

Folsom Educational Academy

Elementary and Middle School Parent/Student Handbook *(Last updated Mar. 2023)*

381 S Lexington Dr. Folsom, CA 95630

(916) 790-8599

Email: contactfea@feaschool.com

www.feaschool.com

Table of Contents

I. GENERAL INFORMATION	4
II. ADMISSIONS	6
III. DRESS CODE	7
IV. PROCEDURES	8
V. MEDICATION POLICY/PLAN	10
VI. CHILDREN’S AND PARENT’S RIGHTS	10
VII. CHILD ABUSE AND NEGLECT	11
VIII. CODE OF CONDUCT	11
IX. PARENT AND SCHOOL RESPONSIBILITIES	12
X. DISCIPLINE	13
XI. PARENT CONFERENCES / OTHER COMMUNICATIONS	14
XII. HOMEWORK POLICY	15
XIII. ELECTRONIC DEVICE USE	15
XIV. MEAL & SNACK TIME	16
XV. HOLIDAYS/ SPECIAL EVENTS	16
XVI. FIELD TRIP PROVISIONS	16
XVII. TRANSPORTATION ARRANGEMENTS	17
XVIII. ATTENDANCE	17
XIX. PARENT INVOLVEMENT	18
XX. QUESTIONS AND CONCERNS	18
XXI. PARENT/GUARDIAN GRIEVANCE FILING PROCEDURE	18
XXII. NON-DISCRIMINATION POLICY	18

I. GENERAL INFORMATION

Welcome Letter

Assalamu Alaikum and welcome to Folsom Educational Academy!

Alhamdulillah, we have a wonderful community here at FEA, where our students, parents, and teachers work hard to create a culture of learning and student achievement. Our school environment is warm and structured, friendly and focused, child-centered and motivating. We believe that children learn and grow best in this type of disciplined yet caring atmosphere.

Our programs and Islamic values education make our school unique. We want each one of our students to reach their full potential, and our dedicated staff ensure that all students make progress. We understand that the key to success lies in Islamic values education that focuses on beliefs, values, manners, rights and responsibilities, feelings and attitudes, and moral literacy skills. We also understand that children learn in diverse ways so we honor a variety of learning and teaching styles. We work hand-in-hand with parents to assure that we are helping our children learn the skills to become life-long learners.

We know that strong, positive school-home partnerships play an integral role in student success. Parent commitment is an important part of our educational process, and communication is the key to assuring a successful year. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We have included several ways that family members of our school community can work together with FEA staff:

- *Send your child to school every day on time.*
- *Make sure your child gets eight hours sleep each night.*
- *Establish a routine for studying. Give your child a quiet corner to read and regular time to do homework.*
- *Keep in touch with your child's teacher via email, telephone, notes, or letters.*
- *Attend school-wide events, classroom events, and conferences.*
- *Celebrate your child's success (giving verbal praise), no matter how small it may seem. This will keep your child enthusiastic about learning and proud of their work.*

Parents and friends are welcome to visit and volunteer. Please don't hesitate to contact us should you have questions about the school.

*Sincerely,
FEA Administration*

This handbook is a communication tool so that you may know what to expect from the school and what is expected from you. We want your school experience to be the best it can be, and our policies are intended to be fair and informative so that the students are safe, healthy, and able to learn.

PURPOSE, MISSION, VISION, AND GOALS

Purpose:

- Learning
- Spirituality
- Tolerance
- Justice
- Confidence

Mission: To cultivate Islamic values that promote the social-emotional, academic, and spiritual growth of each student.

Vision: To strive to partner with our teachers, parents, and community to create a spiritual environment that cultivates conscientious students that seek beneficial knowledge, civic engagement, and exercise habits of mind.

Goals: The goals of FEA are to:

- Develop in students a holistic and integrated view of life, knowledge, and learning.
- Help students to cultivate the principle of moral reasoning so that they are able to self-reflect and self-direct themselves towards moral actions.
- Encourage the students in developing big ideas that can inspire and transform humankind.
- Inspire students to develop a strong sense of caring, stewardship, and social activism in improving the world they live in.
- Uphold the principles and practices of Islam among students so that they can make it a lifestyle for themselves and the community.
- Stimulate an understanding of balance and well-being in the students' personal and collective lives.
- Promote the maintenance of meaningful and healthy relations among the school stakeholders and within the society.

