

# **Folsom Educational Academy**

## **Preschool Parent/Student Handbook**

*(Last updated Mar. 2023)*

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# 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 e-mail, 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 and Age groups:**

#### **Preschoolers**

Students in the preschool will experience a holistic curriculum which draws from many areas of development including – Language Arts, Large and Small Motor Skills, Dramatic Play, Art and Sensory skills, Health and Safety practices, Islamic Studies, Pre-Literacy, Pre-Math, and Pre-Science.

**Preschoolers Age 3-4:** Children in this classroom work on structured activities with emphasis on fostering inquisitiveness, expression, and fun. To enter the Preschool room age 3-4, children must be at least 3 years of age before Sept. 1 and must be toilet trained. Ratio is 1 adult per 12 children.

**Preschoolers Age 4-5:** Children in this classroom build on the 4–5-year-old room’s foundation of self-help skills, independence, and social development. To enter the Preschool room age 4-5, children must be at least 4 years of age before Sept. 1 and must be fully potty trained. Ratio is 1 adult per 12 children.

If, after being admitted to the program, the child shows behaviors of not being able to use the restroom independently, the family will be asked to return at such time that the child can demonstrate that they are able to complete this task. All children will be under continued observation and evaluation in regard to this matter for the entire time they attend the preschool program.

#### **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.

#### **Preschool Hours of Operation are:**

<b>Preschool Options:</b>	<b>Option 1</b>	8:30 a.m. – 1: 30 p.m.
	<b>Option 2</b>	8:30 a.m. – 3: 30 p.m.
	<b>Option 3</b>	8:30 a.m. – 5: 30 p.m.

[School-age option allowing up to 12 school age children in care (3:30 – 5:30 pm)]

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

#### DAILY SCHEDULES

##### **PRESCHOOL**

## **Daily Schedule PK2**

8:30am – 8:50am Circle Time (songs, flannel board story/or Movement)  
8:50am – 9:20am Islamic Studies  
9:20am – 9:45am Quran  
9:45am - 10:10am Snack  
10:10am – 10:50am Arabic (centers for PreK 1)  
10:50am – 11: 30am Centers/ Art Activities  
11:30am – 12:00pm Outside play  
12:00am – 12:30pm Lunch  
12:30pm – 12:45pm Math/ or Science  
12:45pm – 1:00pm Writing Activity  
1:00pm – 1:15 Zoo Phonics  
1:15pm – 1:30pm Story time  
1:30pm – 1:45pm Bathroom and getting ready for Nap time  
1:45pm – 3:00pm Nap time  
3:00pm – 3:15pm Bathroom and clean up  
3:15 pm – 3:30pm Afternoon snack  
3:30pm – 5:30pm Sensors, blocks, and reading program

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 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.

### **Later Placements:**

The principles of appraisal in early childhood 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.

### **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 Preschool Registration Checklist and admission application.

## III. DRESS CODES

### 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.

#### 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.

#### **Repeatedly arriving without the proper uniform may result in a student being sent home for the day.**

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.

#### **POTTY TRAINING**

Preschool students must be fully potty trained prior to the start of the school year. Students must have an extra pair of clothing in case of potty accidents or other soiling of clothing. Students who have frequent bathroom accidents may be asked to stay home until they are able to be accident-free on a daily basis.

## IV. PROCEDURES

### DROP OFF AND PICK UP PROCEDURE

The licensing agency requires that each child is signed in and out of class on a daily basis with a complete first and last name signature. The person must be at least 18 years of age; siblings under 18 may NOT drop off or pick up KG/ preschool children. Make sure pick-up designated persons are listed on your registration form and have an ID with them. Please make sure to drop off and pick up your child on time. The sign-in and out procedure is required anytime the students enter or leave the school.

### LICENSING RIGHTS

**Folsom Educational Academy is a licensed child care and preschool facility. The licensing agency has the right to visit the school at any time to evaluate or investigate the preschool program.**

### 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, sign in and receive a name badge identifying them as a visitor. 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 from a Child Care Center 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. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
- (5) Not to be locked in any room, building, or facility premises by day or night.
- (6) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

### **PARENT'S RIGHTS**

As a parent, you have the right to:

- 1) Enter and inspect the child care center without advance notice whenever children are in care.
- 2) File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.

- 3) Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
- 4) Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
- 5) Receive from the licensee the name, address and telephone of the local licensing office.
- 6) Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption and that the name of the person may also be obtained by contacting the local licensing office.
- 7) Receive, from the licensee, the Caregiver Background Check Process form (LIC 995E). Stated below.

#### Caregiver Background Check Process

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings.

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.

#### How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclid.ca.gov/contact.htm>

## 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 plan
- 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.

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. The Preschool Director and/or the School Administrator will respond by employing appropriate discipline management techniques consistent with Folsom Educational Academy policies as listed in this handbook.

## **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 for elementary age students.

## **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 AND NAP 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.

A nap time is established from 1:30 pm to 3:15 pm. Children who are not asleep by 2:00 pm may be brought from the nap room to the library. Folsom Educational Academy will be responsible for washing all sleeping equipment (mats and sheets) on an "as used" basis. All used and/or soiled items will be stored separately from clean items.

## **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.
- Preschool chaperone to student ratio may be 1:1 or 1:2, depending on the nature of the field trip.
- 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. 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.

## **XIX. 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.***

## **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.***

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