STUDENT/PARENT HANDBOOK

NAVIGATOR ELEMENTARY SCHOOL

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Daily Time Schedule

AM Transitional Kindergarten	8:00-11:21
Kindergarten-5th grade	8:15-2:45
Kindergarten - 5th grade (Thursday Early Out)	8:15-1:15
PM Transitional Kindergarten	11:24-2:45

Recess	
AM Transitional Kindergarten	9:40-10:10
4th Grade	9:40-9:55
Kindergarten	10:00-10:15
1st, 2nd Grade	10:50-11:05
3rd, 5th	10:30-10:45
PM Transitional Kindergarten	1:00-1:30
Lunch	
Kindergarten, 4th Grade	11:10-11:55am
3rd, 5th Grade	11:50-12:35pm
TK Lunch(Optional)	Parents must get a badge and supervise student.
1st, 2nd Grade	12:30-1:15pm

Regular Minimum Days	
November 17-21, February 24-27, May 20, May 27	
AM Transitional Kindergarten	8:00-11:21(PM Early Release will come from Teacher)
Kinder-5th grade	8:15-1:21
Super Minimum Days	

October 30, February 12, and May 21	
AM Transitional Kindergarten	8:00-11:21(PM Early Release will come from Teacher)
Kinder-5th grade	8:15am-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.

Drop off for Grades K-5 starts at 7:40 a.m. every day. No early drop-off, please!
TK AM can also be dropped off at 7:40am.
Be sure to call if your child is sick or will not attend school: 916-294-2420, press 1 for attendance and leave a message

Mission/Vision

The Mission of Navigator Elementary School is to inspire students to be life-long learners, to help students reach their full potential, and to teach students to make a positive contribution to their community.

Our Vision for Navigator is to create a Professional Learning Community where each student is recognized for their positive contribution and given opportunities to build a strong educational and social foundation in order to succeed.

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 Principal Tucker at **916-294-2420 or jtucker@fcusd.org.**

Volunteers

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

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

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

Volunteers must complete a Volunteer Application, get fingerprinted and have a current negative T.B. test on file. Please do not bring other children if you are <u>volunteering</u> in the classroom, on field trips, or for special activities during the day. You may not go on field trips or help at school without completing the Volunteer Application.

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

If you would like to share your time, expertise or services with our school, please contact Michelle Harder in the office and do not forget about joining the PTA!

Classroom Visitations

Classroom visitations / observations need to be scheduled with the classroom teacher **<u>prior</u>** to the date of arrival. These occurrences need to be discussed with the teacher and/or principal based on educational needs or clarifications. Any and all classroom interruptions or deviation of daily routine contribute to negligence of instruction which in turn disrupts learning. Please note that visits / observations are limited to 15 minutes only. Beyond that time limit requires appropriate volunteer paperwork and clearance.

Supporting Academics

- Attend Back to School Night
- Make sure your child attends school every day, unless ill. Please phone the school (294-2420 Ext.1) on the day of your child's absence. In most cases, if the child is not well enough to take part in all school activities, he/she should be kept home.
- Be sure your child has a nourishing breakfast before coming to school.
- Teach your child responsibility by having them take charge of daily work and/or homework assignments.
- Ask your child to share one thing (s)he learned each day.
- Review the Wednesday Folder every week. Return all paperwork and forms as requested.
- Take good care of books and materials and return them to school in good condition. There will be a charge for damaged or lost books and materials.
- Have a special place for your child to do homework and to keep the backpack and other school items.
- Conferences will be scheduled as needed to review your child's progress. Please attend conferences on time.
- Report cards will be issued three times a year for all grade students. Be sure that you understand your child's progress.
- If questions arise pertaining to class work, contact the teacher as soon as possible.

Visiting School

- Guests must schedule a time with the teacher 24 hours in advance. *All visitors must check-in at the main office and obtain a visitor's pass.* If you are not wearing a badge you will be asked to return to the office. Before leaving campus, please return to the office to sign out and turn in your badge. *Please limit your visit to no more than 30 minutes.*
- Parents are not allowed to observe classrooms in which they do not have a student enrolled.
- Remind your child to get on and off the bus at the proper stop and obey all rules while on the bus.
- Keep the school informed of any pending custody case or similar cases in which the right of guardianship is in question.
- Keep the school informed of any change of address, babysitter, childcare, telephone number, work number or emergency number.

Bringing Items to School

- Scooters, Razors, roller skates, roller blades and roller shoes are <u>not allowed</u> at school. Students who use these to get to school may check them in to the office.
- Encourage your child to keep feet and clothing dry during the wet season.
- Sticks, pointed objects, toys, play weapons, are not to be brought to school. Please leave such things at home. Your child may be suspended for bringing dangerous items to school.
- Many parents wish to send items to school for their children's birthdays. Please check with your child's teacher <u>before</u> sending anything to school. A small treat such as cookie, doughnut, mini-muffin or mini-cupcake is allowed, but not required. Presents, balloon bouquets and other such items will not be delivered to the child's classroom. Do not pass out invitations at school unless the *entire* class is invited. Please, no family celebrations at school.

