



# FOLSOM

## PREPARATORY SCHOOL

**Engaging Minds. Embracing Values.**

# **Parent-Student Handbook**

## **2020-2021**

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### **School Mission**

Folsom Prep Academy (formerly known as the Phoenix Schools), is renowned for providing academic excellence in K-5 grade levels, while also developing necessary leadership and life skills in our students. Using an enriched and diverse curriculum, our teachers place personalized attention on every child, instill in them critical skills to excel to their full potential, and develop them to become compassionate, confident, and creative student leaders for the 21<sup>st</sup> century.

## **Values**

*Folsom Preparatory School Students Exhibit:*

Cooperation  
Empathy  
Courage  
Friendship  
Initiative  
Integrity  
Organization  
Perseverance  
Responsibility

## **Leadership**

*Folsom Preparatory School students learn the 7 Daily Habits:*

Be Proactive: You're in Charge  
Begin with the End in Mind: Have a Plan  
Put First Things First: Work First, Then Play  
Think Win-Win: Everyone Can Win  
Seek First to Understand, Then to Be Understood: Listen Before You Talk  
Synergize: Together in Better  
Sharpen the Saw: Balance Feels Best

## **Founded**

1993

## **School Mascot**

Falcon

## **School Colors**

Navy and Gold

## **ACADEMIC PROGRAM**

Folsom Preparatory School is built on rigorous academic standards, an emphasis on character education, and teachers working in partnership with parents -all of which lead to a culture of excellence. We continue to build upon our strong foundation by offering accelerated and traditional academic programming, Life Skill character development, an emphasis on STEAM education (Science, Technology, Engineering, Art, and Mathematics), a variety of core specialty and enrichment classes, field trips and guest speakers, all of which provide a rich learning experience for our students.

Consistent with its mission and vision, student learner outcomes (SLO's) are the essential goals of learning for all Folsom Prep students:

- Self-Directed Learner – Students will develop a growth mindset, displaying initiative and taking responsibility for their learning.
- Integrity Builder – Students will lead by example and do the right thing even when no one is watching.
- Community Contributor – Students will care about others and the community, developing friendships and cooperating with one another to take action to serve the common good.
- Complex Thinker – Students will take chances, using courage and perseverance to think critically and problem solve.
- Quality Producer – Students will show initiative and use organizational skills to produce quality work.
- Effective Communicator – Students will contribute positively to the learning environment, demonstrating fluency in oral and written language.

Differentiated instruction is designed to allow each Folsom Prep student to progress at the rate that embraces each student's unique learning style, abilities, aptitude, and maturity.

## **ACADEMIC PROGRAM AND ENRICHMENT CLASSES**

Folsom Prep students enjoy a rich academic program. All students attend classes in English Language Arts, Mathematics, Social Studies, and Science.

Elementary students have enrichment classes each week: Spanish, Computer Technology, Physical Education, Library, Music, S.T.E.A.M. and Art.

## **AFTER SCHOOL PROGRAMS**

A variety of programs are available after school for interested students. Options vary depending upon student age. Typical programs include: chess, choir, computer programming, art, Lego robotics, guitar, band, book club, crafts, cooking, etc. These courses are fee- based, with payment made directly to the providers. No grades are given for participation in these programs.

## **TEXTBOOKS**

Textbooks are on loan to the students for the year. Each textbook has been numbered so that it can be easily identified. **Students/parents will be responsible for replacing textbooks that are lost or damaged. Books are not to be defaced with inappropriate notations, graffiti or stickers.** Should workbook(s) become lost or damaged, parents will be expected to replace the workbook(s). Lost or damaged textbooks or workbooks should be reported to the teacher immediately.

## **STUDENT SUPPLIES**

Student supplies are provided by Folsom Preparatory School.

## **HOMEWORK**

Homework is meant to reinforce prior learning and to foster and promote habits of independent study. It is not expected that parents teach concepts. Rather, parents should provide the time and place for students to complete their homework, helping students learn responsibility for assignments and their own learning. Reading, outside of the homework assignments, should be a daily routine.

Guidelines for the maximum amount of time it should take students to complete homework:

**Kindergarten:** Nightly homework should take no more than 20 minutes

**Grade 1:** Nightly homework should take no more than 30 minutes

**Grades 2-3:** Nightly homework should take no more than 45 minutes

**Grades 4-5:** Nightly homework should take no more than 60 minutes

If you find that your child might benefit from additional homework or if your child needs modifications to their homework, please talk with your child's teacher.

## **LONG-TERM ASSIGNMENTS**

Throughout the year, students may be assigned long-term projects. These assignments are an excellent opportunity for students to learn time and project management. We ask parents to help guard against procrastination.

## **MAKE-UP OF MISSED SCHOOL WORK**

Students are expected to make up work missed during an absence. Students will be allowed one day to make up missed assignments for each excused day absent. Any work after this period of time may not be accepted. Since it is not possible to make up the vital classroom instructional time, it must be recognized that make-up work does not replace actual classroom learning experiences.