Folsom Educational Academy holds the right to add, remove or edit any policies contained within the Parent/Student Handbook. Policy changes will be communicated to parents and students.

II. ADMISSIONS

Programs:

Elementary School Program K- 5

The FEA elementary school program is based on the intellectual, social, emotional, spiritual, and physical development of each child. The curriculum is in line with the school's philosophy of nurturing individuality, and promoting real world connections for its students. The standards of excellence is set at and above the Common Core State Standards with emphasis on development of strong foundational skills.

Kindergarten Entrance Age

Folsom Educational Academy adopts the Kindergarten Readiness Act which sets California's kindergarten entry date as Sept. 1 so children enter kindergarten at age 5.

SCHEDULE

SCHEDULE OF OPERATION

Folsom Educational Academy runs a 5-days a week (M-F) 10 months a year program starting in August and ending in May. It observes most of the same holidays as Folsom Cordova School District in addition to Islamic Holidays.

Folsom Educational Academy offers a full time elementary and preschool program.

Elementary Hours of Operation are:

8:30 a.m. – 3:30 p.m.

8:30 a.m. – 5:30 p.m. (with After School care)

*A 20% sibling discount will apply to all siblings in K-8.

DAILY SCHEDULES

ELEMENTARY

8:30 - 8:40 Assembly

8:40 - 3:30 Teachers Schedule (May vary with grade level and logistical needs)

We do our best to adhere to the schedule. However, there are days when adjustments need to be made depending on the circumstances that may come up.

STUDENT PLACEMENT - CRITERIA FOR DETERMINING APPROPRIATE PLACEMENT

Initial Student Placement:

Before the child is accepted for admission at FEA the following criteria must be met:

- The parent(s)/guardian(s) must complete a tour of the school and meet with the Director/Administrator.
- Complete Admission Application and all required documentation that has been reviewed and approved by administration

- A pre-admission assessment will be conducted and the child's needs' will be discussed to ensure appropriate placement.

Grade Advancement:

The principles of appraisal in education are derived from an understanding of early learning and development. Young children behave in ways unlike adults or older children, and these differences must be considered when assessing in the classroom. Several principles will guide educators in considering appropriate placements.

Student placements involve a multidisciplinary evaluation by the teacher who gathers information using formal and informal diagnostic tools.

Grade advancement decisions are based on recommendations by teaching staff and subject to full review and approval by the Principal.

Types of Instruments Used:

- **Criterion-Referenced Tests** measure an individual's level of mastery of a particular skill without comparison to others.
- **Norm-Referenced Tests** assess a child's performance in comparison to others of the same age.
- **Performance-Based Tests** evaluate specific competencies, focusing on the individual without comparison to others. The child is asked to produce something or perform a task as part of the instructional process, rather than simply to recall information.
- **Readiness Tests** examine skills considered necessary for preparedness to participate in a specific setting. Readiness tests seek information about skills that promote success in learning.
- **Standardized Tests** study observable behaviors and experiences with selected items, backed by a body of research including field-testing for reliability and validity.

SPECIAL SERVICES AND ACCOMODATIONS

The school will strive to meet the needs of all students with available resources. Special education services and accommodation requests will be reviewed by administrators to determine if needs may be met. Admin recommendations for a student to be tested for special education will be documented in the student's file.

REGISTRATION REQUIREMENTS

Please refer to the current year's K-8th Registration Checklist and admission application.

III. DRESS CODE

FOLSOM EDUCATIONAL ACADEMY STUDENT UNIFORM & GROOMING POLICY:

Folsom Educational Academy uniforms are required daily for all students during the academic school year. On a few selected days (to be announced) during the school year, students may wear clothing other than their school uniform. On these days students must dress modestly in an Islamic fashion (no see through, no tight, and no improper images or language). All clothing should fit properly and not so tightly that it clings to the body. **Clothing should be wrinkle-free and properly maintained.**

GIRLS: Basic Required Uniform

- Plain White Collared Shirt (Long sleeves)
- Navy Blue Jumper (Length must be no shorter than the bottom of the child's knee. All girls must wear white or navy pants (not jeans) under their jumper for modesty)

- Plain Navy Blue or Plain White Sweater
- Plain White or Plain Navy-Blue Socks
- Plain Black, Brown, or Predominately Black Shoes (lights and fluorescent shoes are not acceptable)
- White child-sized hijab for praying.
- For fifth grade onwards, a white scarf is a mandatory part of the uniform and is to be worn at all times.

