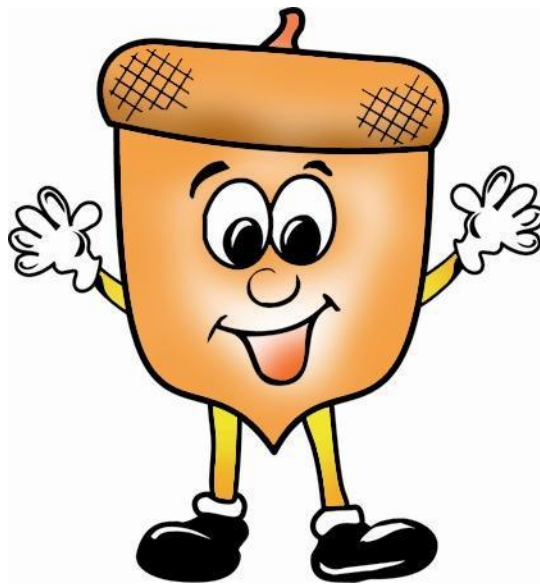


EMPIRE OAKS ELEMENTARY SCHOOL

Parent & Student Handbook

Available At: <https://www.fcusd.org/Page/6426>

2023/2024



“From Acorns, Mighty Oaks Grow”

Sara Parenzin, Principal

www.fcusd.org/eoe

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Empire Oaks Elementary School Parent Activities

The Empire Oaks School Site Council (SSC) oversees the Single Plan for Student Achievement (SPSA) which determines how our school allocates funds to enhance school performance. The 2023-2024 budget will be determined by enrollment in October. State guidelines and procedures must be followed to receive these funds. The council is composed of an equal number of parents and staff members who are elected during the first month of school. The council will evaluate school data and progress to address the needs for improvement in instruction and school culture.

Further,

- The SSC is the vehicle for Site Based Decision Making, a district plan allowing schools more freedom in planning their own program;
- Parents are elected for one to two-year terms. Those interested in running for the council are encouraged to contact the school office for details at 916-294-9130;
- 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. The first meeting is 8/16/23.



Empire Oaks Elementary Parent Teacher Association

Empire Oaks has an active Parent Teacher Association. General PTA meetings are held at least four times per year in the months of August, November, January and April. Dates and times of meetings are published on the website and listed on the marquee. Special activities are planned throughout the year. The event chairperson will call upon parents to assist with these activities. We encourage you to become an active member of our PTA. Some of the items purchased by PTA have included our shade structures, Promethean Boards, MakerSpace supplies, books for our library, flexible seating, our book vending machine, activities and classroom enrichment supplies. Meet the Masters, our fine arts program, is funded by PTA and run by our docent volunteers. To learn more, visit their website at <https://empireoakspta.membershiptoolkit.com/home>

The 2023-2024 PTA Officers are:

President:	Shannon Guindin
Vice President Communications:	Mark Angle
Co Vice President Events:	Vacant
Secretary:	Jessica Haskins
Treasurer:	Kandice Crago
Auditor:	Stephanie Jones

Parent 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. They will be notified as to how to obtain a TB test, fingerprints, (Administrative Regulation 4315.2). Once cleared through the school district, volunteers will be scheduled according to the needs of teachers. Typically a person will work in the classroom on a weekly basis for a certain period of time. **All volunteers are required to sign in at the office via our Raptor system and wear a visitor sticker/badge.** For more information on how to start the volunteer process please visit - <https://www.fcusd.org/volunteer>

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

SCHOOL INFORMATION

Arrival/Dismissal of Students

Arrival:

Students are asked to arrive at school between **8:00-8:15am**. Students eating breakfast may arrive at the multi as early as **7:40am**. If students are not eating breakfast, they are to arrive on campus **no earlier than 15 minutes before their scheduled class time**. Students are to arrive via our designated drop off/pick up zones and are to walk directly to the multi or their class acorn on the blacktop upon arrival at school.

When dropping off a student by car, please use the designated zones in front of the multi or Acorn Avenue. Please remind your student to stay on the sidewalks at all times.

If a parent needs to exit their vehicle for any reason, they must find a parking space. Please do not drive in the bus circle at any time. Do not park or leave your car unattended in any of our drop-off zones.

