within the school grounds.
- You will always wear a helmet when riding your bike/scooter/skateboard, in or out of school
- You will look after your bike/scooter/skateboard and make sure it is safe to ride.
- You will never ride or touch another child's bike/scooter/skateboard while at school.

- You will always be considerate of the safety of pedestrians on our sidewalks.

The school understands that:

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

As always, we welcome your comments and would be delighted to discuss any ideas or concerns you may have regarding the matter of school safety or emergency preparedness. If at any time you have questions regarding our procedures, please contact the office at (916) 294-9185 or come by for a visit.

Williamson Elementary School Parent and Family Engagement Policy

Williamson strives to involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of Williamson's Parent and Family Engagement Policy and the joint development of the Schoolwide Program (SWP) plan and ensure effective involvement of parents, and support a partnership between the greater Williamson Elementary community, and parents to improve student academic achievement and help students reach high expectations. (20 U.S.C. Sections 6318[c][3], 6318[e])

Parents will be invited to give input, monitor, and review this policy and the Williamson Title I SWP at various meetings occurring at flexible times, such as meetings in the morning or evening, and, when appropriate and with reasonable notice, Williamson may provide, transportation, child care, or home visits, as such services relate to parental involvement. (20 U.S.C. Section 6318[c][2]).

- Title I Parent Meeting (20 U.S.C. Section 6318[c][1])
 - Held annually in the fall.
 - Invitations to this meeting will be distributed prior to the event through fliers, emails, and newsletters.
 - Title I Meeting agendas will cover:
 - The definition and qualifications to be identified as a Title I school and student.
 - Understanding Title I funding and the use of site allocation of funds.
 - Timely information about Title I SWP plan (20 U.S.C. Section 6318[c][4][A])
 - District Adopted Curriculum (20 U.S.C. Section 6318[c][4][B])
 - District and State level assessments of student progress toward meeting state academic standards (20 U.S.C. Section 6318[c][4][B])
 - Student participation in Supplemental Education Services
 - Parent involvement opportunities
- Back to School Night (20 U.S.C. Section 6318[e][5])
- Parent Conferences (20 U.S.C. Sections 6318[e][5], 6318[d][2][A])
- Weekly Newsletters (20 U.S.C. Section 6318[e][5])
- Williamson Elementary School Website: <https://www.fcusd.org/we> (20 U.S.C. Section 6318[e][5])
- Williamson English Learner Advisory Committee (ELAC) (20 U.S.C. Section 6318[e][5])
- Williamson School Site Council (SSC) (20 U.S.C. Section 6318[e][5])
- Williamson Parent-Teacher Association (PTA) (20 U.S.C. Section 6318[e][5])
- Site-Level Parent Surveys
- California Healthy Kids Survey (CHKS)

- Annually distributed by the Folsom Cordova Unified School District

Additional meetings are available upon request for parents to give suggestions, and discuss, as appropriate, decisions related to the education of their children. (20 U.S.C. Section 6318[c][4][C])

If support is needed in order for parents to participate in these activities and/or committees, Williamson Elementary is committed to providing such other reasonable support for parental involvement activities as parents may request. (20 U.S.C. Section 6318[e][14])

If the Williamson Parent and Family Engagement Plan is not satisfactory to the parents of participating children, *parents may submit comments on the plan at any of these parent meetings or school-wide events, as well as through the Williamson school website or in our office. (20 U.S.C. Section 6318[c][5])

Williamson Elementary will provide assistance to parents of children that we serve in understanding such topics as the challenging state academic standards, state and local academic assessments, the requirements of Title I, Part A, and how to monitor their student's progress and work with educators to improve the achievement of their children. Williamson Elementary will also, as appropriate, provide materials and training to help parents to work with their children to improve their children's achievement, to foster parental involvement, as appropriate. (20 U.S.C. Sections 6318[e][1], 6318[e][2])

Williamson Elementary regularly coordinates with our After School Education & Safety (ASES) program as well as our Preschool program to integrate the three parent involvement programs. (20 U.S.C. Section 6318[e][4])

At Williamson Elementary, parents are equal partners in helping their students reach their academic potential. We are committed to educating teachers, Instructional aides, Bilingual Instructional Aides, Para Professionals, school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with parents, implement and coordinate parent programs, and build ties between parents and the Williamson. (20 U.S.C. Section 6318[e][3])

Williamson Elementary is committed to building connections through frequent, clear, and responsive communication between school and home. Communication is important to the success of our greater school community and central to all students' academic success, progress toward goals, and development of character. Williamson Elementary uses a variety of ways to communicate and connect with families:

- Williamson Weekly newsletters in email and posted on our website.
- Fliers, and Peachjar (an online flier sharing system).
- Remind, an application accessible online, by downloading the application, or joining through text.

- Blackboard, which enables us to send outgoing emails, text messages, and voice messages school-wide.
- Fall and Spring Parent and Teacher conferences.
- Trimester Report Cards.
- Back to School Night and Open House events.
- ELAC, SSC, and PTA.
- Family Events.
- Classroom and school parent volunteer opportunities.

