

Sandra J. Gallardo Elementary School



2025-2026

775 Russi Road, Folsom CA. 95630 (916)294-9170 Fax (916)294-9077
Sandra J. Gallardo Website <http://www.fcusd.org/sge>

Sandra J. Gallardo

Daily Schedule

2025-2026

Regular Schedule for M, Tu, Wed, Fri

TK - A.M.	8:00 – 11:21
TK - P.M.	11:24 – 2:45
Grades K-5 (<i>except Thursdays</i>)	8:15 – 2:45

Early Release Every THURSDAY

TK - A.M.	8:00 – 11:21
TK - P.M.	9:54 – 1:15
Grades K-5 (<i>Thursdays</i>)	8:15 – 1:15

Regular Lunch

K - A.M.	11:25 - 11:45
TK - P.M.	11:00 - 11:20
Kindergarten & Grade 1	11:20 - 12:00
Grade 2 & 3	12:20 – 1:00
Grades 4 & 5	11:50 – 12:30

Music for 4th & 5th Grade Monday and Thursday

Fourth grade	10:30 – 11:05
Fifth Grade	11:10 – 11:45

Minimum Days K-5 Students

November 17-21, December 19, February 27, March 20, May 26-28

Grade K-5	8:15 - 1:21
<i>Kindergarten ONLY - October 20, 21, 22, 24</i>	8:15 - 1:21

Super Minimum Days TK-5

October 31, February 13, May 22

All TK	8:00 - 11:21
Grade K-5	8:15-11:38

**It is important that your child attends school and is on time every day.
Valuable learning time is lost when your child is absent or comes to school late or
leaves early.**

**Be sure to call if your child is sick or will not attend school:
294-9170, press 1 for attendance to leave a message**

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Sandra J. Gallardo Elementary School Parent Activities

Sandra J. Gallardo's School Site Council (SSC) oversees the Single Plan for Student Achievement (SPSA) which determines how our school allocates funds to enhance school performance. The 2025-2026 budget will be determined by enrollment in October. State guidelines and procedures must be followed to receive these funds. The Council is composed of an equal number of parents and staff members who are elected during the first month of school. The Council will evaluate school data and progress to address the needs for improvement in instruction and school culture.

Further,

- The SSC is the vehicle for site based decision making, a district plan allowing schools more freedom in planning their own program;
- Parents are elected for one to two-year terms. Those interested in running for the council are encouraged to contact the school office for details at 916-294-9170;
- Parents may contact members of the Council with comments, suggestions or concerns;
- Meetings are held 3-4 times per year and are open to the public.

Sandra J. Gallardo Elementary Parent Teacher Association

Sandra J. Gallardo's Parent Teacher Association (PTA) is a strong organization of parents and teachers dedicated to enriching our children's elementary education experience. Through membership in PTA, you and your family can enjoy and benefit from a wide variety of educational and social activities. There is something for everyone.

Volunteers are the heart of the Sandra J. Gallardo PTA. Many dedicated volunteers willingly donate countless hours of time in many different capacities. We encourage every family to become involved in our school. Your personal involvement is important, whether you have a few hours to donate, or many. You really can make a difference in your child's education at Sandra J. Gallardo Elementary!

If you have questions, please contact our PTA Co-Presidents, Heather Brandon and Dinah Bustamante, gallardopta@gmail.com. Your comments and suggestions are always welcome.

The 2025-2026 Officers are:

President- Heather Brandon	VP of Fundraising- Marina Lelko
Exec. Vice President - Sheree Corbett	VP Membership/Volunteers - Jessica Walker
Secretary- Andrea Peterson	Financial Reviewer- Anthony De Melo
Treasurer- Justin Garosi	Parliamentarian- Jake Steiner
V.P. of Communications- Kim Lundquist	Director of Programs- Rachelle Schulken
Director of Clubs: Lucie Cannata	Auditor- OPEN Historian- OPEN

PTA CALENDAR OF EVENTS 2025-2026

AUG-25	5	Teacher Welcome Back Breakfast @ 7:30am (for 40-50 staff members)
	5	Kinder Back to School Night 5:30-6:15pm, TK 6:30-7:15pm
	6	Kinder Storytime 11-11:25am, TK Storytime 12-12:30pm
	7	First day of school & PTA Welcome Back Social 8:30-9:15am
	7-29	K-2 (including SPED) on Minimum Day Schedule 8:15am-1:21pm M,T,
	12	Executive Board Meeting, 6:30pm, STEM Lab
	14	Back to School Night 5-5:45pm Grades 4 & 5, 6-6:45pm Grades 1-3
	20	Spirit Night - Leatherby's 3-11pm
	27	General PTA Meeting, 7 PM MULTI
SEPT-25	1	Labor Day - No School ***
	2	Starstruck Practice Begins (Tuesdays & Fridays)
	5	Gators on the Green
	9	Executive Board Meeting, 6:30pm, STEM Lab
	11	Parent Book Club- Anxious Generation, Session 1 6:30-8pm
	16	Spirit Night - Beach Hut Deli 4-8pm
	23	Blake Brandes Family Night 6-7pm, Riverview Elementary School
	25	Assembly- Blake Brandes
OCT-25	2	Parent Book Club- Anxious Generation, Session 2 6:30-8pm
	7 & 9	Starstruck Performances (Final Rehearsals & Assemblies too)
	8	Walk & Roll to School Day
	10	Minimum Day- 1:21pm Dismissal
	13	No School-PD Day for Teachers
	14	Executive Board Meeting, 6:30pm, STEM lab
	20	Spirit Night - Dos Coyotes
	24	Rock & Run
	27-31	Red Ribbon Week (PBIS)
	29	General PTA Meeting, 7pm, MULTI
	30	Trunk or Treat
	31	Super Minimum Day
NOV-25	TBD	PTA Reflections Contest Deadline
	6	Yoga Night
	11	Veteran's Day - No School ***
	13	Pizza & Poetry Night 6 PM
	18	Executive Board Meeting, 6:30pm, STEM lab
	17-21	Parent/Teacher Conferences & Minimum Days
	19-21	Spirit Days - Ruby's Books/ Historic Folsom
	24-28	Thanksgiving Break
DEC - 25	TBD	Spirit Night
	9	Executive Board Meeting, 6:30pm, STEM lab
	10	Cookies & Cocoa with Gabby Claus 4-5:30pm
	19	Minimum Day
	12/22-1/2	Winter Break Dec 22- Jan 2
	TBD	Spelling Bee
	TBD	Spirit Night
	TBD	TK/Kinder Info Night 5:30pm TK, 6:30pm Kinder