District Advisory Committee

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

Parents will have the opportunity to:

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

School Site Council

In this district, all schools have a School Site Council. The school and community work together to develop goals for the school plan and a budget to support the goals. The Site Council is the group that plans for improvements and, if there is any, decides how the School and Library Improvement money will be spent. The decision power is balanced between staff and non-staff. We have 10 voting members: 5 are staff members (principal, 3 teachers, parent coordinator) and 5 are non-staff members (parents, community members). Each person has one vote. The plan and the budget must be decided by a vote of the Council. If you are interested in being part of Navigator's School Site Council, contact Summer Tran in our office.

As a Site Council member, you would:

- attend six meetings per year;

- learn about state standards, model approaches, and effective programs;
- get to know the programs at our school;
- form an opinion on what kinds of improvements would help our school;
- prioritize needs and negotiate compromises; and,
- vote on the school achievement plan, school budget, and school safety plan.

Student Insurance

The Folsom Cordova Unified School District does not carry insurance for accidental injuries sustained by a pupil. Insurance coverage may be arranged through individual policies, group insurance, or through a voluntary insurance program.

The district does not recommend any particular program. At the beginning of each school year, current information regarding a voluntary student insurance program is distributed to all parents. Please read all insurance information carefully and if in doubt, contact your insurance agent or family physician.

Bicycle Safety

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

- Students who ride a bike to school must sign a Bicycle Contract. The form is available in the office or from the classroom teacher. Students in grades K-2 should not ride without a responsible person.
- Obey all traffic laws. Ride defensively. Watch out for all traffic and wear a helmet.
- Upon arrival at school, dismount and walk your bike directly to the bike racks. NEVER ride your bike on any sidewalk, in the hallways or in a parking lot.
- Each bike must have its own lock and chain. All bikes are to be locked to the bike rack. Do not loiter in the bike area.
- Bicycles are not allowed in the classroom.

Lunch Procedures

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

1. Students will walk into the cafeteria and line up to be served. While in line, students will walk quietly, keeping their hands and feet to themselves. Students with cold lunches will go directly to their assigned tables. All students are encouraged to use the hand sanitizer located in the lunchroom.
2. Students will serve themselves neatly and carefully. Students will take only as much food as they intend to eat at lunch. After getting their lunches, students will go to their assigned tables and assigned seats, if appropriate.
3. During the entire lunch, students will remain seated, facing forward and sitting flat on their bottoms. Students may only get up when an adult excuses them.
4. **For the safety of everyone, students may not trade or give away food at any time.** Students who do this will have their food taken and returned at the end of the day. They will be asked to get a tray to get appropriate servings for one student.
5. Students who throw food or other items will lose recesses and will be required to clean around the school.
6. During lunch, students should talk only to the people sitting next to them or directly across from them because this is kind to others.
7. Students will clean their areas before being excused. This includes the table, the seat and the floor. Only quiet tables will be excused.
8. When the table is excused, students will throw away their food in the garbage cans and stack their trays. They will then walk quietly to their line up area.
9. To prevent accidents, once students have left the cafeteria, they may not reenter it without adult permission.

Possible Consequences

1. Warning.
2. Remain in the lunchroom for additional time, which may include clean up.
3. Moved to a different table and given a referral to the classroom teacher.
4. Loss of recess.
5. Referred to the principal

Depending on the severity of the problem or if the problem is repeated, the student may be directly referred to the principal.

Behavior Standards

The Behavior Standards at Navigator Elementary have two goals. One goal is to maintain 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-wide behavior expectations make learning possible. It is the teacher's, principal's and parent'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 throughout the school, students, staff and parents can enjoy a healthy school experience. All students are taught to follow our five school rules, also known as "The Five B's": Be Responsible, Be Respectful, Be Safe, Be Kind, and Be Productive. These rules are posted throughout our school and are repeated as part of our Navigator school chant. Students following the behavioral expectations may be rewarded with Talon Tickets cards. Tickets are drawn each week and winners pick a prize from the principal's prize collection.

The Five B's are:

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 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 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 Kind

Greet and smile at others. Greet bus drivers and others and respond to greetings from others. Consider others' feelings and reach out to those who may need a helping hand.

Be Productive

Go where you are going in a timely manner. Keep your materials in a neat and orderly manner. Bring your work with you to class. Work hard in class and socialize during recess and lunch.

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. Other means to correct the behavior may include, but are not limited to, discussing the incident and helping the student understand why it was inappropriate, a recess time-out, community service on campus, parent conference or possibly suspension. Our goal is to establish a safe and positive school climate where everyone can learn.