(20 U.S.C. Sections 6318[d][2], 6318[d][2][A], 6318[d][2][B], 6318[d][2][C],)

Translation from English to a family's home language is essential to building connections between school and home. Our messaging is always sent home in English, Spanish, and Russian. When families use the Remind program, they can translate messages that come to them into their home language. Conferences are held in a family's home language, by request, and with reasonable notice, either through an in-person interpreter or the Language Line. Spanish and Russian translators are available in person, at the Williamson, throughout the school day. (20 U.S.C. Section 6318[d][2][D])

As a component of the Williamson Elementary Parent and Family Engagement Policy, Williamson Elementary jointly developed a school-parent compact, titled The Williamson Elementary Agreement to Support Student Academic Success, that outlines how Williamson families, Williamson school staff, and Williamson students will share the responsibility for improved student academic achievement and the means by which the Williamson school community, with families, will build and develop a partnership to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to achieve California's high academic standards. The school-parent compact is reviewed and signed by a parent and the classroom teacher at the Fall Parent and Teacher Conference meeting each year. (20 U.S.C. Sections 6318[d], 6318[d][1], 6318[f])

Parents' Right to Know 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 ***Corina Pimentel*** at **(916) 294-2485 ext 655110**.

BELL SCHEDULE

Williamson Elementary School 2025-2026 Bell Schedule

A Community School and the Home of the Wildcats wme.fcusd.org (916)294-9185 To report an absence select option 1



8:15-2:45 Kindergarten through 5th Grade Regular Day Schedule on Mondays, Tuesdays, Wednesdays, and Fridays

All TK-5 Arrival

7:45-8:05 TK through 5th Grade Breakfast served in the Cafeteria
8:05-8:12 Supervision for Non-Breakfast Students in Cafeteria
8:00-8:12 TK & Kindergarten Supervision on Kindergarten Playground
8:12- Warning Bell- Students walk to their line spots
8:15- School begins- Teachers Pick Students Up from their Lines
8:20 or later- All Late Arrival Students Must First go to the Office

AM Snack & Recess

Kindergarten (K Yard) & 1st (Pri. Play)	9:55-10:10
TK (TK Break Area & K Yard)	10:00-10:30
2nd (Pri. Play) & 4th (Up. Play)	10:15-10:30
B7 & 3rd (Pri. Play) & 5th (Up. Play)	10:35-10:50

Lunch	Cafeteria	Lunch Recess
Kindergarten	11:30-11:55	11:10-11:30
1st	11:10-11:35	11:35-11:55
B7	11:50-12:15	11:30-11:50
TK	11:36-12:00	-no lunch recess-
2nd	11:45-12:10	12:10-12:30
4th	12:05-12:30	11:45-12:05
3rd	12:35-1:00	12:15-12:35
5th	12:15-12:40	12:40-1:00

TK Dismissal

12:00 School Ends, Pick up at the front of the school
-Adult must park and walk up-

K-5 Dismissal

2:45 School Ends
Classroom Teacher walks students out to pick up spots-

Families go to the youngest sibling for pick-up

Kindergarten & 1st Front of School
3rd & 2nd Segovia Exit by Kindergarten Yard
-DO NOT DOUBLE PARK or BLOCK THE BUS LANE-
4th & 5th Portable Gate

School Lost & Found is located by the office. Unclaimed items will be donated to charity before each school holiday break.

✓ School STARTS at 4 years old!

For registration Information and Help-
Visit or call the school office between 9:00 am and 2:00 pm on school days.

Important Dates Mark Your Calendars:

8/6 Back to School Parent & Student Information Event 2:30-4:00 PM
8/7 First Day of School
11/17-11/21 Kindergarten through 5th Grade Parent & Teacher Conference Week Parents sign up for a time to confer with their student's teacher
4/13-5/8 CAASPP and CAST Testing for 3rd through 5th Grades
3/31 Open House Family Night 5:30-6:30 pm
5/28 Last Day of School

NO SCHOOL ON THESE DAYS:

9/1; 10/13; 11/11; 11/24-11/28; 12/22-1/2; 1/19; 2/16-2/20;
4/3-4/10; 5/25

Special Schedule Days for ALL Kindergarten through 5th Grade

Thursday- Early Dismissal

- 1:15 PM School Ends for All Kindergarten through 5th Grade

Minimum Days

8/8; 11/17-11/21; 12/19; 2/27; 3/13; 5/26; 5/27

- 1:21 PM School Ends for All Kindergarten through 5th Grade

Super Minimum Day

10/31; 2/13; 5/22

- All students eat lunch with their teachers before dismissal
- 11:38 AM School Ends for All TK-5th Grade

Additional Special Schedule Days

★ TK Special Schedule Days

March 23-27 and October 31, February 13, and May 22

- TK lunch from 11:18-11:38
- 11:38 AM TK Dismissal
- MARCH Parents Sign Up for a Parent and TK Teacher Conference Time Slot between 12:30 and 2:45 PM

★ Kindergarten Special Schedule Days

August 7-29 and October 20-24

- 1:21 PM Dismissal for Kindergarten
- OCTOBER 20-24th Students Sign Up for Grade Level Testing Time Slots are between 1:30 and 2:45 PM

★ 1st & 2nd Special Schedule Days

August 7-29

- 1:21 PM Dismissal for 1st & 2nd
- Students Sign Up for Grade Level Testing. Time Slots are between 1:30 and 2:45 PM

ATTENDANCE POLICY

***Report absences to the main office by 9:00AM, please call 916-294-9185, or report your student's absence on our website: <https://www.fcusd.org/domain/6029>*

Late

Students are late when they arrive to school 30 minutes or less after the start of the school day.

Medical and dental appointments are excused late, only if they bring a note from the doctor or dentist's office.

Tardy

Students are tardy when arrive more than 30 minutes after the start of the school day.