BOYS: Basic Required Uniform

- Plain White or Navy-Blue Collared Shirt (Short or Long sleeves)
- Navy Blue Pants (NOT Jeans, No Shorts)
- Plain Navy Blue or Plain White Sweater
- Plain White or Plain Navy-Blue Socks
- Plain Black, Brown, or Predominately Black Shoes (lights and fluorescent shoes are not acceptable)

Hair and Fingernails:

- Should be clean and well-trimmed.
- Boy's hair length cannot fall below the collar.
- If your daughter is growing out bangs, please supply her with barrettes to keep the hair out of her eyes.
- Hair "tails" for boys is not acceptable.
- The children's hair can't be dyed or bleached, shaved in a non-traditional pattern, worn in spikes, or other "punk" styles. No decorative hair extensions.
- Cosmetic make-up is not allowed. Artificial/Adhesive nails are not allowed.

Jewelry:

Students may wear neck jewelry provided it is tucked inside their shirt and not visible. Girls, but not boys, may wear one pair of simple post earrings. Students may have no other body-piercing jewelry. Ear cuffs, anklets, and bracelets are not acceptable.

Dress Code Violation Policy

It is the parent's responsibility to assure the uniform regulations are followed so class time is not taken for teachers and Folsom Educational Academy staff to remind and enforce adherence to the dress code. All parts of the dress code are at the discretion of the administrator, preschool director, teachers, and administrative staff.

A Dress Code violation notification will be sent home after each violation. After two Dress Code violations, arriving without the proper uniform will result in a student being sent home for the day. The third Dress Code violation will be documented in the student's cumulative folder.

Students should be well groomed at all times. This includes good personal hygiene. This means **all** clothing should be clean and neat. Bathing or showering, brushing and flossing teeth, cleaning and clipping fingernails and toenails, combing and/or brushing hair, and the like, should be done regularly. Students should not wear any clothing or accessories to school that might cause a distraction or a safety hazard.

IV. PROCEDURES

DROP OFF AND PICK UP PROCEDURE

Designated persons for pick-up must be listed on your registration form and have an ID with them.

Please make sure to drop off and pick up your child on time. Students must not be dropped off prior to 8:10 AM and must be picked up by 3:45 PM at their designated drop-off and pick-up locations. Students who remain after 3:45 PM will be taken to the After School Program where they must be signed out and be fined \$30 each late pick up after one warning. Students enrolled in the After School program must be picked up by 5:30 PM. Students remaining after 5:30 PM will be fined \$30 each late pick up.

ON SITE VISITATION PROCEDURE

Folsom Educational Academy welcomes parental, volunteer, and student observer visits, which provide several opportunities for individuals outside of the program to be onsite and in the classrooms. When visitors arrive, they must stop at the front office to notify administration of the purpose of the visit and sign-in at the front lobby. All visitors must sign out at the end of their visit. **Children not enrolled in Folsom Educational Academy will not be allowed on site during classroom visits.**

Any individuals, who volunteer in the classroom on a regular basis (6 hours or more/week), must provide a negative TB test result, chest x-ray, or a doctor's indication of "no risk factor". These requirements do not apply to occasional volunteers (less than 6 hours/week).

MEETING/APPOINTMENT PROCEDURES

- *To Meet with Teachers or Administrators:* If you would like to have a meeting with your child's teacher, Principal, or admin, please email directly to request an appointment. Walk-ins are highly discouraged to be respectful of the school schedule.