School Dress Standards

Dress standards at Navigator are designed to contribute to a safe and positive learning environment and follow the Folsom Cordova Unified School District Dress Code. Students not adhering to the general rules will call home to get a change of clothing. The following dress regulations **will be enforced.**

DRESS CODE

Students are to dress appropriately in durable, washable clothing that makes it possible to participate in a variety of school activities:

- Federal Health Law states that shoes are to be worn at all times. Flip-flops, roller shoes or shoes without a back or strap are not allowed. Soles on shoes should be flat and not more than an inch high. Students should be able to participate in physical education activities in shoes worn to school.
- All clothing must be appropriate for a learning environment
- Shorts shall hang below the length of the pockets.
- Shirts must cover students appropriately for school.
- Pants, shorts, and skirts must fit appropriately.
- Hats and sunglasses are to be worn outside only.
- Students may not bring fingernail polish, hair color, or make up-to school. Long or fake fingernails are distracting and dangerous and must not be worn at school.
- All outer clothing (coats, sweatshirts and jackets) should be properly marked with the name and phone number of the child.

It is recommended that all outer clothing (coats, sweatshirts and jackets) be properly marked with the name and phone number of the child. Many clothes are lost during the school year and we are often unable to locate the owner.

Consequences

A student who comes to school wearing unacceptable clothing or dress will be required to contact a parent to bring a change of clothing to the school. The student will not be able to participate in the classroom or recesses until proper clothing is worn. The school principal and/or classroom teacher will determine appropriate school dress. Students who are not in appropriate clothing will not be allowed to play outside at recess or PE until a change of clothing is provided.

Playground Rules

Students are expected to follow the 5 Be's at Navigator Elementary School. They are:

BE RESPECTFUL **BE RESPONSIBLE** **BE SAFE** **BE KIND** **BE PRODUCTIVE**

Students should also do the following:

1. Get drinks and use the restroom during recess, not after the bell.
2. Keep your hands and other objects to yourself.
3. Play in the designated areas with the shared equipment.
4. No toys or equipment may be brought from home.
5. Interfering with any game is prohibited.
6. Use balls properly. There will be no kicking of balls on the blacktop unless in an adult directed activity. If a ball lands on the roof, the custodian will retrieve it **when she has time**. If a ball goes outside the fence, a yard supervisor will get the ball after recess.
7. **Tackling, tackle football and wrestling are not allowed. No games should have aggressive contact.**
8. Jump ropes are for jumping only. Do not play any other games with ropes.
9. Do not sit or swing on the tetherballs.
10. Games are to be played according to game rules. There are no Game Lock-Outs; all students may play if it is safe.
11. No equipment is allowed in the bark area. No running in the bark area.
12. Play basketball on your designated court.
13. Use of equipment:
    a. Never jump off play equipment. Do not climb fences, buildings, trees, backstops or musical drums.
    b. Always wait your turn. Stay out of the way of children using the playground equipment.
    c. Cross the rings or bars once and go to the end of the line. Only one person is allowed on rings or bars at a time.
    d. Students must keep hands on bars at all times-no hanging by knees.
14. When the bell rings, drop from equipment, walk in from the field or move out of the play equipment, freeze in the Ready Position, and wait for the whistle. Then, put away the equipment and walk to your line.
15. Yard Duty and Lunchroom Supervisors must be obeyed at all times.

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

NO BULLYING ALLOWED

Navigator is a NO bullying school. We follow the Steps to Respect program to address bullying. All adults on campus will be able to assist a child who is a target of bullying or observes bullying behavior.

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

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

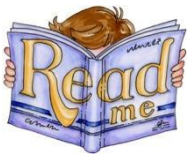
Students are taught the 3R's of Bullying: Recognize – Refuse – Report.

Personal Property & Cell Phones

The Folsom Cordova School District or Navigator Elementary School is not responsible for <u>any damaged or lost personal property</u> brought to school by a student. Toys, radios, *electronic readers, and other electronic equipment*, skates, skateboards, scooters, motorized equipment or personal property other than clothing are not to be brought to school unless requested by the student's teacher. **Cell phones must be turned off and secured in a backpack or purse. Students may not carry cell phones during the day and must wait until they are off campus to turn on their phones. Navigator is not responsible for lost or stolen cell phones or other electronic devices.**

Library

We are proud of the Navigator School Library. It has been developed through intensive efforts of both parents and school staff. We have had major cuts to our library budget including the elimination of funding for librarians. The school tries to maintain reduced services through its own site budget. We appreciate the excellent cooperation given by both students and parents in taking responsibility for the care in handling and returning library materials. Students must pay a fee for any damaged or lost items.