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

Dismissal:

When school is out, students are to go **directly home or to their daycare provider** when class is dismissed. Students walking home from school remain under the jurisdiction of the school and district's discipline and behavior policies until reaching home. Students waiting for a parent ride after school will **go directly to the drop off area or other location designated by the parent**. Students riding the bus will go **directly to the bus line in front of the office**. All students must stay in their particular areas to wait for their transportation home. Students waiting for pick-up at Hazel McFarland Park must not run through planter beds or climb on the block walls.

Families who wish to return to school to use the playground may do so **after 4:00 p.m.** The primary playground equipment area, next to the Student Care room, is strictly for those students who are in the after school Student Care program. Other students are asked not to play in that area while student care students are present. Please note that skateboarding is not allowed on campus at any time.

Closed Campus:

Empire Oaks is a closed campus. All parents coming on campus to pick up their students are invited to wait in front of the multi, or along the peripheral sidewalks for students to be dismissed. Parents may not wait on internal sidewalks, hallways, or by the classrooms. Please respect the "Hug & Go" signs stationed at each of our drop off/pick up zones.

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

Early Dismissal:

All students leaving campus early must be signed out in the office. Students will be dismissed **only to parents or individuals on their emergency contact list**. Students will not be called to the office until the parent arrives in the office and the student has been signed out. If possible, advance notification is requested so students are packed and ready to leave. Please be prepared to show identification.

Drop-off/Pick-up Procedures:

TK & Kinder: Park and walk students to/from Acorn Avenue (Room 1) or the "Hug & Go" sign, between the office and the kinder building (Rooms 2 & 3)

Grades 1 & 2: *Drop off and pick up* students on Acorn Avenue.

Grade 3, 4 & 5: *Drop off and pick up* students in front of the multi or at the park.

No drop-off or pick-up in the roundabout in front of the office. That area is reserved for buses and emergency vehicles.

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

ATTENDANCE/TARDY POLICY

Absences and Excuses:

BP 5113

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

Attendance:

All public schools in California use the state attendance accounting system. As a result of California legislation, SB 727, the implementation of an "Actual Daily Attendance System" will provide funding to our school district for those students actually present at school. In order to continue to provide all of our current services and programs, we are requesting your assistance. If students need to miss school for medical appointments, we are requesting that you schedule these appointments as close to the end of the instructional day as possible.

The District does not receive funding for students who are absent from school for any reason including illness, medical or dental appointments, funeral attendance, jury duty,

or quarantine. However, illness or family emergencies happen, so please notify the school as soon as possible when this occurs. When a child is absent, please call the school by 8:30 a.m.; state the child's full name, teacher, date, reason for absence, and identify your relationship to the student. A message may be left at 294-9130 24-hours a day. Remember, you must notify the office of any absences, even if you have already spoken to the teacher. If a child is late and has been seen by a doctor, please bring a note/appointment card from the doctor verifying that your child had an appointment.

Independent Study Contracts:

Students who will miss 3-14 consecutive school days may qualify for an Independent Study Contract. **These agreements will be available through the school office and must be requested at least two weeks prior to the absence.** Although we ask that you schedule vacations during school holidays, if that is not possible, please notify the office and complete an Independent Study Contract. Completion of an Independent Study Contract will excuse all absences during the contract dates as long as the assigned work has been completed on time.

Please note: The Folsom Cordova Unified School District does not recognize the "vacation" code for students who are absent from school to participate in a family vacation or an out-of-town activity. These students will be considered **unexcused** and **truant**.

School attendance is very important. It establishes good habits for the future and allows the student to receive the maximum instruction provided daily by the teacher. The Empire Oaks staff appreciates your efforts to see that your child is in school each day.

The District allows ten days excused absence for illness without verification from a medical professional. After three days of absence due to illness, the school nurse will contact the family to offer help. Students with chronic conditions will be counseled, and a plan to maximize attendance will be implemented. At ten days of excused absence for illness, a letter requesting doctor's verification for future absences will be requested. If a doctor's verification is not received, the absence will be considered unexcused.

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

In the event of excessive absences and late arrivals, attendance letters will be sent as follows:

1. After every five unexcused lates. After 15 lates, a SART meeting will be scheduled. After 20 lates, a SARB referral will be scheduled; both meetings are mandatory.
2. After 10 absences due to illness.
3. After every three trancies/unexcused absences. After nine trancies, a SART

- meeting is scheduled and a possible SARB referral.
4. After three unexcused early dismissals.