MEDICAL EMERGENCY PROCEDURES

- *Medical or Dental Emergency:* Should a non-life threatening medical or dental emergency arise, Folsom Educational Academy will contact the parent first, and then the emergency contact person(s) and lastly call 9-1-1 if unable to get in contact with parents or emergency contact person(s).
- In the event of a life threatening medical or dental emergency, 9-1-1 will be called first and then parents and/or other emergency contact persons will be contacted.
- *Illness:* For the protection of the child and other students, parents should not send their child to school if he/she shows any of the following symptoms: Fever (100.4 degrees F or above), nausea or vomiting within the last 24 hours, severe headache and/or stomach ache, spasm or convulsions, any sever accident including cuts or bleeding, persistent cough, rashes, lice, cloudy and/or discolored mucus from nose or eyes

If any of the above symptoms become apparent during school hours, the child will be isolated from the other children, supervised by an adult and the parents will be notified. The parents must either pick their child up or make arrangements with someone designated on the emergency pick up list. The child may not return to school until they are free of symptoms for 24 hours or return to school with a doctor's note.

DISASTER PREPARATION

- *Fire Drill/Earthquake Emergency:* Fire drills will be conducted during school hours on a monthly basis and earthquake/disaster drills will be conducted during school hours on a quarterly basis. Fire, Earthquake, and Disaster Procedures are posted on the school document board.

Contagious Illnesses: Parents should report all contagious illnesses to the Preschool Director, Administrator, or to Folsom Educational Academy Administrative staff.

V. MEDICATION POLICY/PLAN

There will be no medications administered at Folsom Educational Academy except those covered under a student's medical management plan on file. Please schedule your child's medication doses so that they can be given before or after the school hours. Please do not place any medication in the child's backpack. Cold medications and antibiotics will not be administered at the school. Please give these to your child before or after school.

It is the parents' responsibility to maintain an up-to-date medical management plan with the school office. Students who must monitor their medical status using smartphone apps must keep their devices with the teacher while not monitoring.

VI. CHILDREN'S AND PARENT'S RIGHTS

Each child receiving services shall have rights which include, but are not limited to, the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- (4) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis.
- (5) Not to be locked in any room, building, or facility premises by day or night.

Caregiver Background Check Process

California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption. A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us. The person who needs the exemption must provide information about: the crime, what they have done to change their life and obey the law, whether they are working, going to school, or receiving training, whether they have successfully completed a counseling or rehabilitation program. The person also gives us reference letters from people who aren't related to them who know about their history and their life now. We look at all

these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

VII. CHILD ABUSE AND NEGLECT

All staff members at Folsom Educational Academy are “mandated reporters.” California law REQUIRES mandated reporters to report known or suspected child abuse and/or neglect, and states that a mandated reporter, who in his or her professional capacity, or within the scope of his or her employment, has knowledge of or observes a person under the age of 18 years whom he or she knows or reasonably suspects has been the victim of child abuse or neglect must report the suspected incident, using form PC 11166 a.

Educators from the local schools are often in the position to recognize maltreatment. All professionals who deal with children are mandated by state laws to report suspected child abuse victims. As professional educators, we intend to report suspected physical, sexual and emotional abuse to the proper authorities. School personnel are not required to notify the School Administrator of any suspected indications of child abuse or neglect. The reporting party will contact Child Protective Services. Child Protective Services will determine the child’s needs at the time and will communicate those to the parents. This might lead to removal of the child from school into protective custody. Should this happen, the authorities will make every attempt to contact parents by the end of the school day.

VIII. CODE OF CONDUCT

The following Code of Conduct shall be observed by all persons (students, parents, families) on school premises, remote meetings, or at school sponsored events.

The following acts and gestures are considered a violation to the code of conduct:

- Violating the school electronic device policy and participating in cyberbullying.
 - Improper use of school electronic equipment such as Chromebooks; using school electronic equipment for social media and unauthorized entertainment (Netflix, Instagram, Discord, TikTok, and any other apps identified by admin.)
- Unreasonable noise including but not limited to: loud talking interruptive to student learning, boisterous activity, yelling, screaming.
- Profane, obscene or abusive language; racial or ethnic epithets.
- Harassing parents, staff or students. Deliberate, repeated behavior that is intimidating, hostile, or offensive, or adversely impacts the school work performance or the student’s time to learn and function.
 - Folsom Education Academy is committed to the prohibition of discrimination, harassment, intimidation, and bullying. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying.
- Interfering with volunteers and staff member’s work at the school in a way that includes, but is not limited to, delays, obstructs, sabotages, and hijacks that result in preventing others from enjoying volunteer work at the school.
- Use of intimidation such as raising one’s voice, using threatening gestures, or any malignant maneuver to prevent other persons from doing their assigned tasks and enjoy helping at the school.
- Damaging, destroying or stealing any property belonging to the school, another parent, student, or staff.
- Loitering, trespassing, violating an eviction, or entering upon the school property when banned.