Medical and dental appointments are excused tardy, only if they bring a note from the doctor or dentist's office.

Unexcused Tardys are Truancy codes.

Sick Days

Students are only allowed 10 Parent Verified Illnesses (IPV) per school year. After the 10th day, a medical note is required by a doctor or you must bring your student to the school office to be evaluated by our Health Clerk or School Nurse to excuse them from school.

Three or more consecutive absences due to illness, require a note from a doctor.

Parents must notify the office of a student illness within 10 days or they may become Truancy codes.

→At times, students have medical issues that would remove them from school for more than a week, please contact the office with a doctor's note to make special arrangements for missed work, such as Independent Study, or other available programs.

Excused Absences

An excused absence may consist of a death in the family, religious holiday, or family court appearance and only if the student is required to appear (summons must be brought to the school office)

Doctor or Dentist Appointments require a note from the doctor or dentist office. Family must notify the office within 10 days of the absence with correct documentation or these absences may become Truancy codes.

Unexcused Absences

Parent or child oversleep or won't get out of bed, car won't start, parent or child were up too late, birthdays, family events, parent appointments, lack of childcare before or after school, vacations, and other competing activities are all unexcused absences and will be marked as Truancy codes.

Vacations

Vacations are not excused absences. Please check the [Instructional Calendar](#) for approved days off.

→ If your student has a planned absence, please consider requesting Independent Study (see below).

Early Dismissal Due to Illness

Your child may not return to school for 24 hours if they have been sent home with a fever or vomiting.

Student Attendance Review Team (SART)

&

Student Attendance Review Board (SARB)

When Truant absences and Tardys accumulate, you will receive an attendance warning letter.

If 2 or more Truancy letters are sent home you need to work with the Student Attendance Review Team to develop an attendance plan for your student.

If you receive 3 or more Truancy letters you may be called appear before a Student Attendance Review Board, they will decide what further action will be taken.

INDEPENDENT STUDY

In order for your student to qualify for Independent Study, your student must be absent for a minimum of 5 days and no more than 14 days total in a single school year.

You must provide at least 4 school days ADVANCE notice so that the office and teacher may prepare the school work. Once the request is approved by the Principal and the Teacher, parents must come to the office to fill out and sign an Independent Study Contract and pick up the work packet.

All work must be returned the day that your contract is set to end. If work is not returned on that day, your Independent Study Contract is voided and your child will be marked as unexcused for all the missed days. These days will then become Truancy codes.

Notifying your student's teacher of a planned trip and desired make-up school work is helpful; but this will not excuse a student's absences. You must begin the Independent Study process with the school office. You may stop by, call, or email our Attendance Clerk, Marni Krpata.

School Policies and Practices

HOMEWORK PRACTICES

Parental/guardian involvement with the actual homework assignments should be kept to a minimum; however, parents/guardians are required to review and monitor homework activity and to maintain an active interest in the academic progress of their child. Parents/guardians are encouraged to support and facilitate good homework practices by providing a quiet, well-lit environment for study and to encourage the development of regular and consistent patterns of study habits.

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

DRESS CODE POLICY

Students are to dress appropriately in durable, washable clothing to be able to participate in a variety of school activities. Personal cleanliness and neatness are expected. Students should not wear anything that distracts from learning. Please make sure that shirts with “sayings” on them are suitable for an elementary school and do not mention any controlled substances or the makers of controlled substances, for example, alcohol brands, etc.

- ◆ Shoes must be securely attached to the feet with back straps. suitable for running. No sports cleats.
- ◆ No Flip Flops, No Heelies, And No High Heels.
- ◆ Bathing suits may not be worn as school attire.
- ◆ No Drug, Alcohol, Sex, Or Violence Related Clothing
- ◆ Clothing should fully cover all of a students’ private areas.
- ◆ Hats and sunglasses may be worn on the playground.

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

LOST AND FOUND: Lost articles that have been found will be taken to the multi-purpose room or front office. Students should check the Lost and Found regularly to retrieve lost articles.

Parents are urged to mark all personal items with the students’ name and encourage reasonable care of their belongings.

Several times throughout the school year, we will announce that our Lost and Found will be donated if not claimed, this allows us to keep our Lost and Found clean and orderly. Please watch for these announcements and check the Lost and Found frequently for your students’ belongings.

The school is not responsible for personal property brought to school – including clothing, lunch boxes, water bottles, scooters, skateboards, and bicycles.

FREE BREAKFAST & LUNCH PROGRAMS

FREE Breakfast and lunch are available to all Williamson Elementary students every school day.

The monthly menus can be found at [FCUSD Breakfast / Lunch Menu](#). Sign-up for Menus Emailed to you at: [Breakfast/Lunch Emailed Monthly](#). Please see the grades Breakfast and Lunch Time schedules on page 7, Bell Schedule.

Special dietary restrictions and concerns can not be acknowledged unless prescribed by a doctor for food allergies. Food allergies should be communicated to the Health Office and Teacher.

Remind your child of the cafeteria rules:

1. Move safely around the cafeteria
2. Keep hands, feet and objects to yourself
3. Use good manners
4. Pick up litter around your area before leaving the table
5. Pick a seat and stay in it at all times unless you have permission to get up.

MEDICATION AT SCHOOL POLICY

Please note: THE SCHOOL DOES NOT SUPPLY MEDICATION OF ANY TYPE. STUDENTS ARE NOT PERMITTED TO HAVE ANY TYPE OF MEDICATION IN THEIR POSSESSION AT ANY TIME.