Parents can report student absences and request missed assignments by emailing their child's teacher. Upon request of the parents, the teacher will send work to the office for pick up during a child's absence. Teachers will have until 3:30 PM on the day of the request to get any missed work to the office if the request was received prior to 8:30 AM. If the request is not received in this timely manner, the student will be held responsible for getting the assignments following the absence. After an excused absence, and especially after a lengthy absence, students should arrange a time to speak with the teacher regarding a plan for making up the various assignments. To assist in this endeavor, parents should e-mail the teacher with the request for any extra support needed. If a student is expected to be absent for three days or more, please notify the teacher at least one week in advance and up to one week of work will be provided. The work is due on the first day of the student's return. Students are responsible for missed material.

## **GRADES AND REPORT CARDS**

Report cards will be provided three times per academic year at the end of each trimester. Teachers keep parents informed throughout the year when issues arise; however, parents are responsible for checking their students' grades regularly as they are posted online through Gradelink. Grades are based on student progress towards meeting grade level standards measured through regular class assignments and assessments.

### **Report Card Standards (Grades K-1):**

- 4 - Mastered
- 3 - Proficient
- 2 - Developing
- 1 - No evidence

### **Report Card Standards (Grades 2-5):**

- A = 90% - 100% (Mastered)
- B = 80% - 89% (Proficient)
- C = 70% - 79% (Developing)
- D = 60% - 69% (No Evidence)

## **COMMUNICATING STUDENT PROGRESS**

Teachers will make every attempt to keep parents aware of student progress throughout the trimester. Parents will be notified if their child's grade drops below a B or if students have missed three consecutive assignments. Parents will be notified by one of the following methods:

- E-mailing or phone call
- Parent signature on a graded test or assignment
- Note in student's daily planner
- Sending home a note —Homework Alert notice
- Sending a personal note home in the Friday Folder
- Weekly progress reports
- Conference

Parents are asked to attend Parent/Teacher Conferences formally scheduled once during the school year. Teachers will notify parents with dates and times.

## **AFTER SCHOOL STUDY HALL**

Study hall for all students is held after school on Mondays through Thursdays.

## **EDUCATIONAL FIELD TRIPS**

Off campus field trips may be taken throughout the year. These field trips are an extension of the curriculum and are designed to promote real life learning and hands-on experiences. Most of these are one day field trips. However, 4<sup>th</sup> and 5<sup>th</sup> grade may take extended overnight field trips.

Teachers will provide field trip information for all field trips planned for the year.. No student may go on a trip without a signed permission slip.

High behavioral standards are established for field trips. Students who have demonstrated unsatisfactory behavior during school hours or after school hours may be excluded from an off-campus event. All school rules are in effect during off-campus field trips. Specific information will be provided to parents regarding expectations for behavior during extended field trips.

A Folsom Prep shirt should be worn when students are on field trips.

Transportation to field trips is provided by the Folsom school bus or by parents who have completed the guidelines necessary to be an approved driver.

## **GUIDELINES FOR PARENT DRIVERS AND CHAPERONES**

- 1) Before the day of the field trip, you will receive instructions telling you when and where to pick up your assigned group of children. (Sometimes, a more formal meeting may need to be held prior to certain field trips.) Please arrive a few minutes early, if possible. **VERY IMPORTANT: Please leave siblings at home.** We need your full attention for supervision of students on the field trip. Also, please bring your cell phone. You will be given a cell phone number to call should you have an emergency while enroute to or from the field trip. Otherwise, we ask that chaperones not chat on cell phones while on duty.
- 2) Go directly to the assigned meeting site with your group of children. Children must be supervised in the parking lot and kept together as a group. It is important that they be cautioned about other vehicles coming and going.
- 3) Chaperones and students must stay with the lead teacher until all Folsom Prep students have gathered. This is the time to check if children need a drink of water or to use the restroom. Be sure that a parent or teacher goes to the restroom with the children and supervises them while there. Please report to the lead teacher that you are taking children to the restroom or wherever, so that he/she knows where you are.
- 4) If there is lag time due to late arrivals or the field trip site guide arriving late, the lead teacher is responsible for organizing any activities to occupy the children during this time. Wait time is difficult, but children need to be kept orderly and well-behaved, which is the chaperone's responsibility.
- 5) You are responsible for the safety of your group. You need to count heads often, matching names to faces. Should a child be missing, notify a teacher or an administrator immediately.
- 6) You are not responsible for discipline of any student, including your own. If a discipline problem arises, a teacher or administrator should be informed so that they can attend to the child. It is school policy that teachers and administrators handle all discipline problems on field trips. However, this does not preclude you asking your group to listen or be mannerly.
- 7) During the visit, whenever a child needs to use the restroom, he or she must be supervised as should the rest of the group who is not going. You may either take your entire group to the restroom or give the student to another adult to take there.
- 8) There may be children who need to take medication while on the field trip. You are not responsible for this, but be aware that a teacher or administrator may take a child aside to administer medication.
- 9) You are responsible for keeping students focused on the task at hand. While moving from location to location at the field trip site, it is very important to keep up with the guide or teacher leading the group. Children should not be allowed or encouraged to focus on activities other than those presented by the guide or teacher.

