

Folsom Educational Academy

Elementary and Middle School Parent/Student Handbook

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PART 1: GENERAL INFORMATION

1.1 Introduction

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, parent/teacher meeting, 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.

1.2 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.

1.3 Programs

Kindergarten Entrance Age

Folsom Educational Academy adopts the Kindergarten Readiness Act which sets California's kindergarten entry date as September 1. Children must turn 5 years of age on or before September 1 before kindergarten entry.

Elementary School Program K- 8

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 are set at and above the Common Core State Standards with emphasis on development of strong foundational skills.

1.4 Curriculum

FEA follows the California Common Core State Standards curriculum in all core subjects.

FEA also implements an Arabic, Quran, and Islamic Studies curriculum in addition to the core curriculum.

1.5 Schedule

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)

Start Time: 8:30 am

Tardy pass required after 8:30 am. To obtain a tardy pass, parent must sign in child in the school office

Dismissal Time:

PK 1 & PK 2: 1:30 pm, 3:30 pm

K-2: 3:20 pm

3-8: 3:35 pm

LATE FEE OF \$30 if picked up after 3:45 pm per child per instance (1:45 pm for PK for 1:30pm dismissal)

Minimum Days:

PK 1 & PK 2: Pick up by 11:45 am

K-2: Pick up at 11:55 am

3-8: Pick up at 12:05 pm

LATE FEE OF \$30 if picked up after 12:15 pm per child per instance

Lunch Schedule:

PK 1: 12:00 pm

PK 2: 12:30 pm

K - 3: 12:10 pm

4 - 8: 12:50 pm

1.6 Snack and Meal 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.

Water bottles should be spill proof. Water bottles with an exposed straw are not allowed due to spills.

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.

1.7 Drop Off and Pick Up Procedures

Exact drop off and pick up procedures and maps with locations will be sent out to families prior to the first day of school. Pick up and drop off procedures are subject to change and all families will be notified if any changes are made during the school year. We strive to make the drop off and pick up process smooth, and we kindly request patience during these procedures.

1.8 Transportation

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.

PART 2: ADMISSIONS

2.1 Student Placement

Students are placed at the appropriate grade level based on birthdate according to California Education Code.

Prior to being accepted for admission, parent(s)/guardian(s) must meet with the Administrator and take a school tour. An Admission Application, all required documentation, and tuition payment must be completed, reviewed, and approved by Administration.

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

2.2 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 the teaching staff and subject to full review and approval by the Principal.

Types of Assessments 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.

2.3 Special Services and Accommodations

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. If the school is unable to accommodate special services and programs due to staffing and funding, recommendations may be made for alternative services through the student's local residing school district. Administrative recommendations for a student to be tested for special education will be documented in the student's file per State law.

2.4 Registration Requirements

Please refer to the current year's Registration Checklist and Admission Application. Registration consists of the Admission Application, Required documents such as Original Birth Certificate, complete immunization records, Physical Health Exam, Financial Agreement and advance tuition payments.

PART 3: DRESS CODE

3.1 Student Uniform and Grooming

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:

- Solid navy long sleeved (or short sleeved with a navy or white cardigan on top) collared dress/jumper with navy pants underneath.
- White collared long sleeve top to be worn under a navy sleeveless

jumper/dress or navy skirt, with navy or white pants underneath.

- Outerwear may be any colored jacket but must be taken off and hung before entering the classroom, unless permitted by the teacher to be worn in class for special circumstances.
- Cardigan's or indoor sweaters must be solid navy or solid white with no logos or prints. Sweaters or jackets with graphics or text are not allowed. Solid colored navy blue or black sweaters or jackets are allowed.
- Shoes must be closed toe, safe for running. Crocs, sandals, and slippers are NOT allowed.
- A white hijab must be brought to school each day for praying.
- Girls 6th grade through 8th must wear a white or navy blue hijab during school hours- slip on/ instant wrap not requiring pins. It is optional for 5th grade girls to start practicing wearing the hijab during school hours, but must be worn during prayer and Arabic, Islamic Studies and Quran classes.