Medication can be given to a student during the school day only if it is absolutely necessary to allow that student to participate fully and safely during the school day. If your student needs to take medication during the school day, you must follow one of the following:

- A parent/guardian may come to the office to administer medication.
- **or**
- The school nurse or designated school personnel will administer the medication to a student provided that a **medication consent form*** is on file in the office:
 - ✓ **Prescribed Medication:** A district medication consent form, [*Parent/Physician Release for Medication in School](#) signed by the doctor for each prescribed medication.
 - ✓ **Non-Prescribed Medication:** ("over the counter") A district medication consent form, [*Parent Release for Non-Prescriptive Over the Counter Medication in School](#) signed by the parent/guardian.
 - ✓ The medication is sent to school in the original "over the counter" or pharmacy prescription containers.
 - ✓ Medications shall be brought to the school office by a parent/guardian.
 - ✓ Refills of medication are the responsibility of the parent/guardian.
 - ✓ All medication shall be held in the school health office, in a secure location, in the original container labeled with the student's name.
 - ✓ Parents need to be in constant communication with the office when their children are on daily medication, or at any time they are concerned, even if the medication is not given during the school hours. Please inform the school if your child is taking medication that may affect his/her behavior.
 - ✓ Parents are responsible to pick up any remaining medication at the end of the school year or the leftover medications will be discarded.

No medication can be given without adherence to the above procedures!

*Students with asthma are allowed to carry an inhaler and students who have a prescription for an epi pen may carry it with them only if there is a prescription for the medication and written statement from the child's physician indicating that it is necessary for the student to carry an

inhaler on his/her person. Please talk with our Health Clerk and/or School Nurse if your student has perscriptions for either of these medications.

CONTACTING STUDENTS DURING THE SCHOOL DAY

At times, you may need to connect with your student during the school day. You may call the office and leave a message for your student and our office staff will communicate with their teacher.

If you need to drop something off for your student, you must do so through the school office. The office staff will notify your child and teacher of the delivery.

Parents are not to go to the classroom with any deliveries.

If your student needs to call you during the school day, they may do so from the school office, with permission from a staff member.

BIRTHDAY TREATS / CELEBRATIONS

Due to allergies and food sensitivities, all birthday treats must be purchased from a store and have all ingredients clearly labeled. ALL birthday treats are to be brought to the office for delivery, do not attempt to bring them directly to the classroom door.

Acceptable individual serving birthday treats include storebought cupcakes, cookies, brownies, juice boxes or any healthy treats such as single-serve yogurt, fresh fruit, and individual fruit cups.

NO cakes. Cakes require plates, forks and cutting. This requires too much of the teacher's attention.

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

FIELD TRIPS

Field trips are planned to enrich the instructional program. They are for Williamson students in that classroom. We appreciate very much parents and grandparents volunteering* to help on these outings, but regretfully, siblings are not able to be included due to insurance restrictions.

If you would like your child to attend a field trip, the school must have a permission slip on file with the classroom teacher, three school-days before the scheduled activity. Permission slips will not be accepted on the day of the activity.

This form will be sent home with your student prior to each scheduled trip. It is important that the form be returned immediately to the classroom teacher. For legal reasons, we cannot accept permission by phone and are not allowed to accept hand written notes.

Should a teacher have concerns about a student's behavior, those concerns will be discussed with the student and their caregiver prior to the trip. Under special circumstances, a caregiver may be asked to become a cleared Category 2 volunteer in order to accompany their student and ensure that school standards of behavior are met.

Your help as a Field Trip Volunteer is always greatly appreciated. If you will be attending a field trip, you must be a Category 2 volunteer on file with the school office.

* Any questions about the volunteer process or to check on your volunteer status, please contact our Parent Coordinator in the school office. 916-294-9185 ext. 655112

ANIMALS ON CAMPUS

Due to health concerns, safety concerns, and in order to avoid disruption of school activities, all animals, insects and reptiles are prohibited from school property, school facilities, school transportation, and school functions except when the animal has been permitted as a service animal (AR 6163.2), a service dog in training (AR 6163.20), or a live animal in the classroom used for instructional purposes (AR 6163.22).

POSITIVE SCHOOL CLIMATE

Our Vision: In partnership with our students, parents, and community, we are dedicated to becoming a model PLC school, ensuring that all students gain the knowledge and skills necessary to demonstrate outstanding personal and academic achievement.

Our Mission: Ensure high levels of learning for all students.

Our Values:

Community

Safety

Diversity

Growth Mindset


Collaboration

The school community, including parents, students and staff, shall not tolerate any comments or gestures which are vulgar or obscene or which denigrate others on account of sex, race, religion, ancestry, national origin, handicap or disadvantage.

Students shall be subject to disciplinary procedures for harassing other students or for using insults, slurs, or fighting words which may disrupt school activities. Repeated offenses will be cause for suspension. (see Suspension Policy)

iii.