Field Trips

If you would like your child to go on a bus or a walking field trip, we must have a Student Activity Permission Slip on file at school before your child can be permitted to participate in such activities. Student Activity Permission Slips will be sent home by your child's teacher prior to each scheduled trip. *IT IS IMPORTANT THAT THE PERMISSION SLIP BE RETURNED IMMEDIATELY TO YOUR CHILD'S TEACHER.* We cannot accept permission by telephone or handwritten permission slips. Our field trips are carefully planned to enrich the instructional program. Part of the planning with your child involves standards of behavior that will enhance each participant's learning. Should a teacher have concerns about a student's behavior, those concerns will be discussed with the parents and student prior to the trip. Under special circumstances, the parent may be requested to accompany the student to ensure that the standards of behavior are met. Occasionally, students may be excluded from field trips due to behavior.

Internet Access

The internet is an electronic highway connecting computers in the district to thousands of computers all over the world. All Navigator classrooms have internet access. No student will be allowed to use the internet unless he/she has a signed permission form from the parent or guardian and only when working under the supervision of the classroom teacher. Learning internet etiquette and safety is very important. Therefore, it is necessary for you to

thoroughly review the permission form and discuss it with your child before returning the form to school. The internet can be a powerful tool for learning. However, if it is used inappropriately, future access will be denied.

Telephone Privileges

The telephone is not to be used by students except in an emergency. The school does not consider forgetting homework, musical instruments, or projects as an emergency. Help your child develop independence by reviewing what he or she will need for the school day before leaving for school. This will be a valuable habit throughout life. We may make an exception for students to call at their recess if it is not a regular occurrence.

Breakfast/Lunch Program

A breakfast and a hot lunch program are provided. Students pay for their breakfast and/or lunches by the day or pre-pay. Please help small children keep track of their money by putting it in an envelope, coin purse or other container with their name on it if they do not use the prepaid plan.

Breakfast is served before school in the Cafeteria starting at 7:40am until 8:05am.

Breakfast and Lunch are free for one breakfast or lunch. If a student asks for a second tray that is when there is a charge

Transportation Rules

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

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

Rules of Conduct

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

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

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

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

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

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

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

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

Student Pick-Up and Drop-Off

Pick-up and drop-off are challenging times at school sites. We are trying to move hundreds of students in and out of the parking lot safely and efficiently. *Your cooperation is necessary in order for us to do that successfully*. Please see the map on the next page and follow these simple guidelines to maintain a safe and orderly system.

A. There are two ways to drop-off/pick up your child if you are driving:
   a. Wait in line and pick up your child at the front of the school
   b. Park and walk to the front of the school and escort your child back to your car.

B. If you choose to park:
   a. Park *in the parking lot* and walk to the front of the school to pick up your student.
   b. Do not honk or ask your student to run over to your car.
   c. Use crosswalks.

C. Wait in the drop-off/pick up line:

   a. Load and unload in the spots labeled 1-4 on the map. Note: we added one spot nearer the office to speed up the process.

   b. Do NOT unload in the handicapped area or before. This actually slows everything down even though you may feel like having your student jump out will make it go faster. Cars back up behind you because you cannot move while your student is unloading.

   c. Do NOT leave your car while you are in line.

   d. Cutting to the front of the line because you do not want to wait is unfair and does not set a good example to your student. We are teaching the students to be kind and respectful.

   e. The green area in front of kindergarten is reserved for students with special needs and kindergarten pick-up and drop-off.

D. I understand that it is hard to wait, but if we are all a little patient it will be over quickly!

E. I appreciate your courtesy and respect during this busy time of the day. Board Policy 1313 requires civility on the part of parents and school personnel. The bottom line is if you cannot abide by the rules you may be banned from using the driveways for pick-up and drop-off as determined by the principal.

Frequently Asked Questions:

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

Q: Why can't students load into cars as the cars wait down the drive?
A: It causes a bigger back-up! Other cars up ahead have moved on but the line is held up while your student is getting in your car. I can help students into cars in the handicapped zone if I see the line is not going to move before we're done.

Q: Why do you tell me to hang up the phone while I am picking up my child?
A: Safety! Plus it is illegal to use a hand-held cell phone while driving. Same rules apply in the driveway of the school. We need full attention while driving with so many students around.

Parking Map

- If you choose to park:
  - Park *in the parking lot* and walk to the front of the school to pick up your student.
  - Student Care lot is reserved for drop-off/pick-up from Student Care ONLY
  - Do not honk or ask your student to run over to your car.
  - **Use crosswalks**.

- Wait in the drop-off/pick up line:
  - Load and unload in the **spots labeled 1-4** on the map. Your student will meet you at your car.
  - Do NOT unload in the **office visitor/handicapped area**. This actually slows everything down even though you may feel like having your student jump out will make it go faster. Cars back up behind you because you cannot move while your student is unloading.
  - Do NOT leave your car while you are in line.
  - Cutting to the front of the line because you do not want to wait is unfair and does not set a good example to your student. Help us teach the students to be kind and respectful.
  - The area in front of kindergarten is reserved for students with special needs and kindergarten pick-up and drop-off.