JAN-26	5	School Resumes
	6	Theater Club Parent Mtg (Grades 4/5) 6-7pm in Library
	8	Yoga Night
	13	Executive Board Meeting, 6:30pm, STEM lab
	13	Theater Club Auditions
	19	MLKJ Day - No School ***
	23	Multicultural Night
FEB-26	TBD	Spirit Night
	6	Cupid Shuffle
	9-13	Kindness Week (PBIS)
	10	Executive Board Meeting, 6:30pm, STEM lab
	13	Super Minimum Day
	16-20	President's Day/Lincoln & February Break - No School ***
	25	General PTA Meeting, 7pm, MULTI
	27	Minimum Day
MARCH - 26	TBD	Spirit Night
	TBD	Assembly - Read Across America
	TBD	Assembly - Touch of Understanding (Grades 4 & 5)
	2	Read Across America Day
	4	STEM Night (TK-Grade 2)
	5	STEM Night (3rd-5th)
	10	Executive Board Meeting, 6:30pm & Yearbook Photo
	13	Grade 4/5 Assembly- Touch of Understanding
	20	Minimum Day
	25 or 26	Assembly - Spring Musical
25 & 26	Theater Club Spring Musical Performances	
APRIL - 26	TBD	Spirit Night
	3-10	Spring Break
	14	Executive Board Meeting, 6:30pm, STEM Lab
	22	Earth Day Clothing and Toy Swap
	24	Talent Show- All Grades
	27-1	Spring Book Fair
	29	General PTA Meeting 7 pm MULTI**Board Elections**
	30	Gallardo Open House Night 5-6pm
MAY-26	TBD	Spirit Night
	4-8	Teacher & Staff Appreciation Week
	12	Executive Board Meeting, 6:30pm, STEM Lab
	22	Character Day + Super Minimum Day
	26-28	Minimum Days
	TBD	Play Day
	28	5th Grade Promotion/Last Day of School!!!

Parent Volunteers

Gallardo's teachers and staff welcome participation in all areas. If you would like to donate time to our school program, please call the school at (916) 294-9170. Volunteers will complete the appropriate volunteer application. They will be notified as to how to obtain a TB test, fingerprints, (Administrative Regulation 4315.2). Once cleared through the school district, volunteers will be scheduled according to the needs of teachers. Typically a person will work in the classroom on a weekly basis for a certain period of time. **All volunteers are required to sign in at the office via our Raptor system and wear a visitor sticker/badge.** For more information on how to start the volunteer process please visit - <https://www.fcusd.org/volunteer>

Parents wishing to participate with their child's class on a field trip may do so if volunteer requirements have been met, and if selected to be a chaperone by the classroom teacher. Please refer to the *Field Trip* section of this handbook. **Younger siblings are not permitted to attend with their parents.** The parent must be able to give full attention to the children in the class they are supervising; that is difficult if there is a younger child present. **We also cannot allow other school age students to attend a sibling's field trip.** We appreciate your understanding of this policy.

SCHOOL INFORMATION

Arrival/Dismissal of Students:

Arrival

Students are asked to arrive at school no earlier than 8:10 AM. Students eating breakfast may arrive at the Multi, as follows:

- No earlier than 7:40 am: TK and siblings
- No earlier than 7:50 am: Grades K-5

Students not eating breakfast are to arrive and line-up in the designated drop off/pick up zones.

When dropping off a student by car, please use the designated drop-off and pick-up areas. Please remind your student to stay on the sidewalks at all times. For safety reasons, parents are asked to park in the parking lot if you must exit your vehicle.

Please do not drive or park in the bus lane at any time or leave your car unattended in any of the drop-off/pick-up areas.

[CLICK HERE](#) for more information on Parking Lot Safety and Procedures

Dismissal

When school is out, students are to go **directly home or to their daycare provider** when class is dismissed. Students walking home from school remain under the jurisdiction of the school and district's discipline and behavior policies until reaching home. Students waiting for a parent ride after school will **go directly to the drop off**

area or other location designated by the parent. Students riding the bus will go directly to the bus lane.

Families who wish to return to school to use the playground may do so **after 4:00 pm.** Both playgrounds are designated for Student Care use after school.

Closed Campus

Sandra J. Gallardo is a closed campus. All parents on campus to pick up their students are invited to wait in the designated drop off/pick up areas or along the peripheral sidewalks for students to be dismissed. Parents may not wait on internal sidewalks, hallways, or by the classrooms.

[CLICK HERE](#) for more information on our CLOSED CAMPUS POLICY

Early Dismissal

Students Released During School Hours:

Parents, who need to check their students out during school hours for medical appointments etc., must first sign them out in the school office. At that time, the student will be called from their classroom to meet their parent(s). This procedure ensures a minimal amount of interruption in the classroom. Please be prepared to show a photo ID.

