CARL H. SUNDAHL ELEMENTARY SCHOOL

Parent/Student Handbook
2026 - 2027

9932 Inwood Road
Folsom, CA 95630
(916) 294-2425
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https://cse.fcusd.org

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ARRIVAL AND DISMISSAL

School starts for Grades TK-5 at 8:15am. School entry gates open at 8:00am. Please do not drop your child off at school prior to 8:00am; supervision is not available. At Sundahl, students arriving between 8:00am – 8:12am, leave backpacks and lunchboxes at their classroom, and proceed to the track 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 before proceeding to class.

Montessori TK dismissal time is 11:36am.

Inwood Road, our parking lot, and the bus zone are extremely busy. Please drive slowly and allow extra time to drop off and pick up your child. Let's work together to keep students safe. Most importantly, do not let your children run into or across the street. We offer a supervised drive through "Drop Off" and "Pick Up" in front of the school. Please follow staff directions and circle around if your child is not ready for you at dismissal. Please do not block the mobile home park entrance. Help us be good neighbors.

The Kindergarten/Montessori playground is not open in the morning. Please supervise your child until the teacher opens the door. Please park in the parking lot; do not use the Drop Off / Pick Up lane. Kindergarten students should be picked up from their classroom at dismissal. FOR AM TK dismissal, staff opens the gates at 11:36, and parents come in for pick up on the yellow line. The Kindergarten/Montessori playground is closed after school.

Special Day Class families - staff will meet you at the 1st / 2nd Grade Entrance Gate and escort your child to and from class.

Drop off and Pick Up at the Front of School:



Back Gate Safety:

The front of school is supervised during both arrival and dismissal times and is the recommended location for parents to drop off and pick up.

Sundahl has a back gate that allows pedestrian access to campus at the end of Pine Grove Way. Pine Grove is narrow; there is no safe way for cars to turn around as students arrive or leave on foot. There is also no adult supervision.

If you choose to drop off or pick up at the back gate, please note that **there is no parking, no stopping, and no drop-off at the top of Pine Grove Way.** See visual and instructions below.

Park or Stop ONLY below the signs on Pine Grove Way



Drop off students on Valley Pines Drive. Students walk on the right side of Pine Grove Way.

If you choose to drop off on Pine Grove Way, please park below "No Stopping / No Parking" signs. Watch out for pedestrians.

Cars should not proceed past "No Stopping" signs.

ATTENDANCE

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.

We are required to verify student absences every day. If your child will be absent, please let us know by either calling our attendance line at 916-294-2425 (press 1) or by visiting our website and clicking the "Reporting an Absence" icon.

We use an automated calling system to contact parents to verify absences. If your child is absent and you have not verified the absence by 9:25am, you will receive a phone call reminding you to do so.

State law requires that any child who has been absent without a 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.

Independent study duration is 3 days minimum and 15 days maximum. These agreements will be available through the school office and must be requested at least 10 school days prior to the absence. Independent Study Agreements are not available the first 2 weeks of the school year or the last 2 weeks of the school year.

BELL SCHEDULE

Montessori AM TK: 8:15am to 11:36am

Grades K-5 (including Montessori Kindergarten)

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 3-5. 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 Permission Form. Forms are available in the school office and on our website under "For Parents."

E-Scooters: E-Scooters are not permitted to be ridden to campus (in California, E-scooter riders must have a valid driver's license or learner's permit). For more information: www.folsom.ca.us/escooters

CAFETERIA PROGRAM

The current breakfast/lunch menu can be found by clicking on the food and nutrition icon on the school website. You can also sign up to receive the lunch menu each month by email at:
http://www.schoolnutritionandfitness.com/index.php?page=automenu&sid=0208131451023969

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/ lunch and milk per day at NO COST. If a student wants a second lunch, it must be purchased.

Breakfast is available in the Multi from 7:45am-8:10am. For breakfast service, please drop your student off at the front of the school in the drop off zone, no earlier than 7:45am.

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 out of sight 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. 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. We release students only to the persons authorized on the emergency card.

DISCIPLINE POLICY

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

Dolphin 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 appropriately	• 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
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

Consequences for failing to follow these school rules can include time-away, loss of privileges, community service, parent-teacher-student conferences, detention, and suspension. The Carl Sundahl Behavior Chart below guides staff as they work with students to correct misbehavior.

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 will, in addition to the consequences mentioned above, issue 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.

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

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. The school playground is open to families after 4:00pm.

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.

DOLPHIN FIVE

Carl H. Sundahl Elementary 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 Dazzling Dolphin Program and with other forms of special recognition.

DRESS STANDARDS (BP/AR 5132)

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program.

Please observe the following elementary school dress guidelines:

Underwear is not to be visible. • 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. Flip-flops, roller shoes, open toed, 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.

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 a non-refundable contribution.

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. All volunteers must be category 2 cleared to volunteer.

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.

If families would like to send birthday treats for the class in honor of your child's birthday, you are encouraged to provide a non-edible treat (like a birthday pencil or small toy). Any edible treats sent to school should align with the FCUSD Wellness Policy. Options include fruits and vegetables, cheese sticks, and low calorie snacks (200 calories or less) as indicated in the USDA Guide to Smart Snacks in Schools.

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

Carl H. Sundahl 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.

HONOR ROLL, PRINCIPAL'S LIST, and SUPERINTENDENT'S LIST

We like to recognize our 4th and 5th grade students who work hard at their academics. Each trimester students with grade averages of 3.0 or better, qualify for one of the three different types of awards as follows:

- Superintendent's Award - Grade average of 4.0
- Principal's Award - Grade average of 3.5 or better
- Honor Roll - Grade average of 3.0 to 3.4

A student may not have a grade below a "C" to qualify.

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 10 school days prior to the leave of absence to request an Independent Study Agreement.

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 instrumental music to students in the intermediate elementary grades. Classes meet twice a week.

2026-2027 Music Schedule:

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

LOST AND FOUND

The lost and found rack is located in 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.

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 a 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: **11/16, 11/17, 11/18, 11/20, 12/18, 2/26, 3/31, 5/24, 5/25, 5/26**
8:15 am - 1:21 pm; Recess and lunch times remain the same

SUPER MINIMUM DAYS: **10/30, 2/12, 5/21**
8:15 am - 11:38 am; A brief lunchtime is available before 11:38am, only for those needing a cafeteria lunch.

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 pre-scheduled 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, Public Relations, 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 Dolphin 5 rules in the classroom, at recess, or on campus.

PARENT/TEACHER REQUEST POLICY

We appreciate your partnership and involvement in your child's education; however, we do not take teacher requests. Our staff works thoughtfully to create balanced classrooms that support the academic, social, and emotional needs of all students. A variety of factors are considered during the class placement process, including student needs, learning styles, academic data, social dynamics, and overall class balance.

Thank you for your understanding and support.

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 to receive a pass to be admitted to their class and have their name removed from the absence list.

Excused tardies include medical appointments, 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. Teachers cannot be interrupted during the school day for telephone calls. You may leave a message on the voice mail system. The best time to contact teachers is before or after school or by email. Please make transportation arrangements before your child leaves in the mornings. Students who leave items at home will be asked to do without them. **Office phones are for emergency use only**.

STUDENT INSURANCE

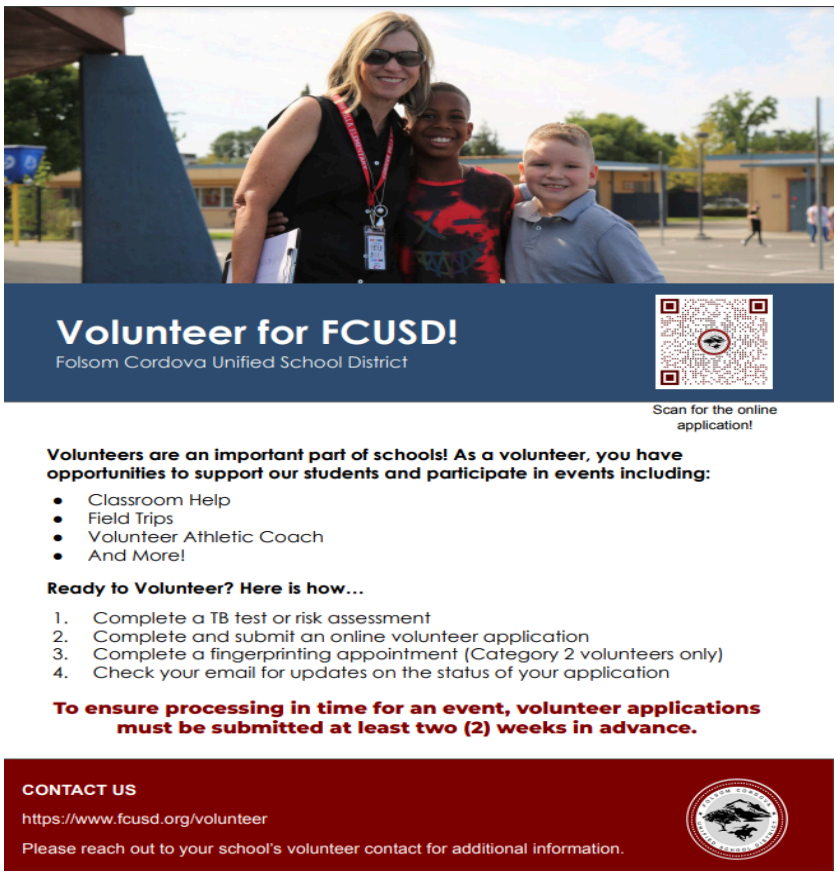
The Folsom Cordova School District does not carry insurance for accidental injuries sustained by a pupil. Insurance coverage may be arranged through individual policies, group insurance, or through a voluntary insurance program.

TOYS

Students should not bring any toys or valuables to school. This includes electronics such as iPods and computer games. The school is not responsible for lost or stolen items.

VOLUNTEERS & VISITORS ON CAMPUS

We welcome and encourage parents to volunteer and be part of our school community. Visitors and volunteers must have an appointment, sign in at the office, and receive a visitor's pass on each visit. All parent volunteers must be Category 2, TB tested and fingerprinted. The application process is online. Visit our website (https://cse.fcusd.org), click the parents tab, and click volunteer.



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

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 Jeanine Holton at **916-294/2425.**