10) We ask that you not spend any of your own money in purchasing gifts or treats for your group unless you have permission from the lead teacher accompanying you in the trip (there could be extenuating circumstances on a given occasion).

11) You will be given instructions about where to go and what to do during lunch time. It is your responsibility to see that your group eats their lunch, cleans up after themselves, and is on good behavior during lunch time. There may be a need for further restroom visits at this time. The same restroom rules apply.

12) Should there be free time when you are left in charge of your group without a guide, it is imperative that you keep the entire group with you at all times.

13) Under no circumstances is a child to be given permission to leave early or alter tour groups without the express permission of the lead teacher.

14) We all need to return to the dismissal area at the agreed-upon time. Keep track of the time and move children along accordingly. Wait at the dismissal area until the lead teacher or administrator indicates that your group may begin returning to the vehicles for return to campus.

15) Be sure that the children have all of their belongings before you leave the site.

## **HONOR ROLL**

At the end of the school year, students from grades 2-5 are eligible for the Folsom Prep Honor Roll.

The honor roll is divided into the following categories:

- A Honor Roll (Student earned all A's) - including a grade of Excellent in citizenship and Exceeds Expectations in enrichment classes
- A/B Honor Roll (Student earned all A's & B's) - including a grade of Meets Expectations or Excellent in enrichment classes and citizenship

## ADMISSION

### POLICY:

Folsom Preparatory School admits students of any race, color, gender, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Folsom Preparatory School does not discriminate on the basis of race, color, gender, and national and/or ethnic origin in administration of educational policies and school administered programs.

### PROCEDURE

#### *Kindergarten*

You may become familiar with the school in multiple ways - request printed materials; arrange for an informative tour during a school day; and/or attend one of our scheduled annual Open Houses. Once you have decided that The Folsom Preparatory School is at the top of your list and your little one is ready to enter kindergarten, the process is:

- Submit a completed online application through Gradelink and pay the registration fee.
- If your child is new to the Folsom Prep family you will be contacted to schedule an assessment.

#### *Grades 1 through 5*

If you are moving into the area or wanting to transfer your child from another school, either mid-year or prior to the new school year, you may also become familiar with the school in the ways noted above. Typically, a shadow visitation day is included for your child to immerse him/herself into The Folsom Preparatory School day by following a class of peers. Again, once you have decided on Folsom Preparatory School, the process is:

- Schedule a shadow date for your child.
- An admission decision is determined by our admissions team, and you are notified of acceptance.
- Once accepted, we will provide registration materials with a specified time for their return.
- If your child is to start mid-year, we will work with you to determine the best start date, assign a “buddy”, and provide school materials.
- If your child is to start the next school year, once you complete and return the registration materials and fee, your child is enrolled.

## **ADMISSION REQUIREMENTS\*:**

1. Tuition Agreement and Registration Fee must be received by the school
2. Newly enrolled students must provide at time of registration: copy of Birth Certificate, copy of all immunizations, a cumulative record request form for students previously enrolled in any school.
3. California law requires that first grade students upon enrollment must provide a certificate of health examination. The health exam may be given up to 18 months before or 90 days after entering first grade. Parents/guardians may choose to complete this requirement at Kindergarten enrollment when completing immunization requirements.

### **\* Due at time of enrollment**

## **REQUIRED IMMUNIZATIONS**

Immunizations required for admission to Kindergarten:

- Polio (OPV or IPV) - 4 doses
- Diphtheria, Pertussis, Tetanus (DTap, DTP, Tdap, or Td) – 5 doses
- Measles, Mumps, Rubella (MMR) -2 doses
- Hepatitis B- 3 doses
- Varicella (Chickenpox) – 2 doses

## **SCHOOL ATTENDANCE**

### **HOURS OF OPERATION**

When the school campus is open, the office is open 6:30 am to 6:00 pm. Please refer to the school calendar for specific dates regarding holidays, non-academic days, breaks, and the start/ending dates for the school year. If hours are shortened on any day, the calendar will so indicate. Specific academics are not taught during non-academic days. However, a modified curriculum, embedding learning opportunities is prepared. Our campus remains open during the summer and offers a program which is designed to enrich student learning while incorporating many fun filled events.

### **ATTENDANCE**

Laws adopted by the State of California, Section 48260.5 of the California Education Code, require compulsory school attendance for all children between the ages of six and sixteen subject to certain attendance exemptions. The responsibility for compliance with these laws belongs to the parents. The school is obligated to keep and maintain an accurate record of daily attendance for each student in the main office.