Drop-Off / Pick-Up Procedures

TK, Kinder, 1st: Park and walk students to/from Stewart Avenue.

Grade 2: Drop-off and pick-up students near the school office.

Grades 3, 4, 5: Drop-off and pick-up students near the multi.

ATTENDANCE

A significant part of a students' experience and education is derived from classroom activities, relationships, discussions, and participation. A school calendar month is generally 18 school days. Students who miss 10 days or 2 weeks of school are out for more than half the school month.

FCUSD does not allow parents to remove their student from school for a vacation or work-related event and have it marked as vacation or as an excused absence. District policy states that since these absences are a choice, they will be marked as an unexcused absence and can lead to the generation of truancy letters.

Absences and Excuses: BP 5113

The Governing Board believes that regular attendance plays a key role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems

of excessive absence(s) or truancy.

ABSENCE VERIFICATION

When a student is absent for any reason, please notify the school office either prior to or the morning of the absence. If sending a written note, please include the specific reason, dates and the signature of a parent or guardian. Excused absences include personal illness, medical, optometric, chiropractic, dental appointments, or attendance at funeral services (1 day for local, 3 days for out-of-state).

NOTE: Not all absences/reasons with parent notification are excused.

Upon advance written request by the parent/guardian and the approval of the principal, justifiable personal reasons include but are not limited to: appearance in court, observation of a holiday or ceremony of his/her religion. Failure to submit a written request will result in an unexcused absence. Vacation and/or out of town days are considered unexcused absences. As a reminder, if your child will be absent for 3 or more days, please request an Independent Study from the teacher.

Independent Study Agreements

Teachers may provide schoolwork or prepare an Independent Study Agreement, **if the student will miss 3-14 consecutive school days and the principal and teacher feel it is in the best interest of the student. Students are to return their completed work promptly for evaluation by the teacher.** Non-approval for absences unrelated to illness (vacation days) places the student in the "truant" category and may be subject to a hearing with the District Attendance and Due Process Officer.

Note: Agreements are available in the school office and must be requested at least 10 school days prior to a student's leave of absence. Late applications cannot be accepted

EXCUSED ABSENCES:

1. Illness
 - After *three* days in a row, a *medical verification* (note from the doctor) is required. Those absences will only be excused if the medical verification is submitted within 30 days of the recorded absence.
 - *After 10 absences a medical verification is required each day thereafter.*
2. Independent Study
 - If absences will be three days or longer, contact the school office for an Independent Study Agreement.

3. Justified Personal

- Funeral – *three days* out of state and *one day* in state
 - Court appearance
4. Religious Holiday
 5. Principal Approved
 - Transportation trouble
 - Family emergencies
 - Extra funeral time
 6. Home Hospital

UNEXCUSED ABSENCE/TRUANT:

1. ALL other excuses not listed above. Note: An unexcused absence is considered truant.

EXCUSED TARDIES/LATES:

1. Student is at a doctor or dental appointment and presents a note from the doctor or dentist.

UNEXCUSED TARDIES/LATES:

All excuses other than doctor/dental appointments listed above. Examples of unexcused tardies/lates are:

1. Car broke down
2. Overslept
3. Parent ill/parent overslept
4. Missed the bus
5. Forgot what time school started
6. Late start

Tardy:

Sandra J. Gallardo staff expects students to arrive at school on time for the following reasons:

- ◆ When children are late to school, it causes a disruption to the class and decreases learning time for all students.
- ◆ It takes additional teacher time to help the student catch up with the activities the students are doing.
- ◆ It takes office time to write tardy slips, record tardies and write follow-up letters.
- ◆ The student gets the idea that arriving late for school is acceptable.
- ◆ It is the responsibility of the parent and student to arrive at the proper time.
- ◆ Parents, please make arriving at school on time a priority.
- ◆ Fault is not the important issue in being late. Families must work together and with

the school to see that students are on time.

Students in TK:

School *starts* at 8:00 a.m. for AM and 11:24a.m. for PM. Please make sure students are here and ready to begin their day by their start time. Students who arrive after their start time will be considered tardy and will be sent to the office for a late slip.

Students in Grades K – 5:

Please note that when the warning bell rings at 8:12a.m., students have three minutes to get to their classrooms at 8:15a.m. Students who arrive in the classroom after the 8:15a.m. start bell are considered tardy and will be sent to the office for a late slip.

What is SART & SARB?

SART, Student Attendance Review Team, is a meeting with student, parent, administrator, and teacher that is held in the school office. The purpose of the meeting is to seek a solution to the tardy, truant or absentee problem.

Any student reported as a truant three or more times within the school year is considered a habitual truant; a school official shall hold at least one conference with the student's parent or guardian. Any student considered a habitual truant or having irregular school attendance may be referred to a SARB (School Attendance Review Board).

SARB, Student Attendance Review Board, is a meeting with student, parent, principal, community representatives, Folsom Police Department, Sacramento County probation officer, Sacramento County Welfare representative. The meetings are held to seek solutions to the problem concerning attendance.

DRESS CODE

Please label your child's clothing, including jackets and sweaters.

Students are expected to dress appropriately for working and learning at school. Long pants, shorts, skirts, shirts, blouses, and dresses are encouraged.

Clothing considered unacceptable is as follows:

- ❖ Shirts with words and pictures that contain profanity, suggestive words or pictures, tobacco or alcohol messages.
- ❖ Short-shorts, tank tops, half shirts, cropped shirts, clothing with "sagging" waistlines, see-through materials, strapless clothing, spaghetti straps, or revealing clothing are not to be worn at school.
- ❖ Shoes that are not attached to the feet or not suitable for running, such as crocs, flip flops or sandals without a heel strap. This is important for safety and appropriateness for recess and PE. Wheely shoes (with wheels) are not allowed for safety reasons.

