

White Rock Elementary School

Parent & Student Handbook

2026-2027



TANYA LaBASS

Principal

ANNALEE McKINNON

Assistant Principal

JOANNA MUNIZ

Administrative Assistant

10487 White Rock Road
Rancho Cordova, CA 95670
916-294-9180 | FAX: 916-294-9072

Please see our website for the most recent, up to date school information.

<http://www.fcusd.org/wre>

**Handbook subject to change.*

TABLE OF CONTENTS

FCUSD & WRE Mission Statement	3
Nondiscrimination Statement	4
Principal's Welcome Letter	5
WRE Staff	6-7
Schedules	7
Emergency Card/Illness/Accidents & Injuries/Medications	8-9
Attendance/Absences/Tardies/Independent Study	9
Holidays/Moving/Early Dismissal/Traffic/Insurance/ Income Verification Forms/Academics & Curriculum	10-11
Homework Policy/Textbooks & Chromebooks	11
Parent Involvement Opportunities	11-12
Personal Property/Birthday Treats	13
Dress Code	13-14
Visitors/Messages w/Office	14
Bicycles/Scooters/Cafeteria/State Testing/Safety Drills	15
Homework Policy	16
Extra-Curricular/Extended Day Intervention/ Volunteers/Library	16
After School Safety/After School Access/Discipline Policy	17
Suspension & Expulsion	17
PBIS Behavior Expectations	18
Classroom and Schoolwide Discipline Policy	19
Transportation	19
FCUSD Mobile Communication Device Policy	20
Parent Involvement Policy	21-23
Title I Compact	22-23
Parents' Right to Know Regarding Teacher Qualifications	23-24
Tobacco-Free School Policy	24
Nondiscrimination Policy	24-25
Sexual Harassment Policy	25
Uniform Complaint Procedure	26



Mission and Vision Statements

of the Folsom Cordova Unified School District

Vision:

Empowering all students to thrive through educational excellence.

Mission Statement:

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

Superintendent:

Mr. Erik Swanson

Board of Trustees:

Jennifer Laret

David Reid

Chris Clark

Kara Lofthouse

YK Chalamcherla

White Rock's Mission and Vision

Mission Statement:

White Rock Elementary is to provide a safe and engaging school where we empower diverse students to thrive academically and socially.

Vision:

The vision for White Rock Elementary is to work with all stakeholders to ensure that our learning community is an inclusive and equitable place where all students can thrive. By setting clear and high expectations that are supported by culturally responsive teaching, highly qualified staff, and rich social emotional practices, our students will develop a curiosity for the world around them and a desire to connect with others. They will exit their elementary years ready academically and socially to continue their education.

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

2026-2027 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>

Dear Families,

Welcome to White Rock Elementary School!

Our names are Tanya LaBass and Annalee McKinnon. We are so happy to be your principal and assistant principal at White Rock Elementary School.

As your administrative team, we are focused on creating an engaging, warm and welcoming school community. We strive to make connections with all our students and to value them as the unique individuals that they are. We are committed to foster classroom learning environments where students are supported and provided with everything they need to be successful. We continue to offer additional programs and support throughout the day, such as What I Need (WIN) and English Language Development (ELD) to meet the academic and language needs of our students. In addition, we provide many layers of socio-emotional and mental health supports such as PBIS, Check In Check Out, Academies, Positive Pathways, and 1-1 counseling. Our goal is for all students to learn and grow to meet their potential.

We hope to partner with you in this work and value your input in your child's educational journey. We love our students and it is a great honor to be a part of your child's life. If we can be of help, in any way, please feel free to contact any one of us.

Sincerely,

Mrs. Tanya LaBass

Ms. Annalee McKinnon

tlabass@fcusd

amckinnon@fcusd.org

2026-2027 WHITE ROCK ELEMENTARY SCHOOL STAFF

Teachers and Support Staff

Tanya LaBass
Annalee McKinnon
Joanna Muniz
Rachel Bland
Rachel Bland
Nina Withers
Elsy Rios Jauregui
Irma Sanchez DeVillanueva
Lorenzo Chlamon
Able Munoz
Delia Serrano
Lana Ponomarev
Kely Urquilla Martinez
Karina Suarez
Kelly Zurita
Lailuma Bator
Elizabeth Meglone
Anthony Ortega

Daniela Paniagua
Allison Wyrick
Tracy Freeman
Tessia Waters
Yvonne Dam
Ethan Hanson
Elena Gomez
Deepika Mishra
Marine Manukyan
Xochitl Orozco Colina
Levegeniia Vysotska
Rebecca Strimling
Kaitlin Gillepie
Sahithya Vaka
Lailuma Bator

Hannah Hall
Lauren Dodd
Zhanna Marin
Karen Peterson
Tricia Saito
Ann Bashore

Katie Dixon
Maryanne Steurer
Sharon Griffin
Amanda Yeltman
Jason Iverson

Natalie Tam
William Kukis

Julian Rodriguez
Jessica Lewis
Jasmyn Wilson
Agnesa Salnazaryan
Sonia Flores
Alejandro Caballero
Amelia Moctezuma Aguilar
Yekaterina Lind

Principal
Assistant Principal
Administrative Assistant
Attendance Clerk
Parent Coordinator
Nurse
Health Assistant
Head Custodian
Custodian
Custodian
Library clerk
Bilingual Instructional Assistant
Bilingual Instructional Assistant
Bilingual Instructional Assistant
Bilingual Instructional Assistant
Bilingual Instructional Assistant
K-5 Paraeducator
ASES Program Lead

Food Service
Food Service
Yard Supervisor
Yard Supervisor
Yard Supervisor
Yard Supervisor
Yard Supervisor
Yard Supervisor
Preschool Teacher
Preschool Associate Teacher
Preschool Aide
AM Transitional Kindergarten
PM Transitional Kindergarten
TK Paraeducator
TK Paraeducator

Kindergarten Teacher
Kindergarten Teacher
K/1st Grade Teacher
1st Grade Teacher
1st Grade Teacher
2nd Grade Teacher

2nd Grade Teacher
3rd Grade Teacher
3rd Grade Teacher
4th Grade Teacher
4th Grade Teacher

5th Grade Teacher
5th Grade Teacher

Paraeducator
BSA
Special Education Paraeducator
Special Education Paraeducator
Paraeducator
Intensive SDC Teacher
Special Education Paraeducator
Special Education Paraeducator

Rebecca Budge
Elizabeth Williams
Jennifer Leonard
Jenny Jennings
Sara McMinn
Christine Yukimoto
Jennifer Santos
Giulia Favro-Farrugia
Andrea Gallegos
Trisha Valdez
Carmen Willie
Josh Page
Katrina Comaroto
Leonora Watson
Derek Charlebois
Keri Molina
Shun Izai
James Gruele
Thomas Edwards
Kevin Branson
Kaycee Clark
Peter Merrill
Brianna Cisneros

Intensive SDC Teacher
Special Education Paraeducator
RSP Special Education Teacher
Special Education Paraeducator
Instructional Coach
Intervention Teacher
Intervention Teacher
Speech and Language Therapist
Occupational Therapist
School Psychologist
School Social Worker
SCOE Clinician
EIP Child Assistant
Community School Facilitator
Restorative Support Specialist
Behavior Specialist
Physical Education Teacher
Music Teacher
Music Teacher
Music Teacher
Music Teacher
Music Teacher

WHITE ROCK DAILY SCHEDULE

2026-2027

Students are not to be on campus before 7:45 am

Breakfast will be served from 7:45 am – 8:15 am.

DISMISSAL: Students will go directly home immediately after dismissal from class or school activity.

Minimum Day Schedule: Kinder to 5th grade is 8:15 am-1:21 pm

Super Minimum Day: Kinder -5th-grade Students 8:15 am - 11:38 am (Lunch will be between 10:30-11:38).

Monday, Tuesday, Wednesday, and Friday General Schedule

Kindergarten to 5th Grade 8:15 am - 2:45 pm

AM TK 8:00 - 11:21

PM TK 11:24 - 2:45

Thursday General Schedule

Kindergarten to 5th Grade 8:15 am - 1:15 pm

AM TK 8:00 - 11:21

PM TK 8:00- 11:21

SCHOOL INFORMATION

EMERGENCY INFORMATION

Parents or guardians are required by law to complete the emergency information at the time of registration. Parents or guardians are also required to keep current information as changes occur, i.e., name of the babysitter, employment location, phone number, etc.

ILLNESS

Please notify the office if a student is ill by calling 916-294-9180. Students who become ill while on campus will be sent to the office, their parents will be notified, and arrangements made for their child to go home. All students will have emergency information listing the name of the preferred physician, location, and telephone number of parents/guardians and a friend or relative to be reached in case of an emergency. Notify the school immediately if any information changes. If a parent or guardian is not available to pick up their child, they may send anyone listed as an emergency contact (as long as they are over eighteen), and they must bring identification.

Tardy Procedures

1. All tardy students are to report to the office before going into their classroom.
2. The office will determine if a tardy is excused, keep records, and follow up on excessive tardiness.

Conditions for Excused Tardy

1. The tardy is pre-arranged with the teacher or the principal's office.
2. Medical or dental appointments that cannot be scheduled before or after school.

Unexcused Tardy

A student who is late three times (30 minutes or more on each occasion) will be reported as a truant to the Attendance and Due Process Officer. (See FCUSD Truancy Policy.)

ACCIDENTS AND INJURIES

It is required that all accidents and injuries that occur at or on the way to school are reported to the teacher and/or school office. If an injury requires immediate medical attention, the parent will be notified immediately. If the parent/guardian is not available, the school is authorized to obtain medical care for the pupil in accordance with the best judgment of those in charge.

MEDICATION

Any pupil who is required to take medication during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from the physician detailing the method, amount, and time schedule by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assists the pupil in the matters set forth in the physician's statement. California Education Code, Section 49423.

The school does not supply medication of any type. The student's parent or guardian must provide all medication needed 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 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.) 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:

NO MEDICATION CAN BE GIVEN WITHOUT ADHERENCE TO THE FOLLOWING

PROCEDURES California Education Code, Section 11753.1

1. A district medication consent form signed by the doctor (physician).
2. A district medication consent form signed by the parent/guardian.
3. The medication is sent to school in the original "over the counter" or pharmacy prescription container.
4. Medications shall be brought to the school office by a parent, guardian, or designated adult.
5. Refills of medication are the responsibility of the parent/guardian.
6. All medications shall be held in the school office, in a secure location, in the original container labeled with the student's name.
7. 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.
8. Parents are responsible to pick up any remaining medications at the end of the school year, or the leftover medications will be discarded.

A district medication consent form may be picked up at the school office.

ATTENDANCE POLICY

A Critical Part of Your Child's Success in School

A significant part of the student's experience and education is derived from classroom relationships, activities, discussions, and participation. We urge parents to consider this when scheduling dental and doctor appointments, as well as vacation plans. The State of California uses a positive attendance accounting system. This means that schools will only receive their daily funding for students who are physically present at school. We will be marking students in four categories, present, absent, tardy, or truant when on campus. Please make every effort to get your child to school on time each and every school day.

ABSENCE VERIFICATION

A parental phone call to 916-294-9180 or written excuse is required which includes the specific reason, the date(s), and the signature of parent(s) or guardian when absent for any reason. Please call the office before 9:30 am if your child will be absent.

TARDY PROCEDURES

1. All tardy students are to report to the office.
2. The office will determine if a tardy is excused, keep records, and follow up on excessive tardiness.

CONDITIONS FOR EXCUSED TARDY

1. The tardy is pre-arranged with the teacher or the principal's office.
2. Medical or dental appointments that cannot be scheduled before or after school.

UNEXCUSED TARDY

A student who is late three times (30 minutes or more on each occasion) will be reported as a truant to the Attendance and Due Process Officer. (See FCUSD Truancy Policy.)

INDEPENDENT STUDY

If you know your child is going to be absent for three (3) days or more, please call the school at least two weeks ahead of time to arrange for an "Independent Study Plan." When completed, the plan will have helped your child to keep up with his or her schoolwork and, also, allow for attendance funds to be released to our school district.

RELIGIOUS HOLIDAYS

If your child will miss school due to a religious holiday, you need to submit a letter in writing to the office at least one day prior to the event. Excused religious holidays are limited.

MOVING and TRANSFERS

Parents- notify the office staff as soon as possible if you plan to move. Please do not ask your child to inform us.

EARLY DISMISSAL

For the protection of our students, the principal requires any pupil leaving campus during school hours to be signed in and out in the office by an authorized adult who is listed on your child's emergency card. Identification may be required.

TRAFFIC AROUND WHITE ROCK

The safety of our students as they travel to and from school is of vital importance. We ask that you help us keep our children safe. Please read and follow the protocols below.

- Set good examples by always using the crosswalks at Evadna and White Rock. This models appropriate and safe behavior for all our children. Encourage all children to use sidewalks, crosswalks, and crossing lights.
- The bus loop on White Rock Road is for bus traffic only. Cars that enter this area for any purpose may be ticketed.
- Allow adequate time to deliver your child to school safely.
- When driving into the parking lot, please do not block the entrance to the school. Once you have entered, please pull as far forward as possible.

INSURANCE

At the beginning of the year, each student is offered a student insurance form through Infosnap. This insurance, available at very reasonable rates, is a transaction strictly between the parent and the insurance company.

Academics and Curriculum

Parents play an important role in the education of their child. There are many things you can do to help your child achieve:

Talk with your child about their schoolwork, homework, and what they did at school.

Listen to your child read and read to your child often. Ask questions about the characters and the story.

Encourage your child to write stories and illustrate them.

Take your child to the county library. They have many fun and educational programs to offer.

Use mathematics in the real world, such as cooking or making craft projects.

Be on time and attend school every day.

Get plenty of rest before the test and eat a good breakfast.

Speak with your child's teacher about other things you may do.

AVID

AVID (Advancement Via Individual Determination) in elementary school is an educational program that prepares young students for future college and career success by teaching foundational skills, organization, and a college-going mindset. It focuses on all students rather than just individuals. 4th and 5th grade students will be using AVID strategies to help their learning become their own.

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)

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.

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.

The amount of homework shall be in direct relationship to the maturational and achievement levels of students in each class. It is recommended that students receive between 20 and 60 minutes of homework 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.

Teachers are responsible for assigning homework 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.

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 (grades 4-5). 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.

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. Parents/guardians are responsible for signing the school agenda as requested by the teacher only after assignments have been reviewed and checked for completeness.

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.

Please note: Once a student has been absent for two or more days, homework may 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.

Textbooks and Chromebooks

These are issued to students as applicable. The students are responsible for the replacement of lost or damaged textbooks and Chromebooks.

PARENT INVOLVEMENT OPPORTUNITIES

We love and look forward to parent involvement and participation at our school! Visitors are always welcome on campus, but need to check in at the office first. We love parent volunteers at our school as well. You will need to follow our district policy on how to become a volunteer on our campus. Here are several

opportunities on how to get involved at White Rock Elementary:

Classroom Observations

Classroom visitation/observations need to be scheduled with the classroom teacher prior to the date of arrival. These occurrences need to be discussed with the teacher and/or principal based on educational needs or clarification. Please note that visits/observations are limited to only 15 minutes. Beyond that time limit requires appropriate volunteer paperwork, TB, and fingerprinting clearance.

Volunteering

When on campus, interested adults must have cleared fingerprints in order to volunteer. To start this process, adults must stop by the school office and pick up a CAT II Volunteer Application. Once the form is completed, it must be returned to the school office for approval by the Principal. Once the application has been approved, the future volunteer must get a LiveScan form and get fingerprinted. You will also need a cleared TB test from your doctor or a health clinic. Please contact the parent coordinator for further clarification.

Parent Teacher Association (PTO)

White Rock Elementary School Parent Teacher Organization (PTO) encourages your participation. Typical activities include assisting with school activities, raising funds through special projects, hosting family nights, and providing parent input. We invite you to help make our school the best possible by joining the PTO.

English Learner Advisory Committee (ELAC)

Our ELAC team is an opportunity for our English Learner parents to express their concerns and ideas, with the possibility of bringing about change at White Rock Elementary. We work as a team to hear feedback on programs and services for our English learners and school as a whole. We meet about six times throughout the year.

School Site Council (SSC)

Our School Site Council is a wonderful opportunity for our families to have their voices heard when determining the focus of the school's academic instructional program and all related categorical resources. We meet about six times throughout the year.

Community School Grant

Community Schools are public schools that provide services and support that fit each neighborhood's needs, created and run by the people who know our children best - all working together. This is our second year as a Community School and we know that this program will help support students and families.

Office Information

We have a very warm and friendly office staff who are always willing to help and support your needs. If you have any questions, always feel free to call or email staff to ask questions or verify information.

TESTING

Academic and Social Emotional Assessments

Throughout the year, our students are assessed on their academic and social-emotional needs. These assessments help us plan out how to support the students in each of those areas. Teachers and the team will meet throughout the year to discuss the information and data we get from these assessments. Here are some assessments that your child will take during the year.

Renaissance

Three times a year we take a diagnostic assessment to see how our students are doing on their standards. We use that information to support our students' academic success.

California Assessment of Student Performance and Progress (CAASPP)

All students at White Rock Elementary in grades 3 – 5 will take the Smarter Balanced Assessment Consortium (SBAC) Test in English Language Arts and Mathematics. In addition, 5th grade takes the California Science Test. A report of your child's test results will be sent to your home. Students with written parent requests can be exempt from the test. Please see the principal for more information. We use the state test results to monitor each student's educational progress and White Rock's academic curriculum. Grades, teacher input, and state test results may be used to determine placement.

ELPAC

English Learners will take the English Learner Proficiency Assessment for California (ELPAC). There is no opt out for the ELPAC.

Panorama

Three times a year our students take a survey to check in with their social wellbeing. We use the data to inform us on how to support our students' behaviors and social needs. We use the data to plan lessons on how to support those social needs in the classroom and school wide.

California Healthy Kids Survey

Once a year our families, staff, and 5th graders take the California Healthy Kids Survey. This is data the state and district uses to inform us about how our school is doing overall. The 5th graders will need permission from their families to take this survey. The parent survey will be sent to families so they have input on our school as well.

PERSONAL PROPERTY

Please do not bring personal property to school. The school is not responsible for students' damaged or lost personal property. Please mark your children's outerwear; unmarked items often sit in lost and found for excessive amounts of time. Toys, radios, electronic devices, or personal property other than clothing are not to be brought to school unless requested by the student's teacher.

BIRTHDAY TREATS

If you would like to bring birthday treats for your child, you must contact the classroom teacher to make arrangements. Treats should be store-bought and/or prepackaged.

DRESS CODE

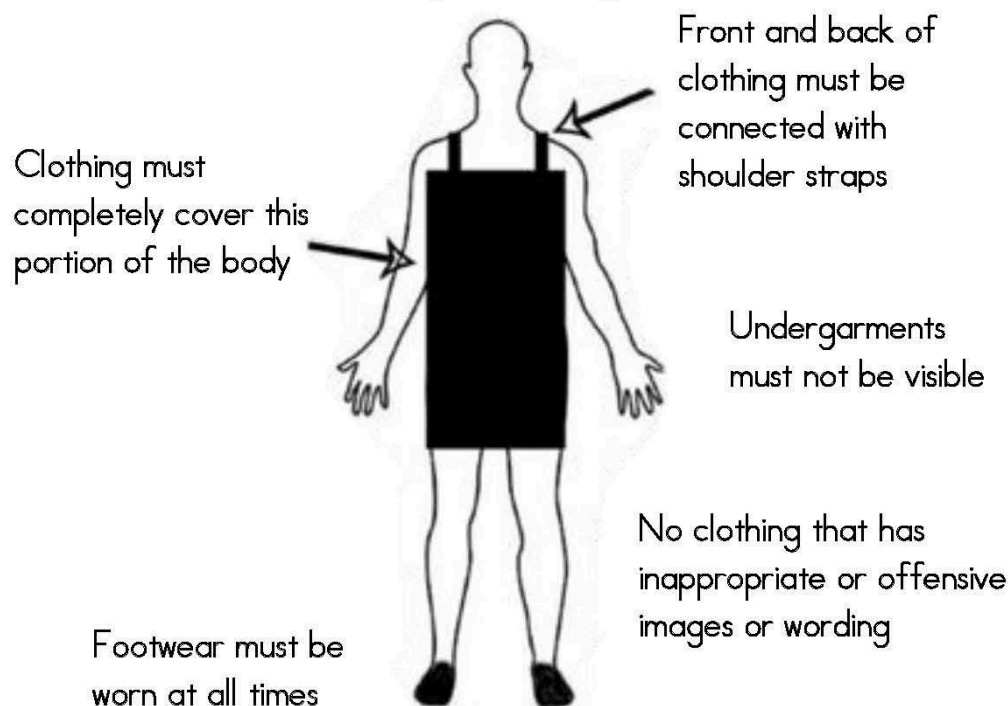
Students are to dress appropriately in clothing to be able to participate in a variety of school activities. Students should not wear anything that distracts them from learning.

- ◆ Pants/shorts/ skirts will be worn around the waist, NO SAGGING.
- ◆ Shoes must be securely attached to the feet with back straps suitable for running, physical education, and recess play. No sports cleats, flip flops, slippers, heelie's, or high heels.
- ◆ Shirts must be worn with no midriff exposure.
- ◆ No see-through material, strapless, spaghetti straps, racerback shirts, or half t-shirts.
- ◆ Please no short shorts. Shorts and skirts should reach mid-thigh.
- ◆ Undergarments should not be visible.
- ◆ Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) with language or images that are vulgar, sexually suggestive, discriminatory, obscene, libelous, or that promote illegal or violent content, such as the unlawful use of weapons, drugs, alcohol, tobacco or drug paraphernalia, indicates membership in or promotion of a gang or clothing that contains threats, is prohibited.

White Rock Elementary

Dress Code Policy

Refer to the diagram below as a guideline:



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

VISITORS

Visitors are welcome at White Rock School.

All visitors **must** check in at the school office and will be issued a visitor's pass. (Penal Code 627-627.11). If you would like a conference with a teacher, please call and schedule a convenient time for both you and the teacher.

Student bathrooms are for student use only. Adults or siblings needing to use a bathroom should come to the office.

CALLING THE OFFICE WITH MESSAGES FOR STUDENTS

Please make all necessary arrangements before sending your child to school in regards to where your child is to go after school, who will pick him/her up, if he/she is to ride the school bus, etc. In an emergency, we will do our best to get a message to an individual student. We have an obligation to provide quality-learning time. Interruptions for routine messages disrupt the educational program.

BICYCLES and SCOOTERS

The school assumes **NO** responsibility if bikes are damaged or stolen. This privilege of bike riding is permitted as long as the rider exercises reasonable safety. Repeated violations will mean your student cannot ride his or

her bicycle to school. The following rules are designed with your student's safety in mind:

- ◆ Students are required to obey all traffic laws. STATE LAW: **1.** Prohibits a person under 18 years of age from operating, or riding a bicycle as a passenger, upon a street, bikeway, or other public bicycle path or trail unless the person is wearing a bicycle helmet. **2.** Prohibits a passenger on a bike unless there is a seat for that person. Ride defensively. Watch out for all traffic.
- ◆ Upon arrival at school, students must dismount and walk their bikes directly to the bike racks. Never ride your bike on any sidewalk.
- ◆ Each bike must have its own lock and chain; all bikes are to be locked to the bike rack.
- ◆ Bicycles are not allowed in the classroom.
- ◆ Students may not loiter in the bike area. Students may only touch their own bike.
- ◆ Scooters that can be locked as allowed.
- ◆ Students may not house bikes or scooters in the school office or classroom.

CAFETERIA

Cold lunch: You may bring your lunch to school.

Hot Meals: All students may eat free breakfast and lunch. *Please note Federal law prohibits students from taking cafeteria food off of school premises.*

*****PLEASE REMEMBER THAT WE ARE A CLOSED CAMPUS. PLEASE "HUG AND GO" AT THE DOOR. ONLY STUDENTS ARE ALLOWED IN THE CAFETERIA/MULTI.***

STATE TESTING (CAASPP)

All students at White Rock in grades 3 – 5 will take the SBAC Test in English Language Arts and Mathematics. In addition, 5th grade takes the California Science Test. A report of your child's test results will be available in their PowerSchool Portal. Students with written parent requests can be exempt from the test. Please see the principal for more information. In addition, English learners will take the English Learner Proficiency Assessment for California (ELPAC). There is no opt-out for the ELPAC.

We use the state test results to monitor each student's educational progress and White Rock's academic curriculum. Grades, teacher input, and state test results may be used to determine placement.

Parents play an important role in the education of their child. There are many things you can do to help your child achieve:

- Talk with your child about their schoolwork, homework, and what they did at school.
- Listen to your child read and read to your child often. Ask questions about the characters and the story.
- Encourage your child to write stories and illustrate them.
- Take your child to the county library. They have many fun and educational programs to offer.
- Use mathematics in the real world, such as cooking or making craft projects.
- Be on time and attend school every day.
- Get plenty of rest before the test and eat a good breakfast.
- Speak with your child's teacher about other things you may do.

SAFETY DRILLS

Safety drills are held monthly. The school has a Disaster Plan in the event of a natural or civil emergency.

PARENT RESPONSIBILITY-HOMEWORK

It is the responsibility of the parent to set a specific time and place for doing homework, to monitor the student, assist when appropriate, and check completeness and accuracy.

EXTRA CURRICULAR AND ENRICHMENT ACTIVITIES

Music Program

Currently, grades 4 and 5 receive general music instruction. White Rock will provide string instrument, band, and general music instruction for grades 4 & 5. The school district has a limited amount of instruments for free use. Students can provide their own instruments.

Student Leadership

Student Council, our student leadership team, meets regularly. Classrooms will elect their representatives.

Field Trips

As guidelines improve, and when available, on campus, our programs are enriched via the use of community resources and by participating in field trips. Students going on field trips need parent permission.

Permission slips will be brought home several days prior to the scheduled trip. Signed permission slips must be returned to school before the student goes on the field trip. Please sign the top and bottom sections of the form. Verbal permission will not be accepted.

Extended Day Intervention Program

Students may be given opportunities to attend interventions before or after school. Your child's teacher has information about this program.

Intervention Programs

Students may receive additional academic or behavioral support as needed throughout the school year. These interventions are based on a variety of data points, such as classroom performance, assessments, and observed behaviors. Our goal is to ensure every student has the tools and strategies they need to be successful, and interventions allow us to provide targeted support when a student needs extra help.

VOLUNTEERS

The principal and teachers encourage parent, grandparent, and community participation in the educational programs of the school. Those interested in volunteering their time should contact the school office. The volunteer will complete the appropriate volunteer application. The Volunteer will also need to complete a mandated reporter training. 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.

LIBRARY

White Rock maintains a wonderful library. Classes are scheduled weekly to visit our library. Students may check out books for recreational reading or research. Lost or damaged books are to be paid for by the student.

AFTER SCHOOL SAFETY

At the end of each school day, students are expected to go directly home from school to check in with their parents unless they are enrolled in an after-school program. At the conclusion of any after-school program, students should go directly home. Students will leave campus via the quad area by the office, with the exception of Kindergarten.

AFTER SCHOOL ACCESS

White Rock School provides an After School Program (ASES) for students who are enrolled in the program. The program uses school facilities until 6:00 pm each school day. In addition, after-school interventions are provided at different times for specific students. Students not enrolled in after-school programs should not be in the halls, multi, or on the inside playground until after the ASES program is concluded each day. The far playground bordering Evadna may be used by visitors after school hours when ASES is not present.

After School Education & Safety (ASES)

Our school offers an innovative, educational, and fun after-school program. This program is free to all students from K-5th grade.

For more information on this after-school program or to apply, please click on the link below or call 916-294-9090, x610115

<https://www.fcusd.org/page/21195>

DISCIPLINE POLICY

The discipline plan at White Rock Elementary is in place to ensure students and staff are safe so that students can learn.

White Rock has three basic rules that apply across the campus, we call these the 3 B's- Be Safe, Be Responsible, Be Respectful. We teach expectations at the beginning of the school year and reinforce them throughout. By following these general behavior expectations students, staff, and parents can enjoy a healthy school experience.

Students following the behavioral expectations can earn the following reward; being selected for the Friday Shout Out, Pony Bucks, and Buddy Lunch Passes. Pony Bucks can be redeemed at our school store, The Pony Cart.

It is essential that students follow behavior expectations. When students break the rules, consequences may range from a warning about behavior all the way to recommendation for expulsion. Factors that determine which of the possible appropriate consequences may include, but are not limited to, discussing the incident and understanding why it was inappropriate, a timeout, loss of a privilege, community service on campus, parent conference, or possible suspension. Whenever a student is having trouble with our school expectations, our first goal is to teach, not punish.

Behavior Expectations:

	White Rock Elementary 						
Area/ Setting	Arrival/ Dismissal Voice Level 0-3	Cafeteria Voice Level 0-2	Playground Voice Level 0-4	Halls/ Campus Movement/ Transitions Voice Level 0 - 2	Restrooms Voice Level 0-1	Library Voice Level 0-1	Office Voice Level 0-1
BE SAFE -Use HANDS, FEET, OBJECTS APPROPRIATELY -Use WALKING FEET EXCEPT ON BLACKTOP AND GRASS AREA -REPORT UNSOLVED PROBLEMS TO NEAREST ADULT	✗ Use crosswalks 🚲 Bikes and scooters to assigned area 😊 Move in a calm manner and follow adult directions ✓ Walk straight to your pick-up spot or program 🎒 Keep your backpack on your back 👜 Don't swing jackets or other items around	😊 Move calmly 👐 Keep your hands to yourself 👐 Use two hands when carrying your tray ✗ Don't eat while standing in line ✗ Do not share your food with others	👐 Hands and feet to yourself - no touch tag 😊 Move in a calm manner in the bark and play structure area 🚫 Use playground equipment properly 👂 Listen for and honor whistle signals right away 🛑 stop playing and move in a calm manner to your number	😊 Move calmly and stay on pathways 👐 Keep hands, feet and belongings to yourself ! Be alert for doors that may open 🚫 Do not open gates (wait for adult direction)	😊 Move calmly to and from restroom ✓ Use designated bathroom 💧 Wash hands with soap and water 👐 Keep hands and feet to yourself	🚪 Enter and exit calmly 😊 Move calmly at all times 🚪 Push in your chair	🚶 Enter quietly 🛑 Stand away from swinging gate 🏠 Go directly to the nurse's room if needed
BE RESPONSIBLE -FOLLOW DIRECTIONS -DO WHAT IS RIGHT EVEN WHEN NO ONE IS WATCHING -BE WHERE YOU BELONG	🕒 Arrive on time, ready to learn 🍳 Eat breakfast at school if needed ➡ Go straight to your assigned area ✓ Know and go straight to your dismissal area 🎒 Handle your belongings properly ⌚ Wait patiently and calmly - be alert for your ride	→ Stay in one line when lining up - wait your turn 🍎 Pick at least 2 fruits or vegetables 🍴 Keep food on your tray 👐 Raise your hand for help 🧼 Clean up after yourself ♻️ Sort trash ✗ Do not take cafeteria food outside after you eat	🚽 Use the restroom before going out to play 🧼 Clean up after yourself 👂 Line up quickly and quietly when recess ends 📋 Keep track of your items 🔥 Attempt to solve your own problems safely - Use: Talk it out, Move away Or Rock-Paper-Scissors	➡ Go directly to where you are supposed to go 🔒 Secure and carry your items carefully 👂 Follow directions right away	🕒 Go before and after class (not during lessons) ✨ Leave space clean ! Return to class right away 🟢 Inform adults of vandalism or problems	📌 Use a shelf marker 📖 Return books on time 📚 Take care of property and replace books 📖 Read silently ✨ Leave your area clean and tidy	📄 Have an office pass 🗣️ Know why you are there and state your purpose 👂 Listen to directions and follow them right away

BE RESPECTFUL -Be kind -Show pride in our school -Use school appropriate conversation topics	🗣️ Use kind words and quiet voices 🗣️ Stay in your personal bubble 🗣️ Use quiet voices, say 'good-bye' 👁️ Be aware of others around you 👂 Listen to adults the first time	🗣️ Use kind words and quiet voices 🗣️ Use good manners ("Please" and "thank you") 🗣️ Talk only to students next to you 🗣️ Stay in your personal bubble 🗣️ Raise your hand and ask for permission to get up	🍎 Eat snacks only at benches or picnic tables 🗣️ Stay quiet near classrooms and learning spaces 🗣️ Use kind words, take turns and include others	🗣️ Use quiet voices so others can learn and work 🗣️ Keep Chromebook closed 🗣️ Share space kindly with others 🗣️ Greet others silently	🗣️ Voices off 🗣️ Respect our school property 🗣️ Use the restroom and give others privacy	🗣️ Level 0 voices 🗣️ Use manners and wait your turn 🗣️ Follow adult directions	🗣️ Use kind words like 'please' and 'thank you' 🗣️ Wait patiently for your turn 🗣️ Speak nicely to staff
--	---	--	--	--	--	--	--

CLASSROOM DISCIPLINE POLICY

Students should not interfere with anyone's learning, including their own. Students are expected to be respectful, courteous, and cooperative. Disruptive behavior in the classroom will be initially handled by the teacher and may include an Office Discipline Referral (ODR) to the Principal or Assistant Principal.

1. Class Violations	Teacher determines. Students and parents will be informed of the classroom discipline policy and the consequences.
2. Serious or Continuous Violations	Referral to Principal or Assistant Principal for appropriate action. Actions may include call to parent, conference, redirection of recess, suspension.

***PLEASE NOTE:** Serious violations of district or school rules will result in immediate action from the principal or assistant principal, which may include suspension or expulsion. See "Suspension/Expulsion"

SCHOOLWIDE DISCIPLINE POLICY

Follow School-wide behavior guidelines: **Be Respectful, Be Responsible, and Be Safe.** We follow a progressive discipline policy.

1. First Violation:	Reteach the appropriate behavior, counsel students, discussion about future consequences.
2. Second Violation:	Student will be given time that may include written or verbal reflection about the undesired behavior.
3. Serious Violation:	Referral to Principal or Assistant Principal. Actions may include a call to parent, conference, loss of recess, and/or suspension.

*Fighting is a suspendable offense. Students involved in hitting may be suspended for 1 to 5 days.

When the warning whistle is blown students should use this time to get a drink of water or use the restroom.

When the bell rings students stop playing and walk to the line.

TRANSPORTATION

FCUSD offers transportation services for Special Education students who are attending a school outside of their designated home school, and students who are overflowed to another school.

1. Students should arrive at the bus stop no earlier than 10 minutes before they are to catch the bus. Students are to remain on the sidewalks or at the side of the street. Stay off private property at all times. Stand quietly in line (Books do not save a place in line.)
2. Students will be seated as directed by the driver and must remain seated while the bus is in motion.
3. No part of the body may be out of the window.
4. No glass containers are permitted on the bus.
5. No animals are permitted on the bus, with the exception of service animals.
6. Students must get on and off the bus at the bus stop nearest their place of residence except upon written consent of a parent and with school approval.
7. Eating, drinking, and chewing gum are prohibited on the bus.
8. **BE RESPECTFUL:** Treat all people with courtesy and consideration.
9. **BE RESPONSIBLE:** Follow directions the first time.
10. **BE SAFE:** Keep hands, feet, and objects to self.

Students who are unable to stand in bus line calmly or to ride in a safe manner will be given a citation by a bus driver with the following penalties:

1 st Violation:	Warning Notice.
2 nd Violation	Three days off all district buses (morning and afternoon).
3 rd Violation:	Five days off all district buses.
4 th Violation:	Termination of riding privileges.

FCUSD Mobile Communication Device Board Policy

Students in grades TK – 8 may not use mobile communication devices and social media once they have entered campus for the instructional day. Devices must be powered off and placed out of sight during the school day. Students who need to call parents may use phones located in the administrative office.

"Mobile communication device" shall mean cell phones, smartphones, smart watches, earbuds, and other mobile communication devices.

"Social media" shall mean a public or semipublic internet-based service or application where a substantial function of the service or application is to connect users in order to allow users to interact socially with each other by creating or posting content viewable by other users, including, but not limited to, on message boards, in chat rooms, or through a landing page or main feed that presents the user with content generated by other users.

Please see the link here for the view Board Policy:

- [BP 5131.8: Mobile Communication Devices](#)

Smartphones and other mobile communication devices shall not be used in any manner that infringes on the

privacy rights of any other person. Use of any electronic device, including cell phones, may NOT be used at any time in the gym locker rooms. Due to the unique nature of Prospect Community Day School, students enrolled in this program will continue to be prohibited from possessing or using an electronic signaling device except with prior consent for health reasons. When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure. When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate. If turned over to the principal, a parent/guardian may be notified and may be required to pick up the device from school. A student who violates this policy may be restricted from possessing a personal electronic signaling device at school or school-related events. A student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device that poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities. The Superintendent or designee shall inform students that the district will not be responsible for a student's mobile communication device that is brought on campus or to a school activity and is lost, stolen, or damaged.

White Rock Elementary PARENT INVOLVEMENT POLICY

White Rock Elementary School is a community of stakeholders including students, parents, volunteers, and staff committed to providing excellence in educational programs by providing a safe, caring, and diverse learning environment where students grow academically and socially. White Rock Elementary School will accomplish this by working as a collaborative team to provide an instructional program focused on standards-aligned instruction. Our team will use data to close learning gaps and to ensure the success of all students.

Parents will be invited to give input into the Parent Involvement Policy through the following:

- Title I annual parent meeting
- Information about their child's participation in school-wide Title I programs
- Information about their child's participation in intervention services
- Back to School Night
- Parent/Teacher Conference
- School newsletters/bulletins

Parent input received through the following:

- Parent Surveys
- School Site Council
- Parent meetings
- English Language Advisory Council

Policy will be monitored and reviewed by staff and parents each year:

- Leadership Team
- School Site Council
- English Language Advisory Council

School Parental Involvement Agreement (Policy) White Rock Elementary School will:

- Involve parents in the planning, review, and implementation of the school's parental involvement policy, in an organized, ongoing, and timely way.
- Involve parents in the joint development of any school-wide plan, in an organized, going, and timely manner.
- Notify parents that, if any part of the school-wide plan is not satisfactory, parent comments on the

plan will be submitted when the school makes the plan available to the LEA.

- Hold an annual meeting to inform parents of the school's participation in Title I programs and to explain the Title I requirements, and the rights of parents to be involved. The school will convene the meetings at convenient times to parents, and will offer a flexible number of additional parental involvement meetings, such as morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I programs and will encourage them to attend.
- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents understand.
- Provide parents of participating students information in a timely manner about Title I programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure student's progress, and the proficiency levels students are expected to meet.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their student. The school will respond to any such suggestions as soon as practicably possible.
- Provide to each parent an individual report about the performance of their students on the State assessment in at least math, language arts and reading.
- Provide each parent timely notice when their student has been assigned or has been taught for four (4) consecutive weeks by a teacher who is not highly qualified with the meaning of the term.
- Provide materials and training to help parents work with their children to improve their children's achievement.
- Provide professional development, based on stakeholder input, to build ties between parents and the school.
- Coordinate and integrate parent involvement programs and activities.
- Provide reasonable support for parental involvement activities.

White Rock Elementary School makes every effort to provide opportunities for the informed participation of parents (ex. parent summits, flyers, parent orientations, parent information nights, etc). These events are delivered in multimedia platforms and in languages, parents understand via translators. Information on these events is also reviewed by the School Site Council and English Learner Advisory Committee.

Adoption Each School Parental Involvement Policy has been developed jointly with and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the School Site Council. This policy was adopted by the FCUSD board and will be in effect for the period of September 2020 through June 2021. Each school will distribute this policy to all parents of participating Title I, Part A children.



White Rock Elementary School **Title 1 Community Compact 2026/27**

Staff Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Teach state standards using culturally relevant practices to promote student achievement.
- Help motivate my students to be successful citizens by teaching social emotional awareness

- and skills.
- Have high expectations while supporting each child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide an inclusive, safe, and caring learning environment.
- When appropriate, provide meaningful homework assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning.
- Support the formation of partnerships with families and community.
- Work collaboratively to make decisions.
- Work with families and staff to ensure White Rock is a welcoming place to support student achievement.
- Respect the school, students, staff, and families.

Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Come to school knowing I need to work hard and learn life skills.
- Complete assignments and homework (when assigned).
- Know and follow school and classroom expectations.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Be aware of my screen time: TV, social media and playing video games so I can explore other activities such as reading, playing outside, or a new hobby.
- Respect the school, classmates, teachers, staff, and families.

Parent/Caregiver Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Ensure that my child attends school, gets adequate sleep, and regular medical care.
- Monitor student's activity on social media, time on TV, and video game usage.
- Read to my child or encourage my child to read every day:
 - ○ 20 minutes for K-2
 - ○ 30 minutes for grades 3-5
- Ensure that my child is on time to school to eat breakfast before the bell rings or has breakfast at home.
- Regularly monitor my child's progress in school.
- Be an active participant at school activities, decision making (surveys), volunteering, and/or attending parent teacher conferences.
- Communicate the importance of education to my child.
- Ask my child about their school day.
- Respect the school, staff, teachers, students, and other families.
- Talk with my child's teacher when concerns arise.

PARENTS' RIGHT TO KNOW REGARDING TEACHER QUALIFICATIONS

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

qualifications of the student's classroom teachers, including at a minimum:

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

If you would like this information, please contact our school administrative staff at (916) 294-9180.

TOBACCO FREE SCHOOL POLICY

Effective July 1, 1995 - It is the intent of the Folsom Cordova Unified School District Board of Education to comply with State Law (AB 816). Therefore, the use of tobacco products is prohibited at all times on district property and in district vehicles. This prohibition applies to all students, employees, visitors and other persons. (District policy 1115) California Smokers Helpline 1-800-NO BUTTS

NONDISCRIMINATION POLICY

Folsom Cordova Unified School District 2024-2025 Nondiscrimination Statement

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

Jim Huber, Ed.D., Assistant Superintendent, Educational Services
Compliance Officer, Section 504 Coordinator, ADA Coordinator (students)

jhuber@fcusd.org

916-294-9000 x 104580

Shannon Diaz, Director of Compliance
Compliance Officer and Title IX Coordinator

sdiaz@fcusd.org

916-294-9000 x 104415

1965 Birkmont Drive
Rancho Cordova, CA 95742

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

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

Shannon Diaz, Director of Compliance
Compliance Officer and Title IX Coordinator

sdiaz@fcusd.org

916-294-9000 x 104415
1965 Birkmont Drive
Rancho Cordova, CA 95742

The District nondiscrimination policy can be located at:

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

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

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

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

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

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

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

SEXUAL HARASSMENT POLICY

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.

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

**If you have a complaint, contact a teacher,
principal/site administrator, or:**

**Donald Ogden, Associate Superintendent – Human Resources,
Title IX Coordinator (Employees) & Equity Compliance
Officer**

dogden@fcusd.org

916-294-9000 Ext 104410

**Jim Huber Ed. D., Assistant Superintendent –
Educational Services, Title IX Coordinator (Students), Section
504 Coordinator & Equity Compliance Officer**

jhuber@fcusd.org

916-294-9000Ext 104625

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