Students must attend school regularly with as few absences as possible to fully benefit from his/her education. Therefore, parents are asked to:

- Make all medical and dental appointments outside the school day whenever possible
- Guard academic time by avoiding disruption of the daily schedule with early pick-ups or late arrivals
- Schedule family vacation time to coincide with school breaks or times outside the academic school year

## **ABSENCES**

Absences disrupt the learning process and can cause students to fall behind in learning. Absences will be reviewed on an individual basis. Students will receive excused absences in the event of an illness, medical appointment, or a family emergency. Unexcused absences include family vacations, suspensions or other events that do not pertain to excused absences. Although a family vacation is considered an unexcused absence, certain allowances may be considered depending on the circumstances of the absence.

## **TARDIES**

Students are considered tardy when they arrive to their classroom after 8:00 AM (1<sup>st</sup>-5<sup>th</sup> Grades) or 8:15 AM (Kindergarten). Tardies affect the student's education, interrupt the classroom, and interfere with the learning environment for all students. Student tardiness will be addressed by the classroom teacher. Excessive tardies will result in a parent/teacher conference and appropriate action will be taken.

## **NOTIFICATIONS OF ABSENCES/TARDIES**

In order to provide for the highest level of safety for our students, **it is imperative that parents contact the school by 8:00 AM for each day a child will be absent or if they will be late.** Your call to us will significantly help our staff determine who is on campus. Attendance is taken at 8:00 each day (8:15 for Kindergarten). If your child is going to be late or absent, please call 916-353-0185 and leave a message.

## **EARLY DISMISSALS**

We recognize that some dental or doctor appointments must be made during the school day. To the extent possible, we ask that early dismissals be kept to a minimum. If your child will be leaving early for the day, please notify the office early in the day so that arrangements can be made to have the student in the office at the time requested. This will reduce interruptions to instruction. **All students must be picked up and signed out in the main office.**

## **FAMILY VACATIONS**

We respectfully request that vacations not be taken while school is in session. The school calendar provides time for vacations during our fall, winter, spring and summer breaks.

## **START AND END OF DAY**

The first and final minutes of the day are as important as any other minute of the day. At 8:00 AM (8:15 for kindergarten), teachers must be able to give their full attention to their students. Likewise, at the end of the day, we ask that parents wait in the hallways for the teacher to open the door for dismissal. This end of day organizational time is critical time, no matter the grade level. Thank you for your cooperation.

*\*When required, a modified drop-off schedule will be implemented.*

## **SAFETY BEFORE AND AFTER SCHOOL**

Students who arrive between 6:30 to 7:30 AM will be supervised in our buildings. At 7:30 AM, weather permitting, students will be supervised outside to play in assigned areas until classes begin.

Only parents and those designated **in writing** by the parent may sign students out from school. Attendance in our after school program will be taken immediately at the end of the school day. **Students must be signed out with their after school teacher.**

Students may participate in a variety of on-campus after school activities. The school has processes in place to monitor and track students after the school day. Students are not to leave a location without the permission of the staff member in charge.

## **LEAVING SCHOOL PREMISES/APPOINTMENTS**

A student is not permitted to leave the school premises at any time without permission of the parent. No student will be excused from school without the parent personally picking him/her up at the school office. If this responsibility is delegated to a third party, the parent shall notify the office **IN WRITING** prior to the student being released. **If a child must leave school during the day for an appointment, the parent must sign the child out in the main office before the child will be allowed to leave. Please do not pick up your child at the classroom.**

## **COMMUNICATION**

### **EMERGENCY CONTACTS**

It is essential that you complete the emergency form for your child/ren as well as keep the contact information with our school administration up to date. We must have the names and phone numbers of “reachable” relatives or others who can assure responsibility for the student if the parent cannot be reached when necessary. Please **update** your emergency form when there is a change of information.

### **HOME – SCHOOL COMMUNICATION**

We feel it is extremely important to maintain a high level of parent-school communication. Please understand that teachers must supervise students while they are on campus. In order for parents to have the full attention of the teacher when talking about their student, we ask that an appointment be set with the teacher to discuss academic or behavioral concerns.

### **LINES OF COMMUNICATION**

In order to keep the channels of communication clear and direct and to assist us in having an effective, open school-parent partnership, we ask the following:

- Contact your child's *teacher* if there is any problem concerning academic progress, behavior, classroom procedure, or teacher-pupil relationship.
- Contact the *head of school* if there is concern about the general administration of the school or the communication with a teacher is unsatisfactory.

### **CONTACTING TEACHERS OR STAFF**

Telephone messages for the staff and administrator are delivered to them directly. Teachers and administrators make every attempt to return calls within a 24-hour period. Parents are strongly encouraged to use the e-mail system to contact any staff member. Staff will return e-mail correspondence within a 24-hour period. During weekends and academic recesses such as winter break or spring break, please do not expect a quick response.