Students are expected to:

- ❖ Wear clean clothes every day.
- ❖ Bathe or shower daily. Fourth and fifth graders should consider using a deodorant.
- ❖ Wear a school t-shirt/sweatshirt or school color (green) on Friday Spirit Days.
- ❖ Come to school dressed appropriately for learning.

(An appropriate length for shorts should be mid-palm length, on a 4" inseam as a minimum. Clothes which are 2 to 4 sizes larger than the student should normally wear are not safe for school activities. Straps on sleeveless tops should be at least the width of a lasagna noodle, at least 1½" in width)

Note: Students who come to school wearing unacceptable clothing will be asked to contact a parent to bring a change of clothing to school or will be provided with suitable clothing. The school principal, classroom teacher, or designee, will determine appropriate school dress.

Emergency Card Information

Parents or guardians are required by law to complete the emergency card information at the time of registration. In case of emergency, the school must have a person to contact by telephone if the parent is not available; people listed as emergency contacts on the card will be notified. This is for the student's protection. *If you should change your address, phone number, employment, or childcare provider, please notify the office so the card can be updated.* Please keep the school informed of any pending custody case, or similar cases, in which the right of guardianship is in question. The emergency card must be kept current with this vital information.

Field Trips

Students must have a Field Trip Permission slip on file with the school before being allowed to attend a field trip. Teachers will send the permission slip home prior to the trip and must have them returned promptly. Permission to attend will **not** be accepted by phone, fax, or handwritten note. **Field trip permission slips must be returned 24 hours before the field trip. NO EXCEPTIONS** If your information has changed on your emergency card, please notify the office immediately to update.

Should a teacher have a concern about student behavior or safety, those concerns will be discussed with the parent and student prior to the trip. Under special circumstances, the parent may be requested to accompany the student to ensure that standards of behavior and safety are met.

Parents attending field trips must meet volunteer requirements: complete application, TB clearance, background check and wear a visitor sticker. (Refer to the Parent Volunteer section of this handbook.) Parents attending field trips are requested to leave other siblings at home or in school to ensure they provide uninterrupted attention to their supervisory responsibilities.

Insurance

At the beginning of the year each student will receive a student insurance application form. This insurance is available at reasonable rates. The purchase of this insurance is a transaction strictly between the parent and insurance company. Parents are urged to take advantage of the insurance.

Lost and Found

Our Lost and Found is located in the multipurpose room. Students should check the Lost and Found regularly to retrieve lost items. To prevent clothing from being lost, we encourage **marking sweaters, coats, lunch boxes, water bottles, and backpacks with your student's first and last name.** Several times during the year lost and found items are given to charity.

ILLNESS

Children are not to be sent to school with any illness which is detrimental to the best interest of the student and/or classmates. If a parent is in doubt about a child's fitness to return to school, the family physician should be consulted. All students with a fever or vomiting will be sent home. **The students must be fever free with no vomiting for 24 hours before returning to school.**

Please notify the school **immediately** in case of a contagious disease, such as measles, mumps, chickenpox, impetigo, head lice, etc., so the parents of children who have been exposed may be notified.

The school is not responsible for treatment of injuries which occur elsewhere.

The facilities at school are for **first aid** only, and students are to be taken home within one-half hour if they are too ill to remain in class. It is the parent's responsibility to arrange for care of a child if illness occurs when his/her parent is unavailable. It is essential that back-up emergency names and numbers are listed on the emergency card, indicating who may pick-up a sick child if the parents are unavailable.

Medication

It is the obligation of the parent to inform office personnel if a student is on ongoing medication. Medication can be given to a student during the school day only if it is absolutely necessary to maintain that student in school. The school nurse, health assistant, or other designated school personnel will administer the medication to a student provided that the school office has received the following:

- A district medication consent form signed by the doctor (physician) for prescription **and** the parent/guardian for nonprescription medication.
- Medication brought to the office by the parent, guardian, or designated adult in the

- original “over-the-counter” or pharmacy prescription container.
- Refills of medication are the responsibility of the parent/guardian.
 - All medications shall be held in the school office in a secure location in the original container labeled with the student’s name. This includes chapstick and cough drops.
 - Parents are required to be in constant communication with the office when their child is on daily medication or at any time they are concerned, even if the medication is not given during school hours. Please inform the school if your child is taking medication that may affect his/her behavior.
 - Parents are responsible for picking up any remaining medication at the end of the school year. Leftover medication will be discarded.

REQUIREMENTS FOR THE ADMINISTRATION OF ALL MEDICATION AT SCHOOL **INCLUDING “OVER-THE-COUNTER” MEDICATION**

The school does not supply medication of any type. The student’s parents or guardian must provide all medication to be taken at school. This includes all prescription and over-the-counter medication including, but not limited to, non-aspirin type pain relievers, cough drops, antacids, creams, and ointments.

Students are not allowed to have any type of medication in their possession at any time.*

**Students with asthma are allowed to carry an inhaler only if there is a written statement from the child’s physician indicating that it is necessary for the student to carry an inhaler on his/her person.*

School Breakfast & Lunch Programs

We are very pleased to announce that all of our district schools will participate in the USDA National School Lunch Program Waiver to offer meals at NO COST to all students enrolled in FCUSD schools for the entire school year 2025-2026. There is no need to complete an application.

Lunch menus are available on the front page of the Gallardo website. Click on the “apple” icon above “Food & Nutrition.”

Breakfast: Breakfast is served before school in the Multi. TK students and siblings will come to the Multi no earlier than 7:40 a.m. Grades K-5 students will come to the Multi no earlier than 7:50 a.m.