The following information regarding attendance has been implemented by the Folsom Cordova Unified School District. Please read carefully:

EXCUSED ABSENCES:

1. Illness
 - After *three days* in a row, a *medical verification* (note from the doctor) is required. Those absences will only be excused if the medical verification is submitted within 30 days of the recorded absence.
 - *After 10 absences a medical verification is required each day thereafter.*
2. Independent Study
 - If absences will be three days or longer, contact the school office for an Independent Study Contract.
3. Justified Personal
 - Funeral – *three days* out of state and *one day* in state
 - Court appearance
4. Religious Holiday
5. Principal Approved
 - Transportation trouble
 - Family emergencies
 - Extra funeral time
6. Home Hospital

UNEXCUSED ABSENCE/TRUANT:

1. ALL other excuses not listed above. Note that an unexcused absence is considered truant.

EXCUSED TARDIES/LATES:

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

UNEXCUSED TARDIES/LATES:

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

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

Tardy:

Empire Oaks School staff expects students to arrive at school on time for the following reasons:

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

For Students in TK:

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

For Students in Grades K – 5:

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

What is SART & SARB?

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

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

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

Dress Code

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

Clothing considered unacceptable is as follows:

- ❖ Shirts with words and pictures that contain profanity, suggestive words or pictures, tobacco or alcohol messages.
- ❖ Shoes that are not attached to the feet or not suitable for running, such as flip flops or sandals without a heel strap. This is important for safety and appropriateness for recess and PE. Heely shoes (with wheels) are not allowed for safety reasons.

Students are expected to:

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

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

Emergency Card Information

Parents or guardians are required by law to complete the emergency card information at the time of registration. **In case of emergency, the school must have a person to contact by telephone if the parent is not available; people listed as emergency contacts on the card will be notified. This is for the student's protection. *If you should change your address, phone number, employment, or childcare provider, please notify the office so the card can be updated.***

Please keep the school informed of any pending custody case, or similar cases, in which the right of guardianship is in question. The emergency card needs to be kept current with this vital information.

Field Trips

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

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

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

Insurance

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

Lost and Found

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

Medication

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

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

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

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

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

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

Illness

All students with a fever or vomiting will be sent home. **The students must be fever free with no vomiting for 24 hours before returning to school.**

School Visitations

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

Observations

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

Telephone Calls

Although students are allowed to use the office telephone in emergency situations, we ask that all necessary arrangements be made before school in regard to where he/she is to go after school, who will pick him/her up, if he/she is to ride the bus, etc. Students will not be allowed to use the phone to make after-school plans with another student. These plans must be done at home before school.

Messages of a non-emergency nature will not be relayed to the student. If a student forgets a lunch, he/she should check the multi at recess or lunchtime for his/her lunch brought by a parent. If the student forgets a musical instrument, he/she should check the office before music class to see if their instrument was dropped off. If

a student forgets his/her homework, and the parent has delivered it to the office, the office staff will notify the classroom teacher by voicemail or email. We will not interrupt instructional time to deliver the message.

Teachers have asked that interruptions in the classroom be kept to a minimum, so we ask that you **not** call to have a message delivered to your student. The office will honor the teachers' requests so that learning time will be optimized. We realize that *emergencies* arise and with that exceptions may be made.

FCUSD Mobile Communication Device Policy

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

Tobacco Free School

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

School Breakfast & Lunch Programs

We will continue serving breakfast this year! Breakfast will start at 7:40am for AM TK students who start school at 8:00am and 7:55am for K-5th grades. Breakfast and lunch will continue to be served, free of charge, for the 2023-2024 school year.

Lunch menus are available on the front page of the Empire Oaks website. Click on the fork and knife icon that says "What's for Lunch?" in the upper righthand corner.

We are very pleased to announce that all of our district schools will participate in the USDA National School Lunch Program Waiver to offer meals at NO COST to all students for the entire school year 2023-2024!

All students enrolled in FCUSD schools can get meals at NO COST for the entire 2023-2024 school year. Students must be enrolled in Folsom Cordova Unified School District schools. There is no need to fill out an application.

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

Nutritional Snack

Nutritional snack time is provided at the option of the classroom teacher. Students shall eat the snack in the designated area on the playground and must put trash in the proper receptacle. Please provide a **nutritional** snack from the following suggested list:

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

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

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

Cafeteria Guidelines

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

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

Homework Policy

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

(Board Policy 6154)

Definition

Homework is defined as assignments that are an extension of subject matter that has been carefully explained prior to being sent home. Unfinished classroom work or work due as a result of absence, although completed outside of the school day, is not considered part of the definition.