### **PARENT – TEACHER CONFERENCES**

Parent, teacher, student conferences will be held at the end of the first trimester. This conference is of critical importance as the teacher strives to get to know each family. For students, this may be used as an opportunity for goal setting. Parents may also request a conference with a teacher when a need arises. Students are encouraged to communicate with teachers if they are experiencing difficulties or challenges concerning their class or any issue. Teachers are committed to supporting and guiding students to develop independent work habits and help them become confident learners.

*As stated earlier in this handbook, it is very difficult for teachers to give you uninterrupted time regarding your child when they are supervising students or preparing for the day. We respectfully request that you leave a note for teachers to call or that you set an appointment so you receive the dedicated time you need to talk about your child's education. If after meeting with a teacher, you are not confident that your child's needs will be met, please contact the administrator.*

## **BACK TO SCHOOL NIGHT**

We strongly urge all parents to attend the Back-to-School meeting for their child's classes. This is a very informative evening for which teachers prepare with great thought and effort. The evening is planned and prepared so that parents walk away understanding the curriculum objectives, goals for the class, classroom procedures and expectations.

## **SCHOOL WEBSITE**

The school website, [www.folsomprep.com](http://www.folsomprep.com), has information that may assist parents. Information will be posted throughout the year.

## **STUDENT INFORMATION SYSTEM: GRADELINK**

The Folsom Preparatory School Gradelink system allows us to have a web-based communication system with families. You can download the free Gradelink App for Apple and Android to have easy access to your child's grades, attendance, homework, and to set up alerts. We will provide each family with a username and password at the beginning of the school year to ensure easy access.

## **EMAIL AND OFFICE CORRESPONDENCE**

Emails containing information about the school and community events are sent home at least once a week from the office. It is essential that parents and guardians read the information sent home. Email is the school's primary method of communication with families.

The school-wide newsletter is distributed weekly via e-mail. This publication includes a calendar, information regarding field trips, special events, and bits of news and recognition.

## **FRIDAY FOLDERS**

Every Friday students receive a Friday Folder containing graded papers that have been completed during the week, messages from the teachers, and general student information regarding classroom and school events. We highly recommend that parents carefully peruse this folder with their student to maximize this line of communication between home and school.

## TELEPHONES

For young people, electronics can be a great distraction and the cause of many issues in school communities. To help our students succeed at Folsom Prep, we remind parents that students are not to use electronics while on campus without teacher permission and direct supervision. If students need to phone home, or if parents need to contact their children, please use the school office phone: 916-353-0185.

All messages and deliveries (lunches, backpacks, jackets, etc.) are made to the office. They will then be delivered to the student at an appropriate time by a staff member.

## PARTY INVITATIONS

In consideration of and respect for all students, we ask that each family observe the following when planning to ask the school permission to distribute party invitations: You may pass out invitations at school for a party you are giving, only if the whole grade, or all the boys, or all the girls in the class are invited. Out of compassion, presents for those parties may not be brought to school.

## STUDENT DISCIPLINE

Each staff member of Folsom Preparatory School accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the administration and teachers.

The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others. Therefore, any unwelcome physical contact or verbal or written indignity may result in suspension or expulsion.

## GENERAL RULES

1. Students are to be honest, obedient, and responsible. Respectful behavior towards teachers, staff and peer is **mandatory**.
2. Students are expected to use only appropriate language, no profanity or obscenity.
3. Students are not allowed in the classroom at any time without the teacher's presence.
4. Students should be in their assigned play area during recess and lunch.
5. All students will be responsible for the protection and preservation of school property. Restitution is expected for any damage.
6. Students are not to ride bicycles, skateboards, rollerblades, skates, or roller shoes on school grounds at any time.
7. All students, regardless of grade, are to assist in keeping the grounds and facilities free of paper and other debris.
8. Drinking fountains, play equipment and school buildings and grounds are to be

used with safety and cleanliness in mind.

9. Students may not play or loiter in the restrooms or other areas without direct supervision.

10. Students may not roughhouse or otherwise participate in activities which may result in injury.

11. Students may not leave the school grounds at any time during the school day without written permission from parent and clearance from the office.

12. Anything dangerous (i.e., knife, sharp objects, etc.) or that can be used as a weapon is not allowed and will be confiscated.

13. Glass containers, gum, sunflower seeds, pistachios with shells are not permitted on the school grounds at any time.

14. Spitting and other actions which affect good hygiene are not permitted.

15. All types of electronic equipment, sports equipment, toys, and other valuables are not permitted at school without permission of administration. When this permission is given, the school will not accept responsibility for the damage or loss of these items.

16. Severe disruption: If a student causes a severe disruption (for example, a fight), the student will be sent to the office immediately. The consequences may be suspension, which could ultimately lead to expulsion, as explained on the following pages.