Cold Lunch: Remember to label all containers. Milk is available for purchase.

Hot Lunch: Hot lunches are available daily.

Notice: The California Revenue and Taxation Code (RTC) Section 19853(b) requires local educational agencies (LEA) that operate the National School Lunch Program (NSLP) to annually notify households about the Earned Income Tax Credit (EITC) Information Act.
[Earned Income Tax Credit Information Act Communication](#)

Nutritional Snack

Nutritional snack time is provided for all students. Students shall eat the snack in the designated area on the playground and must place trash in the proper receptacle.

Please provide a **nutritional** snack from the following suggested list:

- Apple, banana, peach, pear, apricot, dried fruits, carrots or celery sticks, half sandwich, crackers, cheese

Please **do not** provide the following snack items:

- Cookies, candy, chips, soda or any items high in sugar, salt or fat

Cafeteria Guidelines

- 1) Students will enter in a quiet, orderly manner.
- 2) Students will wait in line in a quiet, orderly manner.
- 3) Eat at your class's assigned table and clean up any trash around your area.
- 4) Students will leave the table **when dismissed** by a yard supervisor.
- 5) Students will eat their own lunch - no sharing for safety reasons.
- 6) Keep hands, feet, and objects to yourself.
- 7) Talk in a conversational tone.
- 8) Walking feet when entering/leaving the cafeteria.
- 9) Place all trash in the trash cans provided.

Please remember that the use of the cafeteria is a privilege, not a right.

Alternatives may include:

- A warning to the student.
- Moving to another table.
- Helping with clean-up.
- Conference with the Principal.
- Parent(s) will be contacted by email or phone and/or a parent conference.

Homework Policy

The Governing Board recognizes that homework contributes toward building responsibility, self-discipline, and life-long learning habits, and that time spent on homework directly influences students' ability to meet the District's academic standards. The Board expects students, parents/guardians, and staff to view homework as a routine and important part of students' daily lives. (Board Policy 6154)

Definition

Homework is defined as assignments that are an extension of subject matter that has

been carefully explained prior to being sent home. Unfinished classroom work or work due as a result of absence, although completed outside of the school day, is not considered part of the definition.

Purpose

Homework is assigned for the purpose of strengthening academic skills, reinforcing concepts taught by the teacher, developing student responsibility and accountability, and promoting parent awareness.

Amount of Homework

The amount of homework shall be in direct relationship to the maturational and achievement levels of students in each class or grade level. It is anticipated that students may receive between 30 and 60 minutes per night including 20 minutes of reading on Monday through Thursday. There may be an occasion where a special or long term project would be assigned that would require completion on a weekend or vacation.

Teacher Responsibility

Teachers are responsible for providing assignments and for providing the necessary explanation and directions for students to complete the work with reasonable success. Teachers at all grade levels will stress the quality of homework and outline the expectation that homework is to be turned in on time. Homework assignments will be routinely monitored and assessed. The teacher will communicate the results to students and parents. Teachers may use homework assignments to help determine a student's grade.

Each teacher will discuss the homework policy in their classroom with the students. Parents/guardians will receive information from the teacher regarding homework at "Back-to-School Night."

Student Responsibility

Students will be responsible to note the assignments, understand the directions, and return completed homework to the teacher on the assigned day. Students are encouraged to write all homework assignments in their school agenda (as appropriate). Students are required to share their agenda and homework assignments with their parents/guardians directly.

It is the student's responsibility to be able to describe and understand the purpose of each homework assignment and be able to explain that assignment to the parents/guardians.

Parent/Guardian Responsibility

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 the Homework Policy 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.

Parents/guardians are responsible for checking that their child has completed their homework each night to the best of his or her ability. It is the responsibility of the parents/guardians to monitor homework activities, including the time spent, and bring any issues of concern or suggestions directly to the teacher.

Note: Once a student has been absent for two or more days, homework can be requested by emailing or leaving a voicemail message to the teacher after the 2nd day. Teachers will leave the homework in the school office for pick-up.

FCUSD/Sandra J. Gallardo Elementary School Behavior Expectations

Sandra J. Gallardo has two goals:

- ❖ One is for a safe and respectful environment in which teachers are able to teach and students are able to learn.
- ❖ Secondly, our goal is to teach students to be responsible for their choices and to behave appropriately.

We believe that everyone is responsible for achieving these goals and require the cooperation of all students, staff and parents. School rules make learning possible. It is the principal's, teacher's and parent's responsibility to help students learn appropriate conduct. We will teach expectations and reinforce them throughout the school year.

By following these general behavior expectations throughout the school year, students, staff and parents can enjoy a healthy school experience. All students are taught to follow "The Six B's" displayed throughout the school. Students following the behavioral expectations may be rewarded with "Atta Gator" tickets. Weekly drawings will result in several students having their names drawn.

The Six B's are:

Be Safe

No rough play, fighting, or running in classrooms, bathrooms, lunchroom or halls. 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 structures.

Be Respectful

Respect yourself, others, and their property. Please be courteous and respond politely, using appropriate language. There should not be obscene gestures, threatening,

bullying, harassing, name calling, disrupting class, or taking property that does not belong to you. Students need to promptly acknowledge and respond politely to requests or directions given by an adult.

Be Responsible

Please be prompt and prepared for school. Listen attentively and follow directions. Treat others as you would like to be treated. Be in supervised areas at all times.

Be On Task

Do your best to do your work when your teacher expects you to work. Listen attentively and follow instructions. Use time wisely.

Be Kind

Treat other people as you would like to be treated. Being thoughtful of others and thinking about what you say and do is important.