SCHOOL-WIDE BEHAVIOR MATRIX

 Moving Through Campus	Respectful	On Task	Always Safe	Responsible
	Respect the learning environment of others Arrive in a timely manner Respect growing things and plant areas	Know your destination and go there promptly Follow adult directions if moving as a class	Face forward Keep your body to yourself Move at a safe speed Make sure adults know where you are Stay on our school campus	Follow adult directions Carry a pass if out of class Notice your surroundings and report problems Use cemented walkways
Playground	Include others, invite others to participate Problem solve by walking away, using an "I" message, or getting adult help Use respectful language Use good sportsmanship	Use equipment appropriately Eat snack in snack area Use the restroom and drink water before recess ends	Travel safely Stay where adults can see you Keep your body to yourself	Use trash cans Walk to line promptly Wait for teachers to arrive
Snack Area	Respect Others' Personal Space Be Respectful of others' food choices Talk after you chew your food	Eat your snack before playing	Sit at table, on the benches, or on your number Only eat your own food Keep your body to yourself	Follow adult directions Place all of your trash in the trash can Put leftover snack on your number Keep our playground clean and clear
Restrooms	Respect the privacy of others Use respectful language	Go, flush, wash, leave Use before school, during recess, and lunch	Keep water in the sink Keep your feet on the floor Immediately alert an adult if there are problems	Use your grade-level bathroom Keep bathroom clean and clear Have a pass from teacher if visiting restroom during class time
Cafeteria	Sit in your original seat Use respectful language with all Talk quietly to people near you Use manners Respect others' personal space Respect others' food choices	Eat first, talk second Compost carefully	Walk Eat your own food Sit appropriately Keep your body to yourself	Raise hand for adult help Use words to problem solve Wait to be dismissed Keep your area clean and clear Throw away all trash and compost carefully Leave all food in the cafeteria
Classroom	Respect the feelings of classmates Respect learning for all Respect the property of school and students	Come prepared to learn Actively listen Persevere even when learning is challenging	Use materials safely Keep hands, feet and objects to yourself Move safely through the room	Participate in your learning Follow class rules Contribute to the learning and well-being of all
Library	Use quiet voices Use respectful language Listen to the librarian	Find a book to check out Read quietly after checking out a book	Walk Push chairs in when leaving Keep hands, feet, and objects to self	Return books on time Use shelf markers appropriately Place books spine out
Assembly	Respect other's personal space Respect the speaker Use a kind quiet sign to help others remember to be quiet	Participate positively Focus on the presentation	Use appropriate voice Keep body to self	Look to your teacher to solve problems Follow adult directions Sit criss-cross, bottom on the flight try s p Eyes, ears, nose, and toes should all face the front
Office	Use respectful language Use quiet voice Knock three times and be patient	Know your destination	Always have a pass Make sure adults know where you are Walk	Wait for an adult to help you
Student Drop Off and Student Pick Up	Respect others and our school Be kind to others	Know your destination and go there promptly Follow adult instructions	Transition safely by walking Use crosswalks and sidewalks Watch out for cars	Arrive to school after 7:45 am and before 8:15 am Go directly to the cafeteria when you arrive Keep hallways and walkways clean and clear If you arrive after 8:20am, go straight to the school office Adults must check in at the office before coming on campus

PROBLEM-SOLVING BETWEEN STUDENTS ON CAMPUS

At times, there are problems on campus between students. Accessing problem-solving strategies is something that all of our students are working on. As problem solvers, we always have these problem-solving tools available:

Tool 1, Ignore It: Ignore the behavior of whoever is bothering you.

Tool 2, Use your legs: Walk away from the person who is bothering you.

Tool 3, Use your words: Talk friendly to the person who is bothering you.

Example – "I don't like it when you ____ because it makes me feel ____ and I need you to ____?"

Tool 4, Get Help from an adult: Walk or run to an adult and tell them what the

problem is. DO NOT WAIT to tell. We cannot fix a problem that we do not know about.

DISCIPLINE POLICY

The discipline plan at Williamson Elementary, a Platinum Award Winning, Positive Behavior Interventions & Supports (PBIS) school has two goals. First is for a safe and respectful environment in which teachers are able to teach and students are able to learn. Second, our goal is to teach students to be responsible for their choices and to behave appropriately. We believe that everyone is responsible for achieving these goals and we require the cooperation of all students, staff and families. School rules make learning possible. It is the teacher's, principal's and family's responsibility to help students learn appropriate conduct. We will teach expectations and reinforce them throughout the year. By following these general behavior expectations all through the school, students, staff and parents can enjoy a healthy school experience.

All students are taught to follow our four school rules: **Be Respectful, Stay on task, Always be Safe and be Responsible**. These rules are posted throughout our school. Students following the behavioral expectations may be rewarded with ROAR cards. **ROAR cards can be saved up to purchase fun privileges and/or rewards.**

Be RESPECTFUL

Respect yourself, others and their property. Please be courteous and respond politely, using appropriate language. There should not be obscene gestures, threatening, bullying, harassing, name calling, disrupting class, or taking property that does not belong to you. Students need to promptly acknowledge and respond politely to requests or directions given by an adult.

Stay ON TASK

The reason it is important to stay on task is because it is important that you learn all you can each day. Concentrating and focusing on what needs to be done in and out of the classroom is important for your learning and education. Also, your teachers and your parents will be proud of you. When you stay on task, you will be showing responsibility.