## **Life Skills**

Teaching, modeling, and reinforcing appropriate behavioral expectations have been shown to have a positive effect on student learning and positive character development. Distinct life skills have been integrated into the school's teaching philosophy to help students form the basis for acceptable behavior and academic and social expectations.

The following life skills make up our character development program and our student code of conduct. We encourage parents to participate in this learning process and to reinforce the values at home.

- **Cooperation**
- **Empathy**
- **Courage**
- **Friendship**
- **Initiative**
- **Integrity**
- **Organization**
- **Perseverance**
- **Responsibility**

## **STUDENT BEHAVIOR STANDARDS**

The goal of the staff is to work with students so they learn appropriate behavior. Counseling will occur to help the student understand how to change his/her behavior. If a particular behavior is severe or continually repeated, in-school or home suspension may be warranted. Parents will be notified by the administration should a suspension be deemed necessary. The following behaviors\* are considered serious and will be given immediate administrative attention:

- Bullying
- Harassment (racial, gender, sexual)
- Actions that can cause injury to persons or damage to property
- Fighting
- Destruction of property
- Disruption of school activities
- Inappropriate language
- Disrespect toward any staff member
- Academic dishonesty: plagiarism or cheating
- Possession of alcohol, drugs, weapons, or facsimile of such

\*This list of behaviors is not exhaustive in nature and is not a limitation of administration to handle behaviors that are counterproductive to learning and safety for all students and/or staff.

## **STUDENT BEHAVIOR CONSEQUENCES**

We must fairly and consistently maintain a safe and positive environment in which students can learn. Each teacher has a classroom management plan consisting of class rules, incentives, and consequences. When students make inappropriate choices, one of the following may occur:

- Completing a Refocus Form
- Counseling
- Written or verbal apology
- Problem solving
- Loss of recess time
- Phone call or email to parents
- Consultation with administrator
- Detention
- Scheduled conference with parents
- Development of a behavior support plan
- In-school suspension
- Out-of-school suspension
- Dismissal from school

Part of the independence we want for these young people is to allow them to resolve some of their own problems.

## SCHOOL ANTI-BULLYING/HARASSMENT POLICY

Folsom Preparatory School is committed to providing a learning environment that is free from harassment in any form. **Harassment of any person in the school community is prohibited.** The school will treat allegations of harassment seriously and will view and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary actions, up to and including dismissal. Anyone found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical, emotional or intellectual disability, gender, or sexual orientation. Harassment can occur any time during school or during school related activities. It includes, but is not limited to any or all of the following:

- **Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person;
- **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movement, or any intimidating interference with normal work or movement;
- **Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawing, gestures;
- **Sexual Harassment:** Includes unwelcome sexual advances, and other verbal or physical conduct of a sexual nature.
- **Cyber Harassment:** Using email, instant messaging, chat rooms, social network websites, video game systems, cell phones, texting, or any form of technology to intentionally and repeatedly hurt and harass others.

*It is the responsibility of Folsom Preparatory School to:*

1. Make all faculty, staff, students and parents aware of this policy and the commitment of the school towards its strict enforcement.
2. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
3. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

*It is the student's responsibility to:*

1. Conduct himself or herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating or harassing.
3. Consider immediately informing anyone harassing him or her that the behavior is

offensive and unwelcome.

4. Report all incidents of discrimination or harassment to a teacher or administration.
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

## STUDENT DRESS CODE

We strive for student success, teaching students to take responsibility for their education and maintaining a suitable atmosphere for learning without the distractions associated with clothes or fashion. The following student dress code is mandatory and to be followed each day. We reserve the right to request that parents bring appropriate clothing to school if their child is not dressed to the following guidelines.

School clothes may be purchased at a store of your choosing. However, if you would like the school plaid and/or items with the school logo, purchase online at

[www.globalschoolwear.com](http://www.globalschoolwear.com) (use school code FOL01)

[www.landsend.com/myschool](http://www.landsend.com/myschool) (use school code 900152968)

## BOTTOMS

- Solid navy or khaki slacks, walking shorts, skirts, jumpers, or skorts.
- The official Folsom Prep Plaid (blue and gold) **only** from [www.globalschoolwear.com](http://www.globalschoolwear.com) or [www.landsend.com/myschool](http://www.landsend.com/myschool)
- The following are NOT ALLOWED: jeans, cut-offs, bicycle shorts, pajama bottoms, yoga pants, or leggings (except navy or khaki leggings worn under a skirt or dress).

## TOPS

- Solid navy, white, gold (not yellow), red or hunter green polo shirt
- Logo polo shirts can be purchased on-line through [www.globalschoolwear.com](http://www.globalschoolwear.com) or [www.landsend.com/myschool](http://www.landsend.com/myschool)
- On cold days, students may wear solid navy, white, gold, red or hunter green turtlenecks as well as sweaters or vests over their polos (with collar exposed) in the same approved colors. Folsom Prep logo is optional; no other logos are allowed.

## SHOES

- For student safety at school, students should wear closed toe, sport shoes (sneakers) that fit securely onto feet.
- Laces are to be safely tied.
- Socks must be worn with all shoes.
- Platform shoes, shoes with open toes or open heels, crocs, flip flops, heels higher than one inch, and wheelies are not permitted.

## **SOCKS**

- Students may wear any socks with their uniform – this is an opportunity for students to express their personality while still conforming to the dress code.

## **OUTERWEAR**

- Students may wear jackets of their choosing (school appropriate) while outside during cold or rainy weather. The jackets must be removed upon entering a building.

## **STUDENT DRESS-DOWN DAYS**

On Friday of each week, we encourage students and staff to wear a Folsom Prep logo shirt or class shirt to show school spirit. Jeans/denim pants and jean skirts may be worn with a Folsom Prep shirt; the jeans may not be torn or ripped. If a student is not wearing a Folsom Prep shirt, dress code is to be followed. School appropriate shoes must always be worn.

## **SPIRIT DAYS**

In order to celebrate special events on campus, on designated days students and staff are encouraged to wear a particular color, costumes, or creative outfits. Denim pants and skirts (not torn) are allowed. If a student is not in the designated theme, the regular dress code must be followed.

## **HAIR, HEADWEAR, JEWELRY**

Hair should be pinned or clipped so that it does not fall over a student's eyes. Headwear, such as caps, hats, beanies, and the hoods of jackets are NOT to be worn indoors. Parents are asked to carefully monitor their child's jewelry as long necklaces, earrings, and rings may pose a danger on busy playgrounds.

## **STUDENT SAFETY**

### **FIRE DRILLS/SHELTER IN PLACE DRILLS/LOCKDOWN DRILLS**

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire, shelter in place, and lockdown drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines. Fire drills are held monthly.

The purpose of holding safety drills is to educate and prepare students to know what to do in the event of an emergency, such as fire, shelter in place, or school lockdown. Our goal is that our students (no matter what age), remain calm, aware, and think pro-actively of their own personal safety and the safety of others. Knowledge is power.

## **PARKING LOT SAFETY**

To ensure the safety of our students, all must adhere to the following rules of traffic safety – please review the following with your students and educate them as to how you will take and pick them up from school:

- Please drive slowly in the parking lots, no more than 5 MPH.
- Please treat the driving lanes as a street and cross perpendicular to quickly to get out of the way.
- Please do not let your children run or walk unsupervised in the parking lots.

## **STUDENT HEALTH**

### **EMERGENCY FORMS**

All emergency forms are to be kept current. This will ensure up-to-date and accurate records of each child's health during the years in attendance at Folsom Preparatory School.

### **ILLNESS**

Students must be free of fevers, nausea, diarrhea, and rashes upon arrival in the morning. Students who come to school ill or become ill at school will be kept in the office, and parents are required to pick them up in a reasonable time period (within 1 hour of notification).

**Students must be fever and symptom free for 72 hours (without medication) in order to attend school.** Students sent home with a fever of over 100 degrees are not permitted to return the following day.

### **MEDICATION**

Students must not, under any circumstances, keep medication in their desks or on their persons. All types of medication, prescription or non-prescription, must be turned in at the office. Folsom Preparatory requires parents to make arrangements with the school office to administer **ALL** medications (including over the counter items) that are brought to school. All medications, including throat lozenges and cough drops, must be checked in at the front office by parents and are never to be sent with students. **All medication must be in the original RX container with dosage and name of child clearly visible.** The office will administer medication per directions. Parents must complete and sign a medication form before any medication will be administered. These forms are available in the office. **At the end of every school year, any medications not picked up will be discarded.**

## **TEMPERATURE/FEVER**

Any child with a temperature of 100.4° or higher will be sent home. If a child has a temperature, please do not send him/her to school. **A child may not return to school until 72 hours after the fever has broken.**

## **COMMUNICABLE DISEASES**

The school office must be notified immediately if your child has contracted a communicable disease (i.e., Chicken Pox, Measles, etc.)

*Our COVID-19 policy is referenced in a separate document.*

## **HEAD LICE**

The school office must be notified immediately should your child contract head lice. The school adheres to a nit free policy. Children who have had head lice will not be readmitted to school until their heads have no nits (eggs) visible.

## **MEDICAL APPOINTMENTS**

Medical and dental appointments should be made, whenever possible, outside of school hours. When this is not possible, a written request for school absence is required.

If a child has an appointment during school hours, he/she should obtain a confirmation slip from the doctor/dentist office stating the time of entry and departure. This should be presented to the main school office upon arrival.

## **EXCUSED P.E.**

Students may be excused from P.E. with a written note from the parents and/or doctor. During P.E. the child will remain with the P.E. class but will not participate in physical activities.