BOYS:

- Solid white or navy collared shirt (short or long sleeves)
- Navy blue uniform pants (jeans, sweats, and shorts are NOT allowed).
- Outerwear may be any colored jacket but must be taken off and hung before entering the classroom, unless permitted by the teacher to be worn in class for special circumstances.
- Indoor sweaters must be solid navy or solid white with no logos or prints. Sweaters or jackets with graphics or text are not allowed. Solid colored navy blue or black sweaters or jackets are allowed.
- Shoes must be closed toe, safe for running. Crocs, sandals, and slippers are NOT allowed.

HAIR AND FINGERNAILS:

- Should be clean and well-trimmed.
- Boy's hair length cannot fall below the collar level or cover their eyes.
- 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. If jewelry becomes a distraction, parents will be notified.

3.2 Dress Code Violation

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 principal, preschool director, teachers, and administrative staff.

After two Dress Code violations, arriving without the proper uniform may result in a parent meeting and student being sent home to change.

1st Notice: Note to parent - warning

2nd Notice: Note to parent and a phone call by Homeroom Teacher

3rd Notice: Parent meeting with Principal before the student is admitted to class

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.

PART 4: ATTENDANCE REGULATIONS

4.1 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 or email 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.

Failure to report an absence will result in it being marked as unexcused.

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.

4.2 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.

Students who arrive after 8:30 am must obtain a tardy pass from the office prior to going to class.

If your child's tardiness is excused (appointment, illness, etc.), please notify the school for the tardiness to be excused.

4.3 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.

- Notification of Student's Absence
 - Parents are responsible for notifying the school of absence by 9:00 am by phone or by email (secretary@feaschool.com) and to include the reason for the absence. Please include your child's teacher in the absence email.
 - After 3 consecutive days of absence, the school office will call home if the parent's have not notified the school of the child's absence.
- Attendance Records
 - All attendance records will be supervised by the Administration. Monthly

records will be kept for each student and be filed in their permanent cumulative records at the end of the school year.

- Excused Absences
 - Absences due to illness, quarantine, medical, dental, and bereavement
 - More than 3 days of absences due to illness/medical reasons will require a doctor's note to be excused.
 - Absences notified to the teacher and administration prior to the absence: court appearances, funeral services, or special circumstances.
- Unexcused Absences
 - Missing school without an excused or warranted reason, whether the absence is student or parent initiated
 - Absence for family vacations or trips
 - Absence for which advanced approval or notice is necessary, and failure to notify staff.
- Consequence of Extended Absence
 - If a student is absent from school for more than five consecutive days, parents may be asked to have a meeting with the Principal and teacher to discuss any consequences resulting from the absence.
 - A student with an unexcused absence will lose all opportunities to make up work including exams. All coursework and homework assignments are the responsibility of the parents and students. The student will not receive credit on all homework, classwork, and projects he misses during his/her time off from school.
 - Excessive absences will affect the student's grade and can result in a student not meeting grade level standards.
 - Regarding late homework due to excused absences, students will be given absent days + 1 additional day to turn in homework (assignments, projects, tests) but not to exceed 2 weeks, no matter how many missed days.
- Absence at the end of the school year
 - Students who leave the school before the last week of school will not receive any special accommodations and will not receive credit on missed assignments and tests, and the trimester grade will be calculated accordingly.

4.4 Vacation and Hajj Leave

- *Vacation:* For the benefit of your child's academic progress, FEA recommends that all vacations be taken while school is not in session. However, it is understandable that at times families will opt to take vacations sometime during the school year. If a family decides to take a vacation during the school year, they must notify the school two weeks in advance regarding the date of departure and

return. Vacations are unexcused absences. Please check the above section for details.

- *Hajj*: Being one of the five pillars of Islam, FEA holds the rite of hajj in the highest regard. If a family is presented with the opportunity to take the journey, we encourage them to take the once-in-a-lifetime trip. However, we kindly ask that the family give the school a **two-week advance notice** about the departure and return date.
 - Before going on vacation or Hajj, teachers will not prepare homework packets to give to parents before their trip unless families applied for the Independent Study program two weeks prior to travel.
 - It is the parents' responsibility to ensure their children learn the material and the students will get credit for work turned in within the expected time.
 - Students may take all their books with them during their absence.