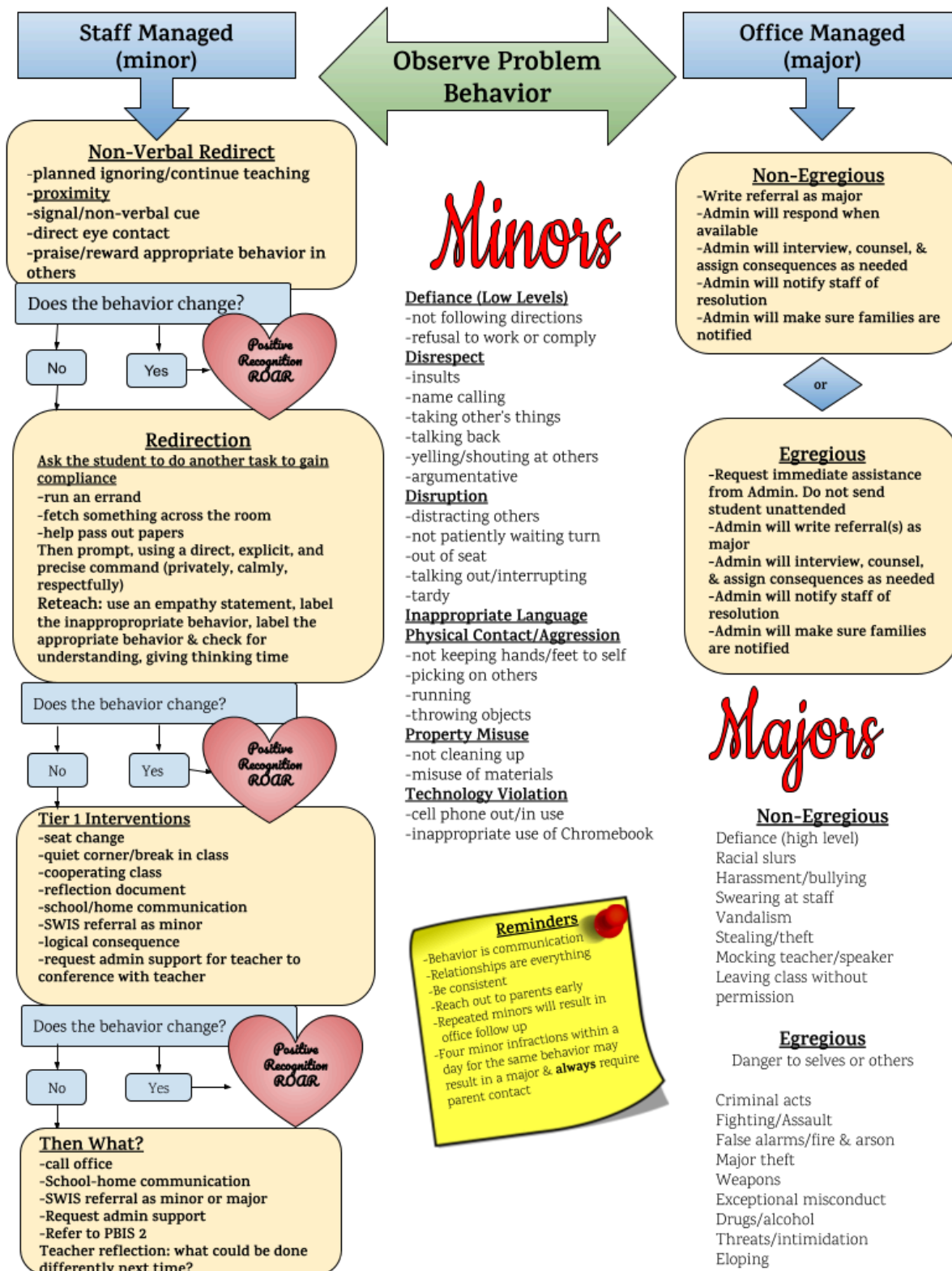
ALWAYS Be SAFE

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

Be RESPONSIBLE

Please be prompt and prepared for school. Listen attentively and follow directions. Treat others as you would like to be treated. Be in supervised areas at all times. It is essential that students follow behavior expectations. When students break the rules, consequences may range from a warning about behavior all the way to recommendation for expulsion. Factors that determine which of the possible appropriate consequences may include, but are not limited to, discussing the incident and understanding why it was inappropriate, a time out, a Detour Ticket, detention, community service on campus, parent conference or possibly suspension. A Detour Ticket will be served during recess time. Students will walk along the designated line to allow them time for recess exercise while they have thoughtful reflection on their behavior. Since students who are not well-behaved impede the learning process for others in the classroom; our goal is to establish a positive school climate where all can learn.

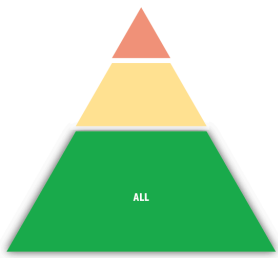
PBIS Continuum of Consequences- Behavior Flow Chart



PBIS Tier 1

What is Tier 1 Support?

The PBIS Triangle—The green area represents Tier 1 that supports all students.



Tier 1 systems, data, and practices support everyone across all settings. They establish the foundation for delivering regular, proactive support and preventing unwanted behaviors. Tier 1 emphasizes modeling, teaching, and acknowledging positive social, emotional, and behavioral (SEB) skills. Teams, data, consistent policies, professional development, and evaluation are essential components for these practices to work effectively.

The core principles guiding Tier 1 PBIS include the understanding that we can and should:

- Effectively teach appropriate SEB skills to all students
- Intervene early before unwanted behaviors escalate
- Use research-based, scientifically validated interventions whenever possible
- Monitor student progress
- Use data to make decisions

What Tier 1 Practices are at Williamson?

Tier 1 systems, data, and practices support everyone across all settings. They establish the foundation for delivering regular, proactive support and preventing unwanted behaviors. Tier 1 emphasizes modeling, teaching, and acknowledging positive social, emotional, and behavioral (SEB) skills.