Let's all follow these guidelines and enjoy a stress-free parking lot!

Homework Policy

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

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

Homework will generally fall into one or more of three different categories and may include, but is not limited to the following examples:

1. **Independent Practice-**The focus of homework is wide reading. Students will be expected to read, or be read to, every night. Reading logs will be provided by the school. Other independent practice includes practicing math facts.
2. **Preparation-**These are assignments designed to provide information and focus on future class activities. Studying for tests and reading supplementary materials are examples of such homework assignments.
3. **Extension/Creative-** Activities such as book reports, science projects, and research for social studies reports are examples of such homework.

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

It is the responsibility <u>of the student</u> to read and understand the homework assignment, complete it, and return it to school on the required day.

It is the responsibility of the parent to set a specific time and place for doing homework. If a parent has questions or concerns about the amount of homework a child has, the parent should meet with the teacher and the child.

It is the responsibility of the teacher to assign, monitor, assess, and acknowledge results for parents and students. Each teacher shall notify parents of the homework policy, usually at Back to School Night.

Attendance

Good attendance is the first step in helping students become the best they can be. When students miss school, they miss out on valuable learning time. Be sure your son or daughter gets to school **on time, every day.** California Ed Code 48205 states:

… a pupil shall be excused from school <u>when the absence is :</u>

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

Ed Code 48260 states:

If a child cannot attend school, it is very important that the school office be notified. **Please call 916-294-2420 Option 1 as soon as you know there will be an absence. This line is available 24hrs a day.** It is necessary that each absence be cleared by a phone call or note from parents to meet state attendance regulations. Help us work together to maximize student potential by having your child attend school unless he/she is ill.

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

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

Independent Study

If your child is going to be absent **5 OR MORE DAYS**, please contact your child's teacher or the office for an Independent Study Agreement Study Contract at least three days prior to the start of the contract. ***Teachers must have advance notice for Independent Study requests***. We wish to have students keep up with their academic practice while on a trip or vacation during the school year. Your child may be required to complete additional work upon return to school in order to catch up with the progress of the class. Independent study can never fully replace all a student learns by attending school.

- ***Parents are responsible for supervision of their child while he or she is completing the assignments necessary for evaluation.***
- ***All completed work <u>must be returned to the classroom teacher</u> on the <u>first day</u> of the student's return to school.***

Tardy Policy

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

All tardy students must report to the office. The office will record tardies. When a student has a third recorded tardy, a letter will be sent home informing the parent of the tardies.
Excused tardies may include, but not be limited to, a medical appointment, a late bus, illness, or an unusual circumstance. A written statement is requested for an excused tardy. A parent running late is not an excused tardy. A student who is late three times (30 minutes or more on each occasion, unexcused) will be reported as a truant to the Attendance and Welfare Office.

Truancy

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

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

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

Arrival and Departure Time

Students who eat breakfast at school may arrive at 7:40am.

Pupils who are not transported by bus may arrive at school by 7:40am or prior to the beginning of their school session. They must report directly to the multipurpose room or their assigned outside area if students have been released. All pupils are to leave the premises at dismissal time unless they are under the supervision of a certificated employee for an activity that has been scheduled and approved, and the pupils have received written permission from their parents or the parents have been notified by the school of such activity**. Students and families may not return to the school campus until after 6:00 p.m.** because we have after school programs in session.

Emergency Cards

Parents or guardians are required by law (California Ed. Code 49408) to complete the Emergency Card information at the time of registration. Parents or guardians are also required to keep current the information as changes occur including, name of baby sitter, employment location and phone number, addresses and other pertinent information. Without a current, valid phone number, we are unable to reach you in an emergency. Please inform the school when there are changes in your child's emergency card information, including emergency contacts.

Transfers

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

General School Guidelines

Please observe the following guidelines:

1. Be courteous!
2. Arrive at school no more than 15 minutes before class starts.
3. Walk on sidewalks at all times. Running is not allowed.
4. Obey yard supervisors at all times.
5. Obtain permission from the office to leave school grounds
6. Sticks, knives, toy guns, such as air-soft pistols, BB guns, pointed objects, or objects that could be considered dangerous are not permitted on school grounds.
7. Personal items or toys are not to be brought to school without the permission of the teacher. Any playground equipment brought from home must be labeled with the student's name and room number. These items must be transported in a backpack or paper bag.
8. Fighting, play fighting, tackling or wrestling are not permitted at school or to and from school.
9. Restrooms are to be used during recess and lunch recess rather than class time. Playing in the restrooms is not permitted.
10. Climbing on fences, backstops, poles, fire hydrants, or planter boxes is not permitted.
11. Skateboards, roller blades, radios, tape players, beepers, IPods, electronic games and other personal items are not allowed at school. The school is NOT responsible for any items should they be brought to school.
12. Cell phones may be brought to school, but must be turned off, put in a backpack and left there until the dismissal bell rings.
13. Gum chewing or possessing gum is not allowed.
14. Buying, selling or trading of any items at school is not allowed unless it is an approved school fundraiser.
15. Use of the cafeteria and buses are privileges, not rights.
16. The Folsom Cordova USD and Navigator Elementary accept no responsibility for musical instruments, bicycles, or other expensive items brought to school.