4.5 Independent Study

If you know in advance your student will be absent for five (5) or more school days, please contact the student's teacher and the front office to obtain an Independent Study Contract TWO WEEKS (14 days) in advance of the first day of planned absence. 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**. Completing all terms of the Independent Study contract will convert the absences into excused absences and allows the student to receive full credit for work completed. Failure to return all completed work on the day you return to school will result in unexcused absences and jeopardize grades and loss of credit. Teachers are not responsible to reteach missed lessons or catch the student up on missed work.

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.

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

Extended Unexcused Absences: In the event that the Independent Study Contract absences are exceeded or unapproved by Administration, the school is released of responsibility for keeping students caught up and on track. Students will have a truancy status filed in their permanent records per California Education Code 48260.

4.6 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. 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 House, Back to School Night, and social or religious events.

4.7 Field Trip Provisions

All field trips will be approved through the school principal. 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.
- Students under 8 years of age or under 4'9" in height must be in a booster seat
- 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.

4.8 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. Students performing far below grade level standards may be required to do additional or alternative homework assignments if stated in their intervention plans. Failure to do so may result in a revision of their eligibility for promotion to the next grade level.

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.

PART 5: COMMUNICATION

5.1 Civility Policy

Parents and Guardians of Folsom Educational Academy acknowledge and agree that the opportunity to attend Folsom Educational Academy is conditioned at all times upon both the student and all other members of the family honoring the standards for civility, courtesy and mutual respect toward other students, faculty and staff set forth in the school's student handbook.

5.2 Email Distribution Lists

Every family will be included in the general school email distribution list and their child's class distribution list. These lists are a one-way communication from school to parents. They are not intended to be discussion forums. If you want to communicate with any teacher or school personnel, you can find their email address in the online directory and in the Opening Day Packet.

5.3 Communication from School

The following methods are utilized to keep parents informed of how their children are progressing in school:

- The school website (www.feaschool.com) contains important information for parents. We encourage parents to check it regularly for the posting of current events.

- Whatsapp Parent Body group- we recommend all families to join the FEA Parent Body Whatsapp group to receive school updates and announcements quickly.
- Classroom Whatsapp groups are also available for specific grade level updates and announcements.
- Flyers for upcoming events sent home with student
- Trimester report cards are available on Gradelink for review.
- Report cards are posted on Gradelink and sent home at the end of each trimester. Log in information to access Gradelink are emailed at the beginning of the school year. If you need help accessing Gradelink, please email secretary@feaschool.com.
- PTO sends information about upcoming events via email, Whatsapp messages, and flyers.
- Posted notices on various social media platforms (Facebook and Instagram) 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.
- 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.
- Parent-teacher conferences are held at the end of the first trimester. Announcements to schedule a time for the conference will be sent out prior to the conference dates. Additional parent-teacher conferences may be held at the beginning of the third trimester, upon teachers' request, for students who are still at risk of not meeting grade level expectations by the end of the school year.

PLEASE MAKE SURE TO FILL OUT THE MEDIA CONSENT FORM IN THE APPLICATION.

5.4 Student Information System – Gradelink

FEA adopts Gradelink as the official Student Information System. Teachers use Gradelink to record daily attendance, report grades, post lesson plans and newsletters, and communicate with parents. Parents have access to the following information through their personal account, via the parent portal, which they must set up at the beginning of the school year:

- Report cards
- Attendance Records
- Contact Information
- Emergency Contact

5.5 Back-to-School Night

This is a special event for parents to visit their child's class and meet his/her teachers to get a better idea of how the school year will progress in the classroom. This event takes place at the beginning of the school year.

5.6 Parent-Teacher Conferences

Parent-Teacher conferences are planned in the school year at the end of the first trimester for grades PK-8 and on an “as needed basis” if requested by the teacher and/or parent.