Be Present

Please be aware of surroundings. Maintain personal space and always be in an appropriate area.

It is essential that students follow behavior expectations. When students break the rules, consequences may range from a warning about behavior to a recommendation for expulsion. Factors that determine which of the possible appropriate consequences include the severity of the offense, and whether there is a pattern of misconduct. Additional consequences may include, but not limited to discussing the incident and understanding why it was inappropriate, a time out, detention, community service on the campus, parent conference or possibly suspension. 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.

Awards & Recognition

Students have various ways of receiving acknowledgement for positive behavior at Sandra J. Gallardo Elementary School, including:

Atta Gators

Students have the opportunity to earn Atta Gators. Students following the behavioral expectations may be rewarded with "Atta Gator" tickets. Weekly drawings will result in several students having their names drawn. This can be done by following the 6 Bs (Be Safe, Be Respectful, Be Responsible, Be on Task, Be Kind, Be Present)

Positive School Climate

The school community, including parents, students and staff, shall not tolerate any

comments or gestures which are vulgar or obscene or which denigrate others on account of sex, race, religion, ancestry, national origin, handicap or disadvantage.

Students shall be subject to disciplinary procedures for harassing other students or using insults, slurs, or fighting words which may disrupt school activities (District Policy 5130). Repeated offenses will be cause for suspension.

The State of California and the Folsom Cordova Unified School District are determined to provide the safest of school environments for the students who attend Sandra J. Gallardo Elementary School. The following section will explain the rules, expectations, procedures, and consequences.

Because safety is a top priority **ANY STUDENT WHO BRINGS A WEAPON, IMITATIONS OR REPLICAS, ANY TYPE OF KNIVES, ANY TYPE OF FIREWORKS, UNSPENT SHELLS, OR ANY ITEM CONSIDERED A DANGEROUS OBJECT MAY BE SUSPENDED FOR FIVE DAYS.**

Elementary students are not exempt from this rule. Students are advised to keep all items such as pocket knives, bullets, darts, any type of explosive device (including caps), and all weapons or "look-alikes" at home. ***Parents, please reinforce this rule at home with your child.***

Sandra J. Gallardo's Anti-Bullying Policy and Understanding

Everyone at Sandra J. Gallardo Elementary School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate any bullying in any form at our school.

Our school defines bullying as follows: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening or leaving someone out on purpose.

Schoolwide Discipline Procedures

The emphasis on discipline is based on a program of positive recognition and rewards for those students who continually display good citizenship. There are a number of different school and class methods of recognizing students for their continued good behavior and cooperation at school. Discipline is a part of the instructional program.

GENERAL SCHOOL GUIDELINES

Gallardo's staff believes that school and classroom behaviors should be posted, then directly taught to students via role plays and practice with frequent monitoring and positive feedback.

- Students will assist teachers in promoting an environment where all students can learn. No child will keep others from learning or the teacher from teaching.

- All children will be considerate to self, to others, and to property. No child will psychologically or physically harm himself/herself or others.

Students at Sandra J. Gallardo will follow the 6 Bs:

**Be Safe,
Be Respectful,
Be Responsible,
Be on Task,
Be Kind,
Be Present**

Students will be taught these school guidelines, and will be held accountable for knowing them. Everyone at school must follow these guidelines. When broken, students will be retaught and redirected. Consequences will result when students willfully ignore the rules. Students are under the jurisdiction of the California State Education Code and School District Policies while on school grounds; while going to or coming from school; during or while going to or coming from a school sponsored activity.

When it becomes necessary to enforce disciplinary consequences, the following policies have been established:

- ✓ Teachers maintain class guidelines and consequences, which are communicated to parents and students.
- ✓ School guidelines are discussed, explained, taught and sent home for a parent signature, then returned to the classroom teacher. The teacher's role in the discipline plan is to deal with the children quickly and firmly using positive classroom management techniques.
- ✓ Teachers will contact the parents to keep them informed and gain their support. Parents should discuss consequences with their child/children.
- ✓ Teachers will contact the parent by phone or student referral sheet, if a problem arises. The principal is to be kept informed of behavior problems.

Student Referrals

When a student breaks a rule or is continually disruptive, he/she may be issued an Office Discipline Referral (ODR). A referral is a form that includes information about what the student has done and what consequences were given. It is a tool for communication. When a student receives a referral the following should take place:

1. A copy of the referral will be sent home.
2. Parents should discuss referral with their student.
3. Parents are to sign the referral and the student returns it the following day.
4. After three referrals, the teacher may contact the principal.

Principal's Role

The principal's role in discipline is to serve as support for the teachers. The principal will monitor:

- ⇒ Continual classroom disruptions
- ⇒ Behaviors that may require suspension
- ⇒ ODRs received by students.

Suspension is issued based upon District Policy.

It is important to note that before a student is referred to the principal, unless it is a severe situation, counseling and parent contact has been made.

Discipline Consequences

The following may be given:

- Time out in the office or a buddy class
- Restorative conversation with the teacher, designee, or principal
- Email or telephone contact with parent
- Teacher-parent-student conference
- Teacher-parent-student-principal conference
- Behavior contract
- School suspension by principal or designee
- Other logical consequences may be given by the teacher, designee, or principal

Other Factors Pertaining to Discipline

- ❑ Students on intra or inter-district agreements may have their status affected by disciplinary problems.
- ❑ Citizenship grades are affected by discipline referrals.
- ❑ Students are encouraged to make appropriate choices.

Note: For major infractions, suspension may be given without warning.

District Responsibilities (BP 5131)

CONDUCT

BP 5131

The Board is responsible for prescribing behavioral and disciplinary guidelines for students. The Board shall give certificated staff all reasonable support with respect to student conduct and discipline.