- Fighting, challenging someone to fight, physical abuse or assault.
- Possessing weapons or other items deemed dangerous by school staff.
- Engaging in or soliciting a sexual act or resulting in indecent exposure.
- Violating the Folsom Educational Academy dress code.
- Vandalizing the school facilities or equipment or littering.
- Distributing/posting unauthorized materials (Materials must be first submitted to the school administration for review and approval before posting or distribution).
 - Including the unauthorized sale or trading of items and exchange of money between students.
- Being under the influence, possessing alcohol or drugs, selling drugs or alcoholic beverages.
- Bathing, shaving or washing clothes on the premises.
- Playing with children (such as siblings) on the premises in a manner that can disturb the students' ability to learn, the staff's ability to perform their daily work, or the parents to volunteer, park, or to conduct any school related business.
- Bringing animals into the school without prior authorization.
- Smoking, chewing tobacco, drinking alcohol, using illicit drugs.

All code of conduct policies apply to school-sponsored events, including but not limited to field trips.

IX. PARENT AND SCHOOL RESPONSIBILITIES

Parents have the responsibility to:

- Provide for the physical needs of the student.
- Teach the student to listen to teachers and other school personnel and obey school rules.
- Be sure the student attends school regularly and on time, in uniform (appropriately groomed), and promptly report absences and tardiness to the school office.
- Participate in meaningful parent-teacher conferences to discuss the student's school progress and welfare.
- Keep informed about school policies and the academic requirements of school programs.
- Pay required fees and fines, unless these are waived.
- Participate in school-related organizations.
- Alert the school personnel of any learning problem or condition that may relate to the student's education.
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
- Cooperate and behave with civility with school staff, students and other parents.
- Exercise appropriate parental control and responsibility, which includes being liable for property damage caused by their child.
- Set appropriate meeting times with staff and admin to respect the school schedule.
- Sign and submit the attached Handbook Acknowledgment Statement.

Folsom Educational Academy Teachers/Staff have the responsibility to:

- Foster a climate of kindness and respect for the rights of others.
- Lead by example.
- Apply the school discipline code within the guidelines established by the school in regards to Children's Personal Rights.
- Apply the discipline code fairly and equally to all students.
- Maintain open communication with parents to inform them of their child's academic progress and social development.

X. DISCIPLINE

At no time will any interaction or discipline measure infringe on the child's personal rights. Teachers will allow children to learn from mistakes as teachable opportunities and allow them to assess and discuss incidents themselves.

Corporal punishment and physical restraint are not permitted forms of discipline measures. All discipline measures will be administered as necessary to protect students, school employees or property and maintain essential order and environment conducive to learning. Students shall be treated fairly and equally. Discipline shall be based on careful assessment of the circumstances of each case.

BEHAVIOR MANAGEMENT/TECHNIQUES:

Problem behavior criteria

- Disrupts or endangers self or others, property, or environment.
- Interferes with a child's ability to learn new skills.
- Interferes with previously learned skills.
- Prevents the child from being included in the community or with peers.

Behavior assessment

Folsom Educational Academy staff will develop a plan of action to remedy problem behaviors through assessment; by asking, answering, and addressing questions like: What behavior needs to be addressed? When does it occur? Where does it occur? At what frequency? Why does it occur? Who is responsible for change?

Establishing preventive measures

- Positive classroom management
- Simple classroom rules
- Establishing positive relationships
- Developing an age appropriate, meaningful and engaging lesson plans
- Incorporating social skill lessons and activities
- Establish a model of acceptable behavior (by example, listing, and pictorial display)

Interventions for negative behaviors

- Ignore
- Redirect, state an alternative positive behavior
- Give choices
- Simple requests (respectful neutral voice; direct and specific)
- Reinforce others demonstrating positive behaviors
- Provide alternative activity area or "break area"
- Establish and post a consequence list for very inappropriate behaviors

Possible consequences for negative behaviors (depending on the offense and related circumstances)

- Counseling by teachers or administrative personnel
- Counseling by outside agencies or authority at parents' expense
- Withdrawal of privileges
- Detention
- Probation
- Suspension
- Expulsion

Techniques to increase positive behaviors

- Establish eye contact with the child when speaking to him/her
- Positive Reinforcement Systems/Rewards
- Verbal reinforcement

BEHAVIORAL PROVISIONS FOR CONTACTS/CONFERENCES WITH PARENTS

Parents will be notified of any behaviors that are not appropriate (kicking, hitting, spitting, foul or insulting language, harassing or threatening others) or out of the ordinary for their child and/or if classroom management and discipline techniques are not effective in modifying the child's behaviors. Teachers and parents have the right to request a conference in regard to any discipline or behavioral concerns.

Students may fill out a Behavior Reflection Form in addition to other disciplinary actions in response to the inappropriate behavior or violations of the code of conduct. These forms will be sent home to parents. Three Behavior Reflections Forms per trimester will impact their eligibility for participating in extracurricular activities, such as field trips, and for receiving certificates of achievement. Copies of the Behavior Reflection Form may be filed in the student's cumulative folder depending on the nature and frequency of the violation.

Appropriate behaviors would include using appropriate language, (no "put downs") both written and/or verbal, toward other people; using appropriate materials, gestures and sounds; demonstrating appropriate interaction (physically and verbally) with other students and/or rightful authority figures and to engage in behaviors and conversations so as not to offend others.

GROUNDS FOR BEHAVIORAL DISMISSAL/REMOVAL

A student may be dismissed or removed from a classroom and/or school in order to maintain effective discipline in the classroom, due to repeatedly interfering with the teacher's ability to communicate effectively with the other students in the class, or with the ability of the student's classmates to learn and/or behaviors deemed to be unruly, disruptive, or abusive. Non-compliance of policies and Code of Conduct by parents could similarly result in student disenrollment from school.

GROUNDS FOR SUSPENSION AND EXPULSION—EC 48900.4

Students may be suspended or expelled for acts of harassment, threats or intimidation against pupils and/or school personnel, or property.

XI. PARENT CONFERENCES / OTHER COMMUNICATIONS

The following methods are utilized to keep parents informed of their child's progress.

- Report cards: Issued at the end of each trimester
- Parent conferences: Are made by the request of a parent or teacher on an "as needed" basis.
- Parent meetings: Throughout the year, both general and mandatory, parent meetings will be scheduled. Mandatory meetings require a family member or representative to attend the meeting to ensure information is relayed to families. The Principal may attend any meeting between parents and staff as seen fit.
- Other communication: Posted notices, emails, written notes, newsletters, website updates and/or verbal communication will be utilized throughout the year to keep parents informed. Incident reports may also be sent to parents to communicate important information regarding their child's school experience, on-campus injuries or behavior.
 - o Staff and admin may question the student without a parent/guardian present for information gathering as it pertains to an incident or if there is concern for a student's well-being.

XII. HOMEWORK POLICY

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Folsom Educational Academy staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework grades are based on students' individual needs. Students are required to complete all homework by the specified due date(s). Students who consistently fail to do their homework generally have lower grades and lower test scores because they have not reviewed the material enough to master it. If a student misses three homework assignments in the same subject, the parent(s) or guardian will receive a call to try to remedy this problem. Students' consistent failure to complete homework assignments may result in disciplinary action.

Parental support for the value and importance of homework is essential. Students and parents benefit when a regular time is set for homework, a consistent study area is provided, distractions are removed, and supplies and resources are available. Parents help by showing an interest in their child's education and fostering a love for learning.

INDEPENDENT STUDY

If you know in advance your student will be absent for three (3) or more school days, please contact the student's teacher and the front office to obtain a Short Term Independent Study Contract TWO WEEKS (14 days) in advance of the first day of planned absence. Please provide the office with a minimum of five (5) day notice prior to requesting a short term independent study. The time away must be a minimum of three (3) school days with a maximum of fifteen (15). Both parent and student must come into the office to **sign the Independent Study Contract and submit non-refundable Independent Contract fees**, which will then go to the principal for approval. The student is required to **complete the work provided in its entirety and return their packet** to the office before school on the day they return or the contract will be null and void.

Upon the return of the signed contract, the front office will arrange to have work collected from teachers and ready for pick up on the last day of the student's attendance prior to the absence. Due to an emergency or illness, independent study may be used on a short-term basis (an absence no fewer than three [3] days and not to exceed fifteen [15] days) to ensure that the student is able to maintain academic progress in their regular classes.

Students who miss more than 15 consecutive days of school risk being disenrolled if there is a waiting list of pending enrollments.

XIII. ELECTRONIC DEVICE USE

Folsom Educational Academy phones may only be used by students with permission from administrative staff, as they deem necessary. In the event a parent calls the school to relay a message to his/her child, they should expect to leave a message with the school administration. Please try to limit phone calls to emergency situations only.

Personal electronic devices (cell phones, tablets, laptops, or smart watches) may be kept in student backpacks during the school day (8:10 AM to 3:30 PM) and brought for use before and after school. Devices seen outside of backpacks during the school day will be kept in the front office until the end of the day. Personal electronic devices shall not be used during field trips unless for emergency or medical purposes.

XIV. MEAL & SNACK TIME

Folsom Educational Academy does not provide a lunch program. Parents must provide snacks and lunch, including food and drink, for their child's consumption during the snack/ lunch break. Children are not allowed to share food, so parents must pack individual lunches, if they have more than one child attending the school. Each child will be required to be self-sufficient when eating their lunch so please pack foods they will be able to manage on their own. NO PORK OR FOODS CONTAINING PORK PRODUCTS are allowed and will be disposed of.

NUT FREE policy: Please refrain from sending nut-based foods to school for the health and safety of those allergic to nuts on campus.

Children will not have access to a microwave or refrigerator, so please send foods that do not need to be heated or kept cool.

XV. HOLIDAYS/ SPECIAL EVENTS

It is Folsom Educational Academy's policy that the Islamic holidays celebrated are Eid Al-Fitr and Eid al-Adha.

Balloons, flowers, stuffed animals, food items, etc., intended to signify a special event such as birthdays, are not allowed on campus during school hours. Such items are a distraction to the educational process. Delivery of such items will not be permitted. No decorations or distribution of invitation cards is permitted.

Folsom Educational Academy will plan a variety of activities throughout the year, such as Open Houses, Back to School Night, Week of the Young Child and social or religious events.

XVI. FIELD TRIP PROVISIONS

All field trips will be approved through the school administrator or director. Permission slips will require parent signature before the child will be allowed to participate. If your child is not going to attend a field trip you will need to make alternate arrangements for that day. Any parent volunteer driver must abide by the following:

- Possess appropriate and unexpired California Driver's License and insurance to legally operate the vehicle in which the children are being transported.
- All volunteers for FEA must have completed a Live Scan Fingerprinting (valid for 2 years) and be cleared by the DOJ/FBI. The "Driver/Chaperone Application" form must be completed for each school year.
- The manufacturer's rated seating capacity of the vehicles shall not be exceeded.
- Motor vehicles used to transport children shall be maintained in safe operating condition.
- All vehicle occupants shall be secured in an appropriate restraint system. For 2nd grade and below, up to 4 students per vehicle are allowed. For 3rd grade and up, a maximum of 6 students per vehicle is allowed.
- Children shall not be left in parked vehicles.
- Non-FEA siblings are not allowed on field trips.
- Chaperones must leave campus and return to campus at the same time or as close as possible to the same time as the teacher.
- Chaperones must not leave students unattended after returning to campus and must ensure students are returned to the care of the teacher or school staff.

XVII. TRANSPORTATION ARRANGEMENTS

Folsom Educational Academy does not provide transportation for children to or from campus. Transportation of children to and from school is the sole responsibility of the parents to provide and/or arrange. Folsom Educational Academy may be able to assist in providing carpooling information to interested families, but all negotiations, arrangements and agreements for carpooling is done expressly and independently through the parents of the families and does not implicate Folsom Educational Academy in any way.

XVIII. ATTENDANCE

School Attendance in the State of California is 'compulsory'. This means each child must attend school daily or there are legal ramifications for the parents. Excessive unexcused absences [truancy] must be reported to the State Department of Education because children must attend school. The State Education code defines a habitual truant as a student who misses more than **three days in a row**.

Classroom time is critical for the student's academic success. Missing too much school is detrimental to the student's learning experience and can never be made up for. Students will not learn all of the material if they are not in class every day. Parents are solely responsible for catching students up on any missed classwork and homework. Tests missed during absences may not be offered again for re-test.

Any time a student will be absent or late to school; the parents (guardians) must call the FEA Administration Office by 9:00 A.M. the day of the absence or send a written note when the student returns to school. The parents (guardians) must report the student's name, grade, and reason for the student's absence or tardy.

Students who are not present for the first FIVE DAYS OF ACADEMIC YEAR risk being disenrolled if there is a waiting list of pending enrollments.

TARDY POLICY

If your child arrives after 8:30 A.M., this is considered 'tardy'. Each time a student is tardy, this will be noted in their permanent records. When students arrive late to school, they miss out on some or all of their important subjects. They also create a distraction when they walk into the classroom after other students have already begun working. Teachers must stop what they are doing, and refocus the group. Studies show that students who have perfect, or near-perfect attendance and are not tardy have much better grades and overall success at school than students who miss many days and are tardy.

Consequences for unexcused tardiness for each Trimester:

- Each unexcused tardy will be recorded in their attendance. Tardy slips may be sent home to communicate with parents.
- Each unexcused tardy counts as a 0.33 unexcused absence.

REPORTING ABSENCES AND TARDIES

Parents must email the student's teacher and the front office to report reasons for absences, tardies, or early departures. Parents may also call the front office to communicate this information, but emails are the preferred method.

XIX. PARENT INVOLVEMENT

FEA encourages parent participation. FEA students and staff can benefit from parent support throughout the school year. Students feel a sense of pride when they see their parents' excitement and interest in their school and this sets a wonderful example for one's own child, other students, as well as other parents. Becoming involved in your child's education can take many forms. Sharing the responsibility of educating your child is one very rewarding experience. Reading all notices sent from the teacher(s) and FEA Administration will keep you up-to-date on classroom activities, tests, school events, and the like. Another very important way to get involved in your child's education is to provide support, like offering services in the classroom and for school-sponsored events. Volunteerism is a wonderful experience and opportunity to gain reward.

XX. QUESTIONS AND CONCERNS

Questions and concerns about an activity, curriculum, classroom procedures, or an incident that occurs during the course of the year must be directed to the appropriate school personnel. Complaining or gossiping with other families will not help in resolving the issues at hand. A positive and cooperative attitude is essential for all of us to work together for the benefit of the children and the improvement of our program. It is our school policy that parents agree to express their concerns directly and privately to the person involved and then to the director/administrator, if necessary.

Outside of private discussions with the teacher or director/administrator, parents/guardians are also discouraged from making negative comments about the teacher, their child, any of their classmates or families, or the school in the presence of their children or anyone else.

Parents are encouraged to reach out to teachers directly to address concerns, which may be taken up with the Principal if not resolved.

XXI. PARENT/GUARDIAN GRIEVANCE FILING PROCEDURE

The school will provide the following procedures for resolution of grievance. Grievances may be filed against a staff, admin, policy, student or parent. Grievances shall be filed using the FEA Grievance Form and submitted to the front office for evaluation and resolution, if applicable. Documentation of grievances may be filed in relevant student cumulative files.

XXII. NON-DISCRIMINATION POLICY

FEA admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. FEA does not discriminate on the basis of race, color, national origin and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Folsom Educational Academy
381 S Lexington Dr. Folsom, CA 95630
contactfea@feaschool.com
(916) 790-8599