Other conferences shall be held if any of the following circumstances arise:

1. The student is not maintaining passing grades or achieving the expected level of performance.
2. The student demonstrates discipline problems, or presents some other problem to the teacher.
3. Other cases in which the teacher considers it necessary.

PART 6: PARENT AND STUDENT INFORMATION

6.1 On Site Visitation

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 individual, who volunteers 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) or those who do not have direct interaction with students.

6.2 Meetings and Appointments

If you would like to schedule a meeting with your child’s teacher, principal, or any administrator, please email the staff member directly to request an appointment. Although the administration is always willing to meet or answer questions promptly, we highly discourage walk-ins to be respectful of the school administration's schedule and to limit disruptions to instruction. Having a scheduled appointment to meet with Administration and Staff is important so that you have enough time to address your needs with no disruptions and allow for sufficient time for your concerns to be addressed.

6.3 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.

6.4 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.

6.5 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.

6.6 Parental 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.

6.7 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. Escalation process: reach out to the teacher first, request a meeting with the principal and/or principal, finally if no resolution is reached, contact the School Board.

PART 7: CODE OF CONDUCT

7.1 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. o 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.
 - o 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.

PART 8: HEALTH AND SAFETY

8.1 Medical Emergencies

- *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.

8.2 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:

- High Fever

- Nausea or Vomiting
- Evidence of a communicable disease
- Severe headache and/or stomach ache
- Spasm or convulsions
- Any severe accident including cuts or bleeding
- Persistent cough
- Rashes

The school follows the Sacramento County guidelines related to COVID-19 Protocols. Guidelines are revised as needed.

Lice: Students MAY be sent home if affected with lice to be treated. Parents will be notified to treat the student after school. Classmates will receive exposure notice.

Center for Disease Control (CDC) recommends that people with influenza-like illness remain at home until at least 24 hours after they are free of fever (100°F, 37.8°C), or signs of a fever without the use of fever-reducing medications.

Should any student develop any of these symptoms during school hours, parents will be notified and they need to make arrangements to pick up their child as soon as possible. In some cases, a student will not be allowed to return to school unless the student presents a written medical report from his/her doctor stating that it is permissible for him/her to go back to school.

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.

<p><i>Contagious Illnesses:</i> Parents should report all contagious illnesses to the Folsom Educational Academy Administrative staff.</p>
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8.3 Administration of Medicine

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.

If your child must take prescription medication during school hours, please fill out the Medication Administration Form and have your child's doctor fill it out with the correct dosing indicated. The Medication Administration Form, along with the medication, instructions for dosage and time of administration must be kept in the office in a clear zip lock bag with the student's name and grade clearly labeled.

8.4 Epi Pen

If your child has allergies and requires an Epi Pen, please send one along with the Medication Administration Form in a clear zip lock bag with your child's name and grade clearly labeled, to be kept in the office for the school year.

8.5 Emergency Drills

Students and staff participate in a series of drills every year: Fire Drill, Earthquake Drill, Lockdown Drill, and Shelter-in-Place/Secure Campus Drill. Below is a brief description of each Emergency Drill.

- **Fire Drill:** Fire evacuation procedures are used to clear the building of all children and adults as quickly as possible. The priority is safe, quick and efficient dismissal of all individuals located inside the building. Students practice fire drills once a month.
- **Earthquake Drill:** Earthquake procedures are used to ensure the safety of all students in the event of an earthquake. Protective measures must be taken before, during and following an earthquake. All staff and students are informed of the Duck, Cover and Hold procedures. In October every year, FEA staff and students are among the million participants in the Great California Shakeout to simultaneously practice 'Drop, Cover, and Hold-on' earthquake drill routine. To learn more about this annual event log on to www.shakeout.org. Students practice earthquake drills once per trimester.
- **Lockdown Drill:** A Lock Down drill helps to secure the school building and prevents any intruder from entering the building. The purpose of this drill is to keep students safe from any possible danger outside and in the vicinity of the school. Once a year we have a lockdown drill and practice barricading/hiding.
- **Shelter-In-Place/Secure Campus Drill:** Shelter-in-place/Secure Campus procedures are used to keep students inside and protect them from inhalation of toxic chemicals in the event of a chemical leak in the area, or to secure the

campus and remain inside if there is a threat in the community. These drills are practiced once a year.