The Superintendent or designee shall establish procedures necessary to enforce the Board's conduct and discipline policies and shall notify parents/guardians of the availability of these policies and procedures at the beginning of each school year.

Teachers shall establish and enforce classroom rules that facilitate safety and effective learning. They shall cooperate with other certificated staff in enforcing general school rules and helping students to understand the benefits of choosing behaviors that show respect for other people and property.

Student Responsibilities

CONDUCT

BP 5131

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. To maintain such an environment students, parent/guardians, staff and the Board all must understand and fulfill their responsibilities related to student conduct.

Student Responsibilities

The Board believes that it is important for students to understand that they have a choice to make regarding their actions and that appropriate conduct benefits both themselves and others. Students are encouraged to freely express their individuality as long as this expression does not infringe upon the rights of others or interfere with the instructional program. Behavior is considered appropriate when students are diligent in study, neat and clean, careful with school property, respectful towards their teachers, and courteous to other students, staff and volunteers. Students are expected to be punctual and regular in attendance and to remain on school premises in accordance with school rules. They are further expected to refrain from profane, vulgar or abusive language.

Students shall receive regular instruction in District and school rules and regulations related to conduct. Students who violate these rules and regulations may be subject to discipline, suspension, exclusion, expulsion or transfer to alternative programs.

Parent/Guardian Responsibilities

BP 5131

Parents/guardians are expected to comply with laws governing the conduct and education of their children and to cooperate with school authorities regarding their children's behavior.

California law holds parents/guardians liable for any willful student misconduct, which results in the death or injury of any student or persons employed by or volunteering for the District. Parents/guardians are also liable for any defacement, injury, or loss of property belonging to the District or to a school employee. (Education Code 48904)

General Provisions

AR 5144.1

1. Grounds for Suspension/Expulsion

- a) A student, including an individual with exceptional needs, shall be subject to suspension/expulsion for the causes set forth in the Education Code. This specifically includes, but is not limited to, Sections 48900, 48915, 48900.2, 48900.3, 48900.4, and 48900.7.
- b) The District has developed a Student Conduct Code which more specifically lists the grounds for discipline and the range of consequences that may be imposed. This Student Conduct Code is annually reviewed by District staff and is provided to all students at the beginning of each school year.

2. Related to School Activity or School Attendance

- a) No student shall be suspended/expelled unless the act is related to school activity or school attendance.
- b) The act could, however, occur at any time. This includes by way of illustration and not limitation:
 - 1) While on school grounds; or
 - 2) While going to or coming from school; or
 - 3) During lunch period, whether on or off the campus; or
 - 4) During, or while going to or coming from, a school-sponsored activity. [EC 48900(p)]

Reasons for Suspension

According to California Education Code, Sections 48900 (a-o), 48900.2, 48900.3, 48900.4, 48900.7, and/or 48915 (a-5) as indicated:

- A-1 Caused, attempted to cause, or threatened to cause physical injury to another person: mutual combat/fighting; verbal threat; assault (without weapon).
- A-2 Willfully used force or violence upon the person of another, except in self-defense: assault with weapon** – assault is defined as “an unlawful attempt, coupled with a present ability, to commit a violent injury to another person”; battery**– battery is defined as “the willful and unlawful use of force or violence upon the person of another” – CSAA CRIME REPORTABLE - caused serious physical injury (medical intervention);** caused physical injury to a student, certificated employee, classified employee, security/peace officer or other. A-5 of 48915 Assault or Battery (as defined in Sections 240 and 242 of the Penal Code) upon any school employee**
- B Possessed, sold, or otherwise furnished any firearm,** knife, explosive, fireworks, dangerous object, bomb** or other weapon.
- C Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, controlled substance:** alcoholic or intoxicant.
- D Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- E Committed or attempted to commit robbery** – robbery is defined as “the taking of property in possession of another, from his person or immediate presence, and against his will, accompanied by means of force or fear”, or extortion – extortion is defined as “the obtaining of property from another, with his consent...induced by wrongful use of force or fear”.
- F Caused or attempted to cause damage (vandalism) to school property, student property, employee property, or other.
- G Stole or attempted to steal school property, student property, employee property, or other.
- H Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to: cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- I Committed: an obscene act, engaged in habitual profanity or vulgarity.
- J Possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in section 11014.5 of the Health and Safety Code.
- K Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties including racial slurs, violation of closed campus, falsification/forgery of parent notification/verification, defiant/disruptive, engaged in any activity, behavior, or display which when evaluated individually and/or cumulatively and collectively denotes group affiliation that threatens a safe and orderly environment or which is likely to cause a disruption of school activities, possessed electronic signaling devices (unless deemed essential for the health of the student - physician verification and prior approval of principal required), and other.
- L Knowingly received stolen school property, student property, employee property or other.
- M Possessed an imitation firearm. “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 student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.48900.2 Committed sexual harassment, as defined in California Education Code, Section 212.5.***48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of California Education Code, Section 33032.5***48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment. 48900.7 Made terrorist threats against a school official or property, or both**

** Requires Police Report

*** Does not apply to grades K-3 inclusive

Bicycles/Scooters

The privilege of riding a bike/scooter to school is permitted for students in grades 3 and above as long as the rider exercises reasonable safety and a **bicycle contract is on file in the office. Contracts are available for pick up in the office and must be returned promptly.**

Failure to comply with the rules could result in the loss of bicycle/scooter privileges. Provisions are made to safeguard bicycles/scooters, however, the school assumes **no** responsibility if stolen or damaged. The following rules are designed for the safety of the student:

- ❑ State law requires that all riders under the age of 18 must wear bicycle/scooter safety helmets. **All students must wear helmets.**
- ❑ Walk your bike/scooter when coming onto or leaving school grounds.
- ❑ Park the front wheel into the bike rack.
- ❑ Lock bike. Each bicycle/scooter must have its own lock and chain and must be locked to the bike rack. **Bicycles should never be locked together!**
- ❑ Kindergarten, first, and second graders may not ride bikes to school unless escorted by a parent. Third through fifth graders may ride to school unaccompanied by a parent.

School Visitations

All visitors (parents volunteering and those visiting for any parties, programs, etc.) to the school must sign in at the school office. A visitor or volunteer badge will be issued that must be worn while visiting the school campus. If you wish to conference with your child's teacher, please email the teacher to make an appointment before or after school. Parents dropping off instruments or other items are requested to take these items to the office and **not** go directly to the classroom.

Observations

General classroom observations are not allowed. Under rare circumstances, a single 30 minute observation may occur for a specific purpose. All observations must be pre-scheduled and approved by the school principal and the classroom teacher at least 48 hours prior to the observation. The principal or designee is required to be present during an observation.

Telephone Calls

Interruptions for routine messages disrupt the educational program, therefore, interruptions in the classroom will be kept to a minimum. Please make all necessary plans before sending your child to school regarding where your child is to go after school, who will pick him/her up, if he/she is to ride the school bus, etc. Students will not be allowed to use the phone to make after-school plans with another student. These plans must be done at home before school. In an emergency, we will relay a message to an individual student. We have an obligation to provide quality learning time. Students may not use cell phones during the school day.

FCUSD Mobile Communication Device Policy

Students in grades TK-5 may not use cell phones, smartphones, smart watches or other mobile communication devices while on campus. Devices must be turned off and placed out of sight during the school day. Students who need to call parents may use phones located in the school office. [CLICK HERE](#) for the full extent of the board policy.

Sandra J. Gallardo will not be held responsible for lost, stolen, or broken cell phones.

Tobacco Free School

As of July 1, 1995, the use of any tobacco product on district property at any time is prohibited. This prohibition applies to all employees, students, parents, and visitors while they are on the school campus for any activity or meeting at any time of the day.

PHYSICAL EDUCATION EXPECTATIONS

Physical Education (P.E.) is a class required by the State of California. All students must participate. If a student is unable to participate because of a physical problem, the P.E. teacher must be provided with either a doctor's or parent's note to that effect.

- Students will try each activity and do their best.
- Students will come prepared to learn, and wear clothing, socks and shoes appropriate for participating in P.E. activities. Tennis shoes are recommended. **Crocs, Jellies, flip flops, shoes with raised heels and open toes are not appropriate for P.E. or school.**
- All students can learn, and all students will be taught.
- No student's inappropriate behavior shall keep the teacher from teaching.
- Students will respect the teacher and respect each other.
- Students will learn new skills and learn to appreciate that different people have strengths and weaknesses regarding their physical abilities.

PHYSICAL EDUCATION RULES

1. Be respectful at all times
2. Raise your hand.
3. Keep your hands and feet to yourself.
4. Follow directions.
5. Use polite manners at all times.

MUSIC

All intermediate students will participate in a school music program. Choices include Orchestra & Chorus for Grade 4 and Band is added to those choices for Grade 5. The school has instruments available for students in need. The majority of band and orchestra students will either rent or purchase instruments.

STUDENT COUNCIL

Students in Grades 3rd- 5th may run for a Student Council office. Positions will include President, Vice-President, Secretary, Treasurer, and Sergeant at Arms. Student Council officers must maintain a grade average of "C" or better, attend Student Council meetings regularly, and be good citizens. The students must have an S or O in class rules on their report card. Each class (Grades 3 – 5) will elect two students to serve as Room Representatives at Student Council meetings.

TRANSPORTATION (916.294.9100)

Riding the school bus is a privilege, not a right. Students who are unable to ride in a safe manner will be given a bus referral by a teacher or a bus driver with the following penalties. District Transportation Rules of Conduct:

- 1ST VIOLATION: Warning Notice
- 2ND VIOLATION: 3 days off all District buses (morning and afternoon)
- 3RD VIOLATION: 5 days off all District buses
- 4TH VIOLATION: 2 weeks off all District buses
- 5TH VIOLATION: 1 month or remainder of the trimester (whichever is longer) off all district buses.

If a student is not allowed to ride a school bus due to behavioral problems, it is the responsibility of the parent(s) to transport the student to and from school.

PETS

Pets are not allowed on campus, whether dropping off, picking up; including after school. A portion of the regulations from AR 6163.21 is as follows:

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.)

There is specific language in the Board Policy that recognizes seeing-eye dogs and/or service animals and conditional provisions for individual or exceptional circumstances.

NOTE: Visit FCUSD's website for a full explanation and list of Board Policies and Administrative Regulations, or ask the front office for a copy of BP / AR 6000 / Instruction (Animals at School and Non-Service Animals at School.)

Nondiscrimination/Sexual Harassment/Complaint Process Statement

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)

Non-discrimination (Title IX)

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. For concerns/questions or complaints, contact the **Title IX Coordinator(s), Equity Compliance Officer(s) and Section 504 Coordinator(s)**:

Shannon Diaz– Human Resources, Title IX Coordinator (Employees) & Equity Compliance Officer

dogen@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

916-294-9000, Ext 104625

Uniform Complaint Procedure

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

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

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

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

Uniform Complaint Procedures have been established (Board Policy 1312.3) and may be obtained from the Personnel Office.

Programs and services covered by Uniform Complaint procedures include Adult Education, general and basic education, preschool, state and federal programs, Special Education, ROP, nondiscrimination, gender equity requirements, and civil rights guarantees.

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