Folsom-Cordova Unified School District Suspension Policy

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

- While on school grounds;
- While going to and from school;
- During the lunch period whether on or off campus; and,
- During, while going to, or coming from a school sponsored activity.

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
    a. Fighting
    b. Assault with a weapon is "an unlawful attempt, coupled with a present ability, to commit a violent injury to another person."
    c. Battery is the "willful and unlawful use of force or violence on another person."
    d. Caused serious physical injury to student, certificated employee, classified employee, security/peace officer, or other person.
2. Possessed, sold, or furnished any firearm, knife, explosive, bomb or other dangerous object.
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 11053 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, (as defined in Chapter 2, Section 11053, of Division 10, of the Health and Safety Code), an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to commit
    a. Robbery, defined as the taking of property in possession of another, from his person or immediate presence, and against his will, accompanied by means of force or fear.
    b. Extortion, defined as the obtaining of property from another, without his consent… accompanied by means of force or fear.
6. Caused or attempted to cause damage (vandalism) to: school property, student property, or employee property.
7. Stole or attempted to steal school property, student property, or employee property.
8. Possessed or used tobacco or any products containing tobacco or nicotine products including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
9. Committed an obscene act or engaged in habitual profanity and vulgarity.
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
11. 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, or defiant/disruptive behavior.
12. Knowingly received stolen school property, student property, or employee property.
13. Possessed an imitation firearm (a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm).

14. Committed or attempted to commit a sexual assault, as defined in Section 261,266 ©, 286, 288, 288 (a), or 289 of the Penal Code or committed sexual battery as defined in Section 243.4 of the Penal Code.
15. 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.
16. 48900.2 Committed sexual harassment, as defined in California Education Code, Section 212.5.
17. 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.
18. 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.
19. 48900.7 Made terrorist threats against a school official or school property, or both.

Teacher Referral

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

Suspension by Teacher

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

Suspension by Principal

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

Emergency Suspension

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

Classroom Visitations for Suspended Students

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

Reasons for Expulsion

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

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

School Property

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

Personal Property

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

Requirements for the Administration of *ALL* Medication at School

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

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

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

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

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

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.***

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 125 E. Bidwell Street, Folsom, CA 95630. Phone: 916-355-1100

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 is provided in English and is also available in Spanish, Russian and Armenian on our district website. www.fcusd.org

Non-Discrimination-Title IX

It is the policy of the Folsom Cordova Unified School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments.

Inquiries regarding compliance with the Title IX may be directed to Folsom Cordova Unified School District (Title IX Compliance Officer), 125 East Bidwell, Folsom, CA 95630, or to the Director of Civil Rights, Washington, D.C.

Non-Discrimination on the Basis of Sex Complaint Procedure

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

Procedures for Filing Grievances Involving Categorically Funded Programs

(*Such as Title 1*)

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

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

Nondiscrimination/Sexual Harassment/Complaint Process Statement

NONDISCRIMINATION AND SEXUAL HARASSMENT
Folsom Cordova Unified School District

1965 Birkmont Dr.Rancho Cordova, CA(916) 294-9000

Nondiscrimination

The Governing Board is committed to providing equal opportunity for all individuals in education. The Folsom Cordova USD prohibits discrimination intimidation, harassment (including sexual harassment) or bulling 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. The Board shall promote programs which ensure that discriminatory practices are eliminated in all District activities.

The Superintendent or designee shall review district programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier.

Any Student, staff member, or parent who feels that discrimination has occurred should immediately contact the teacher, principal/site administrator. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the Equity Compliance Officer(s) & Title IX Coordinator(s).

Sexual Harassment

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

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. Any employee who engages in, permits, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. 2015 10 12

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

To File a Complaint

1. ***Filing a Formal Complaint****:* Obtain a copy of the complaint form from the office of the District Compliance Officer.

2. ***Mediation****:* Mediation is optional. It involves a third party to help in resolving the dispute.

3. ***Investigation****:* The District will investigate the complaint and render a decision within the timelines designated in the Uniform Complaint Procedures Policy (BP 1312.3)

4. ***Appeals****:* If the person making the complaint disagrees with the District's decision, he/she has five (5) working days to appeal the decision in writing by forwarding the complaint to the Board of Education. If the complainant is not satisfied with the Board's decision, he/she may appeal in writing to the California Department of Education within fifteen (15) days of receiving the Board's decision.

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

Complaints will be kept confidential.

Folsom Cordova Unified School District 2025-2026 Nondiscrimination Statement

The Folsom Cordova Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For questions or complaints, contact:

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

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

1965 Birkmont Drive
Rancho Cordova, CA 95742

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

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

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

The District nondiscrimination policy can be located at:
https://www.fcusd.org/district/about-us/nondiscrimination-statementpolicy

The District's nondiscrimination complaint procedures can be located at:
Students: https://www.fcusd.org/departments/compliance/complaints/uniform-complaints
Staff: https://www.fcusd.org/departments/compliance/complaints/nondiscrimination-in-employment

To report information about conduct that may constitute sex discrimination or sex-based harassment, or make a complaint of sex discrimination or sex-based harassment under Title IX, please refer to:
Students: https://www.fcusd.org/district/about-us/title-ix-notificationsexual-harassment

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

No Discriminación
La Junta Directiva se ha comprometido a proporcionar igualdad de oportunidades para todas las personas en el área de educación. El Distrito Escolar Unificado de Folsom Cordova prohíbe la discriminación, intimidación, acoso (incluido el acoso sexual) o intimidación basada en la ascendencia, color, discapacidad, raza o etnia, religión, género, identidad de género o expresión de género, estatus migratorio, origen nacional, sexo, orientación sexual o asociación con una persona o grupo con una o más de estas características reales o percibidas. La Junta promoverá programas que aseguren que las prácticas discriminatorias sean eliminadas en todas las actividades del distrito.

La Superintendente o su designado reexaminarán programas del distrito y las actividades para asegurar la eliminación de cualquier barrera que ilegalmente puede impedir que un individuo o grupo en cualquiera de las categorías protegidas mencionadas accedan a programas del distrito y las actividades, incluyendo el uso de las instalaciones. Él/ella adoptará de inmediato medidas, razonables para eliminar cualquier barrera identificad
Cualquier estudiante, miembro del personal o padre de familia que sienta que ha sufrido discriminación deberá hablar de inmediatamente con el maestro, director/administrador de la escuela. Si la cuestión no se resuelve, se puede iniciar una queja formal en la escuela o comunicándose directamente con el Oficial(es) de Cumplimiento con la Equidad y el Coordinador(es) del Título IX.

Acoso Sexual

El distrito ha adoptado normas muy estrictas que contienen reglas y procedimientos para reportar el acoso sexual y la disponibilidad de recursos. Como tal, la Junta Directiva se compromete a mantener un ambiente escolar libre de acoso sexual. La Junta prohíbe y califica como ilegal el acoso sexual de cualquier estudiante por un empleado, u otra persona en la escuela o en cualquier actividad relacionada con la escuela. El distrito se compromete a tomar medidas inmediatas, serias y apropiadas con respecto a las violaciones de la política de acoso sexual. *(PA 4119.11)*

Cualquier estudiante que participe en el acoso sexual de cualquier persona en la escuela o en una actividad relacionada con la escuela será sujeto a una acción disciplinaria. Cualquier empleado que cometa, permita o falle en reportar el acoso sexual será sujeto a acción disciplinaria incluyendo el despido.

2015 10 12

Cualquier estudiante, miembro del personal o padre de familia que sienta que se ha sido sujeto del acoso sexual deberá hablar de inmediatamente con el maestro, director o administrador escolar. Si la cuestión no se resuelve, deberá iniciar una queja formal en la escuela o comunicándose directamente con el Oficial(es) de Cumplimiento con la Equidad y el Coordinador(es) del Título IX.

Para presentar una queja:

1. ***Presentar una queja formal:*** Obtenga una copia del formulario de quejas en la oficina del oficial de cumplimiento del distrito.

2. ***Mediación:*** La mediación es opcional. Esto involucrara de un tercero para ayudar a resolver el conflicto.

3. ***Investigación:***Eldistritoinvestigarálaquejayharáuna decisión dentro de los límites de tiempo establecidos en las Normas de Procedimiento Uniforme de Quejas (BP 1312.3)

4. ***Apelaciones:*** Si la persona que hace la denuncia no está de acuerdo con la decisión del distrito, tiene (5) cinco días hábiles para apelar la decisión por escrito enviando su desacuerdo a la Junta de Educación. Si el demandante aún no está satisfecho con la decisión de la Junta, él/ella puede apelar por escrito al Departamento de Educación de California dentro de los quince (15) días subsiguientes de haber recibido la decisión de la Junta de Educación.

5. La persona que presenta la queja también puede iniciar una acción en un tribunal civil.

Las quejas se mantendrán confidenciales.

El Distrito prohíbe represalias contra cualquier participante en el proceso de quejas. Cada queja se investigará inmediatamente y de forma que se respete la privacidad de todas las partes involucradas.

Si usted tiene alguna queja, comuníquese con el maestro(a), director/administrador escolar o:

Oficial(es) de Cumplimiento con la Equidad y Coordinador(es) del Título IX

Donald Ogden, Associate Superintendent – Human Resources

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916-294-9000 ext. 104410

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Distrito Escolar Unificado de Folsom Cordova 1965 Birkmont Drive

Rancho Cordova, CA 95742

NONDISCRIMINATION AND SEXUAL HARASSMENT/ **НЕДИСКРИМИНАЦИЯ И СЕКСУАЛЬНЫЕ ДОМОГАТЕЛЬСТВА**

Folsom Cordova Unified School District

1965 Birkmont Dr.Rancho Cordova, CA(916) 294-9000

Недискриминация

Управляющий Совет обеспечивает равные возможности для всех людей в области образования. Объединённый школьный округ Фолсом Кордова запрещает запугивание и

дисциплинарным мерам взыскания. Любой сотрудник, который занимается, разрешает, или не сообщает о сексуальных домогательствах, подлежат дисциплинарным мерам вплоть до/и включая увольнение. Любой учащийся, сотрудник или родители, кто чувствует, что имело место домогательство, должны немедленно обратиться к учителю, директору или администратору школы. Если вопрос не будет решен, официальную жалобу можно подать, обратившись к нижеуказанному(ым) сотруднику(ам), отвечающему(им) за соблюдение нормативных требований в отношении равенства и координатору(ам) по вопросам раздела IX.

Подача жалобы

1. ***Подача жалобы формально****:* Получите копию формы жалобы в офисе сотрудника, отвечающего за соблюдение нормативных требований в школьном округе.

2. ***Посредничество****:* Посредничество является необязательным. Оно включает третью сторону, чтобы помочь в урегулировании спора.

3. ***Расследование****:* Округ будет расследовать жалобу и выносить решение в течение сроков, указанных в Единой Инструкции Процедур Подачи Жалоб (BP 1312.3)

4. ***Апелляции****:* Если лицо, подающее жалобу не согласно с решением школьного округа, он/она имеет 5 (пять) рабочих дней, чтобы подать апелляцию на решение в письменной форме, направив жалобу в Совет по вопросам образования. Если заявитель не удовлетворен решением Совета, он может обратиться в письменной форме в Калифорнийский Департамент образования в течение пятнадцати (15) дней после получения решения Совета.

5. Лицо, подающее жалобу, также может осуществлять деятельность в гражданском суде.

Жалобы будут сохранены конфиденциально.

Школьный округ запрещает возмездия против любого участника в процессе жалобы. Каждая жалоба должна расследоваться безотлагательно и путём уважения конфиденциальности всех заинтересованных сторон.

Если у вас имеются жалобы, обратитесь к учителю, директору/администратору школы, или: сотруднику(ам), отвечающему(им) за соблюдение нормативных требований в отношении равенства и координатору(ам) по вопросам раздела IX

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преследование

сексуальные

основании

происхождения, цвета кожи, инвалидности, расовой или этнической принадлежности, религии, пола, гендерной идентичности или гендерного самовыражения, иммиграционного статуса, национального происхождения, пола, сексуальной ориентации или связи с лицом или группой лиц, обладающими одной или несколькими из этих фактических или предполагаемых характеристик. Совет должен поощрять программы, которые помогают ликвидировать дискриминацию во всех мероприятиях округа.

Суперинтендант или назначенное лицо рассматривает программы и мероприятия округа для обеспечения удаления любого барьера, который может незаконно препятствовать лицу или группе лиц любой из защищенных категорий, указанных выше, для доступа к программам и мероприятиям округа, включая использование помещений. Он/она должны предпринять разумные действия для устранения любых выявленных барьеров.

Любому учащемуся, сотруднику или родителю, которые чувствуют, что имела место дискриминация, следует немедленно обратиться к учителю, администратору/директору школы. Если вопрос не будет решен, официальную жалобу можно подать, обратившись к сотруднику(ам), отвечающему(им) за соблюдение нормативных требований в отношении равенства и координатору(ам) по вопросам раздела IX.

Сексуальные домогательства

Округ принял жесткую инструкцию, содержащую правила и процедуры отчетности о сексуальном домогательстве и использовании средств правовой защиты. Таким образом, Управляющий Совет привержен сохранению учебной среды, свободной от преследований. Совет запрещает незаконные сексуальные домогательства в отношении любого учащегося любым сотрудником, учащимся или другим лицом, в школе или в любой деятельности, связанной со школой. Округ обязан принимать серьезные, немедленные и соответствующие меры в отношении нарушения нашей инструкции в области сексуального домогательства.

(BP 4119.11)

Любой учащийся, который участвует в сексуальных домогательствах любого лица в школе или на мероприятиях, связанных со школой, подлежит

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путем дискриминации (включая домогательства) или запугивание на фактического или предполагаемого