PART 9: DISCIPLINE

9.1 Discipline Policy

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.

9.2 Behavior Management and 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

9.3 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.

9.4 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.

9.5 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.

PART 10: TECHNOLOGY

10.1 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.

10.2 Use of the School Phone, Cell Phones, Smartwatches

Students may use the school telephone for an emergency or an immediate need with permission from administrative staff, as they deem necessary. Also, parents can relay important information to their children through the school secretary if necessary. However, please limit phone calls to emergency use.

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.

Students MAY NOT use their devices at any time during the school day except for permitted uses for medical uses.

Personal electronic devices shall not be used during field trips unless for emergency or medical purposes and with the authorization of a staff member or parent volunteer.

Students may not use their phones/devices for personal purposes during instruction time. This means cell phones/devices must be turned off or placed on silent and put away before entering the classroom. Headphones may not be used during instructional time unless authorized. Also, phones/devices may not be used outside of the classroom during instruction time. (For example, leaving for the restroom or any other location outside of the classroom.) If a student uses their device, it may be confiscated and held in the school office until the end of the school day.

In accordance with California law, the use by any person—including a student—of any electronic listening or recording device at school without permission violates the privacy rights of teachers and other students, and is expressly prohibited. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. In addition, California Penal Code section 632(a) makes it a misdemeanor to use a personal electronic device to listen to or record a student's activities during the school day without permission. This provision also provides for civil penalties against the person who does the listening or recording.

Parents or guardians may not use a student's electronic device to listen to or record the student while at school. If the School has a reasonable suspicion that a student's parent or guardian is activating or otherwise using a student's personal electronic device to surreptitiously listen to or record the student's activities during the school day, the School will be obligated to report that information to law enforcement. Recordings/photography by PTO or staff for school use is exempt.

Due to the evolving nature of emerging technologies, additional rules and regulations may be added throughout the school year, including new state laws that may require modification of these permissions.

If the use of cell phones and/or other personal electronic devices is abused and the use violates school policy or rules and regulations, the device will be confiscated by the classroom teacher/staff member and turned into the main office. In addition, the principal or designee has the right to revoke the privilege and prohibit a student from possessing such device(s) at school or school related activities.

If cell phones are detected during instruction, or if a student abuses the privilege of cell phone usage, teachers and staff have the right to confiscate phones and take the following actions:

- 1st notice: cell phone is returned to the student at dismissal, and the parent is notified.
- 2nd notice: cell phone is to be retrieved by a parent at the Front Office.
- 3rd notice: cell phone returned during a parent-student-principal meeting to determine the steps moving forward.

10.3 Student Technology Use Agreement

Folsom Educational Academy (FEA) is pleased to offer students broad access to computers, communications systems, the Internet, and an array of technology resources (collectively, "FEA Technology Resources"). We believe that FEA Technology Resources offer valuable, diverse, and unique resources to both students and teachers. Our goal in providing FEA Technology Resources is to promote educational excellence in the school. Part of FEA's responsibility in preparing students for the 21st century is to provide them access to leading edge learning tools. These FEA Technology Resources represent a unique opportunity for students to begin exploring the incredible wealth of information that will enhance their learning.

With this educational opportunity also comes responsibility. It is important that families and students read this Technology Use Agreement and discuss it together. Inappropriate use of FEA Technology Resources will result in loss of privileges, and other disciplinary actions, if necessary. Access to FEA Technology Resources is limited and is subject to School Board Policies and Administrative Regulations as amended from time to time and subject to all applicable local, state and federal laws, as amended, including but not limited to Children's Online Privacy Protection Act (COPPA), Family Educational Rights and Privacy Act (FERPA), and Child Internet Protection Act (CIPA).

Technology can provