Folsom Hills
ELEMENTARY SCHOOL

Parent/Student Handbook
2026 - 2027

106 Manseau Drive
Folsom, CA 95630
(916) 294-9135

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ARRIVAL AND DISMISSAL

School starts at 8:15am for Grades K-5.
School Starts at 8:00am for our AM TK class. The PM TK class starts at 11:24 am (Monday, Tuesday, Wednesday, and Friday). PM TK starts at 9:54 am on Thursdays.

School entry gates open at 8:00am. Please do not drop your child off at school prior to 8:00am for school; supervision is not available. At Folsom Hills, students in grades 1st –5th , arriving between 8:00am – 8:12am, leave backpacks and lunchboxes at their classroom and proceed directly to the playground where a yard supervisor is stationed. The warning bell will sound at 8:12am; and all students need to be lined up with their teacher at the classroom door by 8:15am. Students who arrive after 8:15am pick up a late slip at the office or late gate before proceeding to class.

Folsom Hills has three entry/release zones. All kindergarten students enter and exit through the gates in the front of the school area. The second gate is located off Manseau Drive for 3rd – 5th grade students. 1st – 2nd grade students enter off Briggs Ranch Branch Drive. There are a few exceptions when siblings from different grades enter and exit together.

Our parking lots are extremely busy. Let's work together to keep students safe. Please drive slowly and allow extra time to drop off and pick up your child. Most importantly, do not let your children run into or across the street. Although there is supervised drive through drop off and pick up on both sides of the school, there is no way they can see all that is going on.

School Ends at 2:45pm K-5
School Ends for our AM TK at 11:21am PM TK 2:45 pm

If a parent needs to exit their vehicle for any reason, we ask that you find a place to park on the street. Please do not drive in the front bus loop or leave your car unattended in any of our drop-off zones.

TK & Kindergarten
Please park on the street and walk your child in to the entry gate closest to the kindergarten building where the teachers will meet them and escort students to class. Please supervise your child until the teacher arrives. This is the same place where TK & kindergarten students are picked up at the end of the day.

ATTENDANCE

- **What do I do if my student is unable to make it to school?**

- We are required to verify student absences. Please call the school office at 916.294.9135 and leave a message on the attendance line, which is accessible via phone prompt when you call the main number (option 1). You can also report your students' absence through our website using the "Red Phone" icon.Please include your student's name, your name, the date and the reason for the absence. You may be asked to provide paperwork proving medical appointments or other attendance-related data.

Please note: If you student is in our onsite Student Care Program, please contact them as well, as we have separate enrollment and attendance programs.

- **Occasionally our family goes on vacation, and we leave early on a Friday or stay through Monday. Will this be an excused absence?**

  - District policy states that since these absences are a choice, they will be marked as *unexcused absence* and can lead to the generation of truancy letters.

- **Our family will be traveling for a long period of time, and our student will be missing more than 3 days of school. What do I do in a case such as this?**

  - If you are planning to pull your student from school for such an event, please contact the office to set up an Independent Study contract. If the ISC is *completed* and returned by the date listed, the student will not be marked unexcused. Independent study contracts are only permissible for students planning on being absent 3 or more *consecutive* days. **You must give at least 2 weeks notice to the office staff should you want to take advantage of an ISC.**
  - Independent Study is limited to a total of 15 days per school year. If you are needing to be absent for longer than 15 days, your child will be disenrolled.

- **I received a truancy letter in the mail. What should I do?**

  - These letters are generated by the school district and mailed out periodically. If you receive one, please read through it carefully. These letters are not to be taken lightly and may offer you options so as to prevent future absences from occurring. Depending on the numbers of absences or tardies different actions could take place. You will need to refer to the letter for specifics.

Children should not attend school with a fever or rash. If your student is absent due to illness, he/she must be fever/vomit/diarrhea free for at least 24 hours (one full school day) before returning to school. If your child cannot participate in Physical Education (PE), please send a note from their doctor.

State law requires that any child who has been absent without valid excuse more than three days shall be reported as a truant to the district office of Attendance and Due Process. Please see the Parents' Rights and Responsibilities & Student Conduct Code document, available on our website, for more information.

BELL SCHEDULE

TK

AM Class: 8:00-11:21 PM Class: 11:24-2:45-11:36 **(Monday, Tuesday, Wednesday, Friday)**

Thursdays Only:

AM Class: 8:00-11:21

PM Class: 9:54-1:15

Grades K-5

8:15 am to 2:45 pm, with an early dismissal every THURSDAY at 1:15pm

BICYCLE / SCOOTER SAFETY

Riding a bicycle or scooter to school is a privilege for students in grades 2-5. The school assumes NO RESPONSIBILITY if a bike or scooter is damaged or stolen. The following rules are for the bike/scooter rider's safety. If there are repeated violations of these safety rules, the rider will lose the privilege of riding to school.

- Obey all traffic laws. Wear a helmet.
- Upon arrival at school, dismount and walk your bike or scooter directly to the bike racks.
- NEVER ride your bike or scooter on any sidewalk, in the hallways or in a parking lot.
- Each bike or scooter must have its own lock and chain. All bikes or scooters are to be locked to the bike rack. Do not loiter in the bike area.
- Bicycles and scooters are not allowed in the classroom.
- Skateboards, skates, or rollerblades are not allowed at school.

Students wishing to ride their bike or scooter to school must complete a Bicycle/Scooter Contract. Forms are available in the school office.

CAFETERIA PROGRAM

The current breakfast and lunch menu can be found by clicking on the "What's for Lunch?" icon on the school website.

For the entire 2026-2027 school year, ALL FCUSD schools will participate in the USDA National School Lunch Program Waiver to offer meals at NO COST. ALL students can get one breakfast and lunch per day at NO COST.

Some notes on the program:

- The first meal and milk are NO COST

- Breakfast at school is served 7:50-8:15am

- If a student wants a second meal, they must purchase it with cash or funds already on their school meals account (**students cannot "charge" a second meal to be paid later**):

- Elementary SECOND breakfast: $3.50
- Elementary SECOND lunch: $5.75

- Students can either pay with cash at the lunch counter, or parents can create an account and add funds via credit card at: EZSchoolPay.com

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 lunches from home will go directly to their assigned seating area.

2. Students will serve themselves from the salad bar. Students will take only as much food as they intend to eat at lunch. Encourage your child to serve themselves at least 2 or more different types of fruits and/or vegetables. After getting their lunch, students will go to their assigned seating area.

3. During lunch, students are encouraged to talk to the people sitting near them using an “inside voice”

4. During lunch, students will remain seated. Students must raise their hand and get adult permission to use the restroom/water.

5. For the safety of everyone, students may not trade or give away food at any time.

6. Students will clean their eating area before being excused by a yard supervisor.

7. As each group is excused to line up, students will throw away their food into the garbage cans. This year we are recycling food waste and other recyclables. After students sort their recyclables, they will then walk quietly to the line up area and wait calmly in line to be dismissed for recess or return to class.

If your child brings lunch from home, please label the bag or box.
We do not warm up cold lunches.

CELL PHONES & SMARTWATCHES

Students are permitted to carry cellular phones and smartwatches to school. However, in accordance with Board Policy 5131.10, phones and smartwatches need to be turned off and placed in their backpack during the school day. If the device is used at an inappropriate time and/or causes classroom disruption, it may be confiscated, and a parent/guardian will be required to pick it up from the school office. Playing games on phones and smartwatches is not allowed while students are on campus. The school takes no responsibility for the loss or damage of these devices.

CHANGE OF PERSONAL INFORMATION

Please contact the school immediately if you have any change of address, daycare, home, cell or work telephone number, or emergency contact information. For the safety of your child, we must have current data. In an emergency, we only release students to the persons authorized on the emergency card.

DISCIPLINE POLICY

Folsom Hills has established five rules for behavior across campus: Be Respectful, Be Responsible, Be Safe, Be Friendly, and Be Productive. These rules are called the "Friendly Fox 5." They are taught, practiced, and celebrated throughout the year.

Friendly Fox 5 Rules and Behavior Expectations

Area	Be Respectful	Be Responsible	Be Safe	Be Friendly	Be Productive
All Areas	● Use kind words and actions ● Wait your turn ● Clean up after yourself ● Follow adult directions	● Follow school rules ● Remind others to follow rules ● Take proper care of belongings ● Be honest	● Walk on white ● Keep hands, feet, and objects to yourself ● Use equipment appropriately	● Treat others as you would like to be treated ● Greet others ● Smile ● Make eye contact	● Do your personal best ● Use your time wisely
Cafeteria	● Use quiet voices	● Raise your hand and wait to be excused ● Sit in your assigned location ● Clean up your place and dispose of garbage	● Keep food to yourself ● Sit with bottom on the bench, facing forward		● Eat your lunch so you are ready for recess or to return to class

		appropriately			
Playground	• Play fairly • Include everyone	• Stop playing and line up for class when the recess bell sounds. • Request a pass to visit the office • Use the bathroom at the beginning of recess	• Stay within the boundaries • Be aware of games and activities around you • Kick balls only on the grass • No play fighting	• Invite others to play	
Hallways	• Hold door open for the person behind you	• Stay on the sidewalk • Use a quiet voice	• Stay to the right		
Bathroom	• Knock on the stall door • Give people privacy • Use quiet voices	• Flush toilet after use • Wash hands • Return to your room promptly	• Keep feet on the floor • Keep water in the sink • Wash hands		• Use the bathroom at the beginning of recess so you can return to class when the bell sounds

Folsom Hills has a school wide character education program where we interweave the teaching of positive behaviors with academics. Students are recognized and rewarded for displaying good citizenship skills through our Gold Fox Program and with other forms of special recognition.

Teachers determine consequences for errant classroom behavior. Students and parents will be informed of the classroom rules, procedures, and consequences. Teachers may suspend students from their classroom for serious infractions that disrupt instruction and/or interfere with student safety.

When students do not follow basic safety or conduct rules, staff members may fill out an Office Discipline Referral (ODR).

ODRs for minor behavior problems will be sent home directly. ODRs for major behavior violations may be routed through the office and require a parent conference with the principal or designee.

GENERAL SCHOOL RULES

- Students are to enter and depart school via walkways at the front or drop off areas of the school and proceed to the black top.
- Students should arrive at school within 10 minutes before the start of school.
- Sidewalks are to be used at all times. Students must walk at all times.
- Students must stay in supervised areas.
- Fighting, tackling, and wrestling are not allowed on school grounds or going to and from school.
- Sticks, knives, toy guns, pointed objects or other harmful objects are not permitted on the school grounds. Possession of any dangerous item or drug will result in suspension.
- Restrooms are to be used during recess rather than class time. Never play in restrooms.
- Students should not play on fences, backstops, gates and goal frames.
- Skateboards, toys, roller blades, ear buds, smart watches, cell phones, or other personal items are not allowed at school.
- Gum or gum chewing is not allowed.
- Hats are not to be worn in the muti unless special arrangements have been made with the principal.
- Show respect for personal and school property. Defacing school property is cause for suspension.
- Use appropriate language and behavior, encourage others to do the same. Verbal abuse, sexual harassment, racial slurs or "fighting words" will not be tolerated.
- At no time should students sell any item to another unless part of an approved fundraiser.
- Students are not allowed to exclude others from playing games with them at any time

GENERAL PLAYGROUND RULES

The following rules represent the expected behaviors on the playground for grades K-5. Failure to follow them will require a Yard Supervisor to assign an appropriate consequence.

- Use playground equipment the proper way. Use it in the proper place.
- Playground rules should always be followed.

- Students should not play in or around the restrooms or drinking fountains.
- Students should not leave the playground without permission from a yard supervisor.
- Gum or gum chewing is not allowed at any time.
- Students should not climb on fences or backstops or fire hydrants.
- Students may not go behind a fence to retrieve a ball or other item.
- Food is not allowed on the playground. Food should only be eaten at the tables.
- When the bell rings or a whistle is blown signaling the end of recess, all students must freeze. Once a Yard Supervisor blows their whistle, students can walk to class or multi for lunch.
- All Balls or other equipment must be carried to the equipment can.
- Students are expected to get a drink and use the restroom at the beginning of recess or before recess ends or at the 5 minute whistle.
- Toys and other personal belongings are not permitted on the playground without permission of the classroom teacher and or yard supervisor.
- No drop-kicking balls..
- No kicking red playground balls at any time. These balls are for 4 square and hand ball only
- Students are not allowed to exclude others from playing games with them at any time

Serious violations of district or school rules will result in immediate action by the principal or designee, which can include suspension and a recommendation for expulsion.

The Parent's Rights and Responsibilities / Student Code of Conduct document provides important details about suspension and expulsion. It is available on the front page of the district website: www.fcusd.org. **Please review with students that they may never bring a weapon or dangerous object to school. Possession of a weapon will result in a five-day suspension and a recommendation for expulsion.**

DISMISSAL

Students will be dismissed during school hours only to individuals who are listed on the emergency card. All students leaving early must be signed out in the office.

After school students are to go directly home, to their daycare provider, or afterschool activity when class is dismissed. Students walking home from school, and who are off school grounds, are still under the jurisdiction of the school's and district's discipline and behavior policies until they reach their home.

Please make sure your child knows their pickup plan when they are dropped off at school. Help us avoid classroom interruptions with last minute phone calls related to dismissal arrangements.

DRESS CODE

Students are expected to dress appropriately for studying and participating in physical activities at school. Personal cleanliness and neatness are also expected.

Please observe the following guidelines:

- Clothing and accessories must not have inappropriate or offensive images or words.
- Underwear is not to be visible.
- Shorts and skirts must come to mid-thigh.
- Shirts must fit properly without revealing the midriff.
- Make-up shall not be worn to school except for specific dress up days.
- It is recommended that all outer clothing (coats, sweatshirts and jackets) be properly marked with the name of the child. Many jackets and sweaters are lost during the school year and we are often unable to locate the owner.
- 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 safe to wear at school. 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.

A student who comes to school wearing unacceptable clothing will be required to contact a parent to bring a change of clothes to the school. The school principal and/or classroom teacher will determine appropriate school dress.

FIELD TRIPS

Field trips are designed to enrich the curriculum. Students must demonstrate appropriate behavior in order to take part in field trips. All field trips require a signed permission form and only enrolled students may attend. Field trips are paid through donations and funds from our PTA.

Teachers will communicate with the parents the procedure for volunteering to chaperone a field trip. Typical field trips call for a set number of chaperones to monitor a small group ensuring safety and supporting learning.

Please note that siblings are not permitted on field trips. Parents not selected to chaperone are not permitted to join in on the tour or field trip activity.

HEALTHY FOODS AND DRINKS

Please encourage healthy, nutritious eating habits by sending appropriate snacks and lunches with students. Sodas and candy are strongly discouraged.

Provision of Energy Drinks to Students

Energy drinks do not promote student wellness, and do not meet state or federal nutrition standards. To support student health and minimize district liability, staff shall not offer, provide,

purchase, or otherwise distribute energy drinks to any student at any time, including before, during, or after the school day or school-sponsored events.

Energy drinks include any beverages containing high levels of caffeine or other stimulants (e.g., guarana, taurine, ginseng, L-carnitine), such as Monster, Red Bull, Rockstar, Bang, Celsius, Prime Energy, and similar products.

HOMEWORK

Folsom Hills has established the following guidelines about the use of homework to support student learning:

1. Homework assigned will provide practice and reinforcement of key skills taught in school. Students should be able to complete assignments independently.

2. Time spent on homework should approximate the general guideline of 10 minutes times the grade level per night. For example, in second grade, homework should last about twenty minutes.

3. Teachers will strive to provide homework assignments that are relevant and meaningful. Practice problems will be limited to a reasonable number.

4. Parents will help to facilitate homework by providing a location to study, a schedule that fits the family's weekly activities, and encouragement. Parents are also expected to monitor the reasonableness of assignments and intervene when homework takes away from needed sleep and family time.

5. Regular reading practice is critical for academic success. Homework will include appropriately leveled books and/or text to build fluency, phonics, and comprehension skills.

6. Specific teacher homework expectations will be communicated to parents and students. Teachers will modify assignments as appropriate.

If you are concerned by the amount of time your child is spending on homework, please contact your child's teacher.

If your child is absent from school two consecutive days, you may call the office to request homework and class assignments. These can be picked up in the office at the end of the day or sent home with another student.

INDEPENDENT STUDY AGREEMENTS

Please plan vacations and family trips during school holidays. Pulling students out of school causes disruption to their learning.

If your student will be absent from school for a period of 3 to 15 consecutive school days due to travel or another reason, please contact the school office no less than 2 weeks prior to the leave of absence to request an Independent Study Agreement. Independent Study Contracts requested with less than 2 weeks notice will be denied.

Assigned Independent Study work must be turned in upon the student's scheduled return to school. Independent Study work not turned in on the student's scheduled day back will void the agreement, resulting in no attendance credit. Partially completed work turned in on time will result in partial attendance credit. Please call or visit the school office for more information about Independent Study Agreements.

INSTRUMENTAL MUSIC

Folsom Cordova Unified School District offers instruction in music to students in the intermediate elementary grades. Classes meet twice a week. **Please note: Students are responsible for bringing their instruments to and from school on music days. Instruments that have been dropped off late will not be delivered to classrooms. It is the student's responsibility to come up to the office at the beginning of music class to see if their instrument is there to be picked up.**

2026-2027 Music Schedule:

Monday/Wednesday	Grade 4	8:30 am-9:05 am
	Grade 5	9:10 am-9:45 am

LOST AND FOUND

The lost and found rack is located in or outside of the Multipurpose Room. Please remind your child to check it regularly if they have lost clothing, lunch boxes, water bottles, etc. Unclaimed items will be donated to charity at the end of each trimester. **Please label all personal belongings with your child's name.**

MEDICATION

Students are not allowed to have any type of medication in their possession at any time unless verified through the Health Office. This includes cough drops and any over the counter medication.

Medication can be given to a student during the school day if it is 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 (1) District medication consent form signed by the doctor and

(2) a District medication consent form signed by the parent/guardian. Authorization forms can be downloaded from the school website or picked up in the office.

Additionally, the medication must be sent to school in the original "over the counter" or pharmacy prescription container. Medication shall be brought to the school office by a parent, or designated adult. Refills of medication are the responsibility of the parent/guardian.

We ask that parents maintain 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.

***Students with asthma or other chronic conditions such as diabetes are allowed to carry an inhaler or pump only if there is a written statement from the student's physician indicating that it is necessary for the student to carry it on his/her person*.

MINIMUM DAYS/SUPER MINIMUM DAYS

Minimum days are used for parent-teacher conferences and instructional planning. Super Minimum days are set by the school district to allow teachers time to complete student report cards at the end of each trimester.

MINIMUM DAYS (*NOV 16-20, DEC 18, FEB 26, MAR 5, MAY 24-26)*

Grades K-5	8:15 am – 1:21 pm	*For grades K-5, recess and lunch times remain the same.*

SUPER MINIMUM DAYS (OCT 30, FEB 12, MAY 21)

Grades K-5	8:15 am – 11:38 am	*For grades K-5, recess times remain the same. A brief lunchtime is available at 11:38 am, only for those needing a cafeteria lunch.*

NONDISCRIMINATION/SEXUAL HARASSMENT/COMPLAINT PROCESS STATEMENT

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

OBSERVATIONS

General classroom or playground observations are not allowed. Under special circumstances, a single 20-minute observation may occur for a specific purpose. All observations must be prescheduled and approved by the school principal. The principal or designee is required to be present during an observation.

STUDENT COUNCIL

Students in intermediate grades may run for a Student Council office. Positions will include President, Vice-President, Treasurer, Secretary, Historian, and Sergeant-at-Arms. Student Council Officers are expected to be role models. They must maintain a grade average of "C" or better and attend Student Council meetings regularly. They also need to have a "S", "G" or "O" in citizenship on their report card. The Principal and Student Council Advisor reserve the right to remove any student council member for violations of the Fox 5 rules in the classroom, at recess, or on campus. There are also two representatives chosen from each class.

PARENT/TEACHER REQUEST POLICY

We appreciate your thoughtfulness and advocacy in your child's education; however, we do not take teacher requests. Our teachers, principal, and support staff work to build balanced classrooms to meet the needs of ALL children. When building classes, we look at the number of students enrolled in each class, academic assessments, behavior, social development, GATE, Special Education, gender, English Language Learners, and other individual needs. It is very difficult to grant parent requests and maintain fair and balanced classes to meet the needs of ALL students. Thank you for your understanding.

TARDY POLICY

Late arrival of students is disruptive to classroom instruction and student learning. Please ensure that your child arrives on time for school daily.

Students arriving late for school must check in at the office or the late gate to receive a pass to be admitted to their class and have their name removed from the absence list.

Excused tardies include medical appointments with a written verification slip, a late district school bus, illness, a special event prearranged with the teacher and office, or an unusual circumstance. A written statement is requested for an excused tardy. A student who has three or more unexcused tardies in excess of 30 minutes will be reported as a truant to Attendance and Due Process.

TELEPHONE CALLS

Messages will be delivered to students only in emergencies. Please make all transportation arrangements before your child leaves in the morning. Teachers cannot be interrupted during the school day for telephone calls. The best time to contact teachers is before or after school by email**. Office phones are for emergency use only**.

STUDENT INSURANCE

The Folsom Cordova 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.

TOYS

Students should not bring any toys or valuables to school. The teacher will take toys that are brought to school and hold them until the end of the day.

VOLUNTEERS & VISITORS TO CAMPUS

We welcome parents to be part of our school community. Visitors and volunteers sign in at the office, and receive a visitor's pass on each visit. You can Visit 4 times a year. All volunteers sign in using an online system that screens every visitor against sex offender and custom databases, including those with custody orders and banned visitor status. After signing in, a detailed visitor badge is printed that must be worn at all times.

Volunteers must have DOJ Clearance (Livescan fingerprinted), have a current negative T.B. test, complete mandated reporter training and complete a Volunteer Application.

Please do not bring other children if you are volunteering 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 process.

Please work with your child's teacher to arrange times to volunteer or let her/him know if you would like to help by bringing things home to prepare for the teacher

If you would like to share your time, expertise or services with our school, please contact our Parent Coordinator

WAYS YOU CAN VOLUNTEER

Classroom Helper	**English Language Advisory Council**
Clerical Field Trips	**Library**
Site Council	**Clay Docents**
P.T.O.	**F.A.M.E. Docents and Many More Ways!**

You can pick up the Live Scan form in the office.

Each year, **existing volunteers** must visit the office to verify that their volunteer documents are up-to-date. Please keep in mind that TB test results are only good for 4 years. If your TB test expires, you will not be allowed to volunteer until you submit documentation of a recent negative TB test result.

SCHOOL SITE COUNCIL

The Folsom Hills School Site Council (SSC) oversees the Single Plan for Student Achievement (SPSA), which determines how our school allocates funds to enhance school performance. The 2026-2027 budget will be determined by enrollment in October. State guidelines and procedures must be followed to receive these funds. The council is composed of an equal number of parents and staff members who are elected during the first month of school. The council will evaluate school data and progress to address the needs for improvement in instruction and school culture.
Further:

- Parents are elected for two-year terms. Those interested in running for the council are encouraged to contact the school principal.
- Parents may contact members of the council with comments, suggestions or concerns.
- Meetings are held 3-4 times per year and are open to the public.

PTA

Folsom Hills has a very active Parent Teacher Association. General PTA meetings are held at least 3 times per year. PTA works hard to plan special activities throughout the year. We encourage you to become an active member of our association, as volunteers are always needed! We hold an annual PTA membership drive at the beginning of each school year.

Each fall the PTA also conducts their Fox Fund Drive. The Fox Fund is the primary source of fundraising for the Folsom Hills PTA. The funds raised help support many of our amazing activities & events hosted

each year. This includes: direct support to classroom teachers, field trip support, FAME, assemblies & guest speakers, Red Ribbon Week, ceramics and much, much more…

COMPLAINT PROCEDURE GUIDELINES

The board and staff want to make sure our community knows the best avenues for finding answers and resolutions to concerns in an expedited manner. To resolve issues, please follow these steps below.

1. **Contact Teacher Directly**
   Please allow the teacher ample and reasonable time to respond Monday through Friday during work hours.

2. **Connect with Principal**
   If you believe your concern is unresolved after step one, contact the school principal.

3. **Reach out to Superintendent's Office**
   If you feel your concern is unresolved after talking to your school's principal, or have a district wide concern, please contact the Superintendent's Office.

4. **Notify the Board of Education**
   Lastly, contact the Board regarding issues that relate to policy and community concerns.

DOGS ON CAMPUS

Dogs (and for that matter, any animal) are not allowed on campus without the expressed consent of both the classroom teacher and principal. Please understand that while your household pet may be sweet and non-aggressive, many students have deep-rooted fears regarding animals and/or health issues which have nothing to do with your pet specifically.

When picking up or dropping off with a dog, you need to stay out on the public sidewalk and not enter the campus. Dogs are not allowed to wait by the gate areas.

STUDENT BIRTHDAY CELEBRATIONS

For those students who wish to celebrate their birthday at school, please check with your child's teacher about their specific policy. Be aware that many teachers may have very specific guidelines and rules due to individual health concerns within the classroom (i.e. nut allergies, gluten-free needs, etc…).

Please do not send balloons, flowers or any other special treat to be "delivered" to your child. These items will be held in the office until after school is done for the day. Likewise, please do not ask to send home birthday invitations for an upcoming event at your home in Wednesday folders.

COMMUNICATION

Folsom Hills makes every attempt to communicate with parents and students in a timely and efficient manner. The use of the school website, Parent Square and the PowerSchool Parent Portal are key to this effort. Please ensure that you have set up both the parent and student components on PowerSchool using the instructions that are sent home at the beginning of the year. We also send out emails and text messages through our Parent Square system. Wednesday folders are sent home each week with flyers and information from the school.

PTA also uses social media to communicate with parents

Parent's Right to Request 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:
    1. Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
    2. Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
    3. 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 Robin Chaffee at (916)294-9135**.**