- Daily Morning Meetings
- Second Step (minimum of 30 minutes weekly)
- Use of ROAR cards
- Positive interactions “Five to One Gets the Job Done!”
- Greet students at the door
- Use of Buddy & Cooperating Classrooms
- Calm Corner in All Rooms
- Separate Take-a-Break area in all rooms
- Progressive Discipline (new flow chart)
- School-wide common area expectations Taught, Reviewed, and Relied on to identify positive and appropriate behaviors
- Classroom Behavior Matrix- Developed with your class, posted prominently, and Taught, Reviewed, and Relied on to identify positive and appropriate behaviors
- Enter SWIS Referrals for undesirable behaviors in the classroom and around the school - data > our recollections
- PBIS Teams use SWIS data for decision-making
- Use green passes for student movement to other classrooms or the office

- Use bathroom passes (lanyards with your room number preferred) and use of bathroom log school wide - this is critical when trying to solve a problem that happened in the bathroom during class time

Clear and often-taught routines, procedures, & expectations for the following:

- enter the room
- line up
- leave the room
- begin the day
- end the day
- take out/put away/care for supplies
- participate in full-class lessons
- proceed during Carpet Time
- obtain help with assignments
- hand in finished work/homework
- proceed with unfinished work
- use the school restroom
- use the drinking fountain or sink
- use and care for Chromebooks
- use the pencil sharpener
- perform classroom jobs
- get into work groups
- work in a group
- work with a partner
- use the classroom library
- handle seatwork pages
- prepare for lunch
- get a tissue
- proceed if tardy/late/absent
- throw away trash
- turn in lost items
- locate lost items in class/out of class
- pledge the flag
- listen to announcements
- interact with visitors in the classroom
- follow the rules during fire & other drills
- use signals for attention
- help other students
- organize his/her desk

- proceed during rainy day recess
- do during free time
- do if finished early
- deal with food or drink in class
- walk in line
- travel between classrooms for MTSS, music, PE, and/or early-late
- interact with guest teachers
- interact with prep teachers
- interact with guests
- behave during interruptions
- get access to Quiet Corner
- behave in Quiet Corner
- store ROAR tickets
- redeem ROAR tickets
- use classroom recess materials

Tier One Strategies with Links

[Tier One Toolbox](#) (PBIS World)

[Forced-choice Reinforcement Survey](#)

[Reflection sheet](#)

[The Praise Game](#)

[Acknowledging positive behavior](#)

[Praise student frequently](#)

[Praise when cooperative and well behaved](#)

[Praise when good attitude and involvement occur](#)

[Praise when on task](#)

[Call parent or positive note home](#)

Teach mindfulness

[Redirection](#)

Student choice and autonomy

All directions oral and written for student reference

[Proximity to students](#)

Group Points and Accountability

[Alternate Seating In Own Space](#)

[Stress ball or fidget](#)

Peace Corner: <http://littlefloweryoga.com/blog/the-peace-corner-an-essential-classroom-resource>

[Teach coping skills](#)

[Teach organizational skills](#)

[Teach relationship skills](#)

[Teach relaxation techniques](#)

[Teach social skills](#)

[Teach conflict resolution skills](#)

[Start Commands](#)

[Engage student](#) (2 For 10, for example)

[The Praise Game](#)

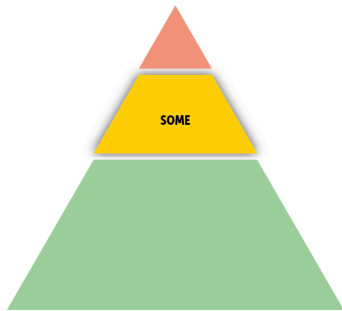
[Avoid power struggles](#)

[Review PBIS expectations and rules](#)

[Use calm neutral tone](#)

[Visual schedule](#)

PBIS Tier 2



What is Tier 2 Support?

The PBIS Triangle—The yellow area represents Tier 2 that supports some students.

Tier 1 supports are still used with students engaged in Tier 2 supports.

Tier 2 practices and systems provide targeted support for students who are not successful with Tier 1 supports alone. The focus is on supporting students who are at risk for developing more serious unwanted behavior before they start. Essentially, the support at this level is more focused than Tier 1 and less intensive than Tier 3.

Tier 2 supports often involve group interventions with ten or more students

participating. Specific Tier 2 interventions include practices such as social skills groups, self-management, and academic supports. Targeted interventions like these, implemented by typical school personnel, are likely to have positive effects for up to 67% of referred students.^[1] Tier 2 interventions are:

- Continuously available
- Accessible within 72 hours of referral
- Very low effort by teachers
- Aligned with school-wide expectations.
- Implemented by all staff/faculty in a school.
- Flexible and based on assessment.
- Function-based
- Allocated adequate resources
- Student chooses to participate.
- Continuously monitored

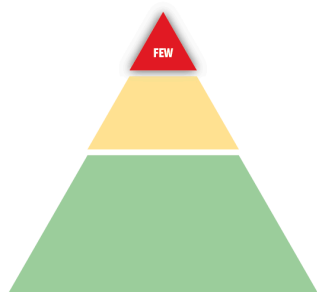
What Tier 2 Supports are at Williamson?