## **STUDENT INSURANCE**

Each child is covered by student insurance; the fee is taken from registration fees. Student insurance provides benefits for students injured at school, on the playground, while participating in athletic contests and while traveling to and from school-sponsored activities.

Accident reports must be obtained from the school office.

## **FOOD ALLERGIES**

Out of concern and to be proactive for the safety of our students and staff who have food allergies, we ask families to always label food that is brought to school.

## **MISCELLANEOUS SCHOOL INFORMATION**

### **LUNCHESES**

Folsom Preparatory School has made Goodfellas Catering available to families for the delivery of fresh lunches. Please visit [www.goodfellas4kids.com](http://www.goodfellas4kids.com) for more complete information on their food service program. Our office cannot make arrangements with Goodfellas for last minute decisions regarding lunches.

Lunches provided from home should be sent in a labeled lunchbox or bag. Due to the number of students, we are not able to refrigerate lunches. Ice packs can be used on hot days. It is also not feasible for the office staff to heat student lunches. Leftover food, not in lunch boxes will be disposed of for safety reasons. The empty container, if no name is on it, will be placed in Lost & Found. PLEASE DO NOT SEND GLASS CONTAINERS TO SCHOOL.

### **SNACKS**

All classes get a 20-minute snack/recess break each morning. Parents should provide a healthy morning snack (proteins, whole grains, non-sugar beverage, no sodas, etc.). This mid-morning break provides time to socialize with friends, eat a snack, and to use the restroom. Class time following breaks should not be interrupted for personal needs to the extent possible. For students in grades K-2, an afternoon recess may be built into the school day, depending on scheduling.

Please remind students not to share snacks—some children have allergies to certain food products.

### **PERSONAL POSSESSIONS**

Please do not bring large sums of money, valuable personal possessions, or toys to school. Toys of a violent nature, such as guns and knives, are never permitted at school. If a student brings such an item to school, it will be confiscated, their parents notified, and consequences may result. The school is not responsible for personal possessions that students bring to school.

## **LOST & FOUND**

If an item is missing, please see the main office for Lost & Found. To keep personal belongings from ending up in Lost & Found, please mark jackets, sweaters, sweatshirts, hats, lunchboxes, containers, and backpacks. All Lost & Found items will be sent to charity on the last day of every month. Plastic ware and beverage containers may be discarded each Friday afternoon.

## **PARENT TEACHER ORGANIZATION**

The Folsom Preparatory Schools holds that parental and community involvement is an integral part of our established support system for students. To build the student-parent-school relationship, all parents are invited to participate in Parent Organization.

## **CLASSROOM SCREEN TIME**

During the course of the school day there are times when the teacher will be showing videos, slideshows, movies, etc. The use of the screen time will pertain directly to the curriculum and the content being taught in class. Some examples of screen time are science videos, social studies slideshows, student PowerPoint presentations, watching a movie to compare a book to the movie or song videos to teach concepts.

## **STANDARDS OF BEHAVIOR FOR INTERNET AND NETWORK USE**

1. Students will use their Internet and network access privileges only for activities in support of education and research consistent with the educational objectives of Folsom Preparatory School.
2. The school's Internet account may be used only for school related activities. Academic honesty requires proper citation of sources including electronic sources. Other persons' Internet accounts may not be used on the school's computers without authorization by the Administration. Users are expected to abide by the generally accepted rules of network and interpersonal etiquette. Therefore, vulgarities, abusive language or threatening actions is strictly prohibited.
3. Folsom Preparatory School utilizes a web filtering software as a precaution against inappropriate materials. Users will immediately notify an adult supervisor if any inappropriate web page or portion of a web page is accessed. Users may not demonstrate the problem to other users. Users shall not deliberately attempt to upload or download inappropriate materials. Users shall not reveal online their personal home address, phone number, or any other personal information. Only school authorized e-mail accounts are permitted under the supervision of a teacher, and students shall not access personal e-mail accounts on school computers without specific teacher approval.

4. Dishonesty and vandalism will result in immediate suspension of privileges as well as other disciplinary actions. These acts include (but are not limited to) any malicious attempt to steal, harm, or destroy the data of another user, making equipment or software alterations, and uploading or creating computer viruses. No software of any kind may be brought from home for use on school computers. Students may not create or access personal web pages without permission of a teacher or other authorized adult. Students may not download or otherwise access any files (i.e., music files) without the permission of a teacher. Students' work will be published only under the direction of a teacher.

## **PHOTO RELEASE**

Folsom Preparatory School has permission to use, publish, copy, modify, publicly display, distribute and copyright any photograph, video, written and/or audio imagery produced by Folsom Preparatory School and/or its contractors or agents in which you or your child appear in whole or in part for any lawful purpose whatsoever that may include, but is not limited to, print, internet, radio, television, website and other legal forms of media.