Purpose

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

Amount of Homework

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

Teacher Responsibility

Teachers are responsible for 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. Homework assignments will be routinely monitored and assessed. The teacher will communicate the results to students and parents. Teachers may use homework assignments to help determine a student's grade.

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

Student Responsibility

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

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

Parent/Guardian Responsibility

Parental/guardian involvement with the actual homework assignments should be kept to a minimum; however, parents/guardians are required to review and monitor homework activity and to maintain an active interest in the academic progress of their child.

Parents/guardians are encouraged to support and facilitate the Homework Policy by providing a quiet, well-lit environment for study and to encourage the development of regular and consistent patterns of study habits.

Parents/guardians may provide instructional help to students when necessary. Instructional help is assistance that enables students to do their own work on the homework assignments.

Parents/guardians are responsible for checking that their child has completed their homework each night to the best of his or her ability. 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 can be requested by emailing or leaving a voicemail message to the teacher after the 2nd day. Teachers will leave the homework in the school office for pick-up.

Students are encouraged to write all assignments in their agenda and parents are encouraged to review their child's agenda regularly.



General School Guidelines

*Empire Oaks Elementary School
Behavioral Expectations*








On task

Accountable

Kind

Safe

 Location	 On-Task	 Accountable	 Kind	 Safe
Classroom	Be prepared Listen actively Follow directions	Believe in yourself Complete tasks to the best of your ability Respect others' property	Be respectful and kind to everyone Cooperate with and encourage others Use positive self talk	Enter and exit the classroom calmly Keep your hands and feet to yourself
Multipurpose Room (lunch)	Eat Use quiet voices Raise your hand if you need something	Listen to Yard Supervisors Clean up your area	Use inside voices Use good manners Cooperate with and encourage others Use positive self talk	Walk at all times Stay seated until you're excused Do not share food
Hot Lunch Line	Listen to Yard Supervisors Listen to Cafeteria Staff	Take only what you will eat Do not put your head under the salad bar Take only the lunch you ordered (A or B)	Wait your turn Do not cut or allow others to cut Say "please" & "thank you"	Walk at all times Keep your hands and feet to yourself Carry your tray carefully
Playground & Recess	Play in designated areas Eat snack in designated areas -1-2: seated in amphitheater -3-5 standing or seated under the shade structure Use equipment appropriately Listen to Yard Supervisors Have fun!	Return all equipment to the cart Clean up snack/trash Solve problems peacefully Talk to a Yard Supervisor if you need an adult to help you solve a problem Line up at your acorn when you hear the whistle	Include everyone Play fairly Cooperate with and encourage others Use positive self talk	Run on grass and blacktop only (no running in bark or around play structures) Keep your hands and feet to yourself Alert Yard Supervisors of unsafe behaviors

 Location	 On-Task	 Accountable	 Kind	 Safe
Bathroom	Use facilities appropriately: Go, flush, wash, leave Report problems or messes to an adult	Keep it clean - toilet paper in the toilet and trash in the trash can Eyes forward (practice privacy)	Leave others alone Flush If there is a line, wait your turn	Do not play in the bathroom Wash your hands
Walkways	Quiet voices Face forward in line Keep your hands by your sides	Listen to all adults	Smile and/or say hello Stop your line to let others through Watch out for others	Walk at all times Keep your hands and feet to yourself Walk around the yellow half circles
Library	Listen to and follow instructions Use shelf markers and books appropriately	Take care of books Clean up your area and push your chair in Return books on time	Use a quiet voice	Walk at all times Keep your hands and feet to yourself
Special Events or Assemblies	Listen actively Wait for instructions for dismissal	Sit on bottom Focus on the presentation	Listen actively Participate appropriately (e.g., laugh/applaud/cheer when appropriate)	Walk at all times Keep your hands and feet to yourself
Before/After School	Line up with your class (before) Stick to your after school plan (e.g., Student Care, walk/bike home, pick up on Acorn Ave or in front of multi, meet at park, etc.)	Line up with your class (before) Stick to your after school plan (e.g., Student Care, walk/bike home, pick up on Acorn Ave or in front of multi, meet at park, etc.)	Listen to Yard Supervisors and Parking Lot Helpers	Walk bike on/off campus Look both ways before stepping into the parking lot or street

Revised 6.8.2021

Bicycles/Scooters

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

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

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

Awards & Recognition

Students have many ways of receiving acknowledgement for positive behavior at Empire Oaks Elementary School.