All of Tier 1 supports, and also:

- Behavior Academies

- Friendship- Making Friends Academy
- Friendship- Keeping Friends Academy
- Hands Off Academy
- Classroom Survival Skills Academy
- Check-In & Check-Out Academy
- Behavior Specific Lessons taught by Behaviorist, Counselor, or Administration to specific classrooms or grade levels
- Check-In & Check-Out (CICO) with a caring adult on campus
- Break Passes issued in conjunction with a Break Plan
- Star & Sticker Charts in classrooms
- Restorative Practices
- PBIS Behavior Plan
- Social Stories
- Alternative Recess Options
- Behavior Contract
- No Contact Contract
- Individualized Student Schedule
- Behaviorist observations and Team Planning for student & teacher success
- Response to Intervention (RTI) team referral

PBIS Tier 3



What is Tier 3 Support?

The PBIS Triangle—The red area represents Tier 3 that supports a few students. Tiers 1 and 2 supports are still used with students engaged in Tier 3 supports.

PBIS' framework doesn't just work with school-wide and targeted supports. It's also an effective way to address sometimes dangerous, often highly disruptive behaviors creating barriers to learning and excluding students from social settings.

At most schools, there are 1-5% of students for whom Tier 1 and Tier 2 supports have not connected. At Tier 3, these students receive more intensive, individualized support to improve their behavioral and academic outcomes. Tier 3 strategies work for students with developmental disabilities, autism, emotional and behavioral disorders, and students with no diagnostic label at all.

What Tier 3 supports are at Williamson?

All of Tier 1 and Tier 2 supports and also:

- Coordination of Services Team (COS Team) Referral

- Community Schools outreach and individual problem solving & planning
- Attendance outreach and individual problem solving & planning
- Counseling services outreach and individual problem solving & planning
- In-class supports by behaviorist or behavior support aide
- Skill-specific instruction taught one-on-one
- Individualized behavior plan and reward system
- Student Success Team (SST) Team Referral
-

SUSPENSION and EXPULSION POLICY

The definition of “suspension” means removal of a pupil from a classroom instruction for adjustment purposes.

REASON FOR SUSPENSION (following is from CA Education Code, [Section 48900](#))

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (l) Knowingly received stolen school property or private property.

- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means 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.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- (i) A message, text, sound, video, or image.
- (ii) A post on a social network Internet Web site, including, but not limited to:
- (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(Amended by Stats. 2018, Ch. 32, Sec. 49.)

REASONS FOR EXPULSION

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

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

RESOLUTION OF ZERO TOLERANCE FOR EXPULSION

OFFENSES

1. Recognizing escalating threats to communities, families and our school by people, who terrorize, extort, intimidate, assault and coerce others, or possess, use and sell drugs or weapons, the Board of Education has passed a Resolution Zero Tolerance for District Five Expulsion Offenses. District Policy 4132.3B3. The intent of this resolution is to thwart these behaviors, provide a clear message that these behaviors will not be tolerated on our school campuses and to support staff and parental efforts to maintain a safe and positive learning environment. The zero tolerance approach shall retain the rights of due process; and fair hearing.

TOBACCO FREE ZONE

Effective July 1, 1995 - It is the intent of Folsom Cordova Unified School District Board of Education to comply with State Law (AB 816). Therefore, the use of tobacco products is prohibited at all times on district property and in district vehicles. This prohibition applies to all students, employees, visitors, and other persons. (District policy 115)

(a) No school shall permit the smoking or use of a tobacco product by pupils of the school while the pupils are on campus, or while attending school-sponsored activities or while under the supervision and control of school district employees.

(b) The governing board of any school district maintaining a high school shall take all steps it deems practical to discourage high school students from smoking.

(c) For purposes of this section, "smoking" has the same meaning as in subdivision (c) of Section 22950.5 of the Business and Professions Code.

(d) For purposes of this section, "tobacco product" means a product or device as defined in subdivision (d) of Section 22950.5 of the Business and Professions Code.

(Amended by Stats. 2016, 2nd Ex. Sess., Ch. 7, Sec. 9. Effective June 9, 2016.)

DRUG FREE ZONE

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

UNIFORM COMPLAINT PROCEDURE

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

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

A discrimination complaint must be written and filed within six months of the occurrence or when first acknowledged distinct staff will resolve the complaint through mediation or will investigate and provide a written report to the complainant. If resolution is not reached at the staff level, the matter may be taken to the distinct Board of Education. The time period for the district staff and /or Board response may not exceed 60 days. If the written report still does not resolve the complaint, the complainant may appeal to the California Department of Education within 15 days of the district 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 the Uniform Complaint Procedures include, adult education, general and basic education, preschool, state and federal programs, special education, ROP, nondiscrimination, gender equity requirements, and civil rights guarantees.

This notice is provided annually to parents and student, school and district advisory committee members, all distinct employees and to other interested parties. This notice is provided in English and is also available Spanish, Russian and Armenian on our district website: <https://www.fcusd.org/page/12146>

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. https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=221.8

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. ([BP 5145.7](#)) A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 days. (5 CCR 4630)

The Folsom Cordova Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or

ethnicity, religion, gender, gender identity or gender expression, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

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Donald Ogden, Associate Superintendent – Human Resources
kmorales@fcusd.org
916-294-9000 ext. 104410

Jim Huber, ED. D., Assistant Superintendent – Educational Services
jhuber@fcusd.org
916-294-9000 ext. 104625

Shannon Diaz, Director of Compliance (Investigator)
sdiaz@fcusd.org
916-294-9000 ext. 104620

1965 Birkmont Drive,
Rancho Cordova, CA 96742