Amazing Acorn Awards

Students have the opportunity to earn Amazing Acorns. This can be done by demonstrating OAKS (On task, Accountable, Kind, and Safe) behaviors. All school personnel may issue Amazing Acorns. Students can save their Amazing Acorns and spend them at the Amazing Acorn Store once a month.

Positive Principal Referrals

Students may also be selected by their teachers or support staff for a Positive Principal Referral. If a student receives a PPR, the principal calls home to congratulate them and tell them what they were selected for and why. They also receive a gold certificate.

FCUSD/Empire Oaks Elementary School Behavioral Expectations

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

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

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

Empire Oaks Anti-Bullying Policy and Understanding

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

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

Schoolwide Discipline Procedures

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

GENERAL SCHOOL GUIDELINES

The Empire Oaks Elementary staff believes that school and classroom behaviors should be posted, then directly taught to students via role plays and practice with frequent monitoring and positive feedback.

- Students will assist teachers in promoting an environment where all students can learn. No child will keep others from learning or the teacher from teaching.
- All children will be considerate to self, to others, and to property. No child will psychologically or physically harm himself/herself or others.

Students at Empire Oaks will be:

On task
Accountable
Kind
Safe

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

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

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

Student Referrals

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

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

Principal's Role

The principal's role in discipline is to serve as a 'backup' for the teachers. The principal will be responsible to deal with:

- ⇒ Continual classroom disruptions
- ⇒ Behaviors that may require suspension
- ⇒ Students who have received three or more ODRs.

Suspension is issued based upon District Policy.

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

Discipline Consequences

The following may be given:

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

Other Factors Pertaining to Discipline

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

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

District Responsibilities (BP 5131)

CONDUCT

BP 5131

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

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

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

Student Responsibilities

CONDUCT

BP 5131

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

Student Responsibilities

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

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

Parent/Guardian Responsibilities

BP 5131

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

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

General Provisions

AR 5144.1

1. Grounds for Suspension/Expulsion

- a) A student, including an individual with exceptional needs, shall be subject to suspension/expulsion for the causes set forth in the Education Code. This specifically includes, but is not limited to, Sections 48900, 48915, 48900.2, 48900.3, 48900.4, and 48900.7.

- b) The District has developed a Student Conduct Code which more

specifically lists the grounds for discipline and the range of consequences that may be imposed. This Student Conduct Code is annually reviewed by District staff and is provided to all students at the beginning of each school year.

2. Related to School Activity or School Attendance

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

Reasons for Suspension

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

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

- L Knowingly received stolen school property, student property, employee property or other.
- M Possessed an imitation firearm. "Imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N Committed or attempted to commit a sexual assault, as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery, as defined in Section 243.4 of the Penal Code.
- O Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both. 48900.2 Committed sexual harassment, as defined in California Education Code, Section 212.5. *** 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of California Education Code, Section 33032.5. *** 48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment. 48900.7 Made terrorist threats against a school official or property, or both. **

** Requires Police Report

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

Nondiscrimination/Sexual Harassment/Complaint Process Statement

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

(BP 5145.7)

The Folsom Cordova Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender identity or gender expression, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For concerns/questions or complaints, contact the **Title IX Coordinator(s), Equity Compliance Officer(s) and Section 504 Coordinator(s) : Donald Ogden, Associate Superintendent – Human Resources, Title IX Coordinator (Employees) & Equity Compliance Officer**

dogen@fcusd.org

916-294-9000 Ext 104410

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

jhuber@fcusd.org

916-294-9000 Ext 104625

Folsom Cordova Unified School District

1965 Birkmont Drive

Rancho Cordova, CA 95742

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 days. (5 CCR 4630)

Non-discrimination (Title IX)

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

Inquiries should be directed to the Deputy Superintendent, Folsom Cordova USD Title IX Compliance Officer, 125 East Bidwell Street, Folsom, CA 95630; Telephone: 355-1100, or to the Director of the Office for Civil Rights, Department of Education, Washington, DC.

Uniform Complaint Procedure

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

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

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

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

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

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

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

www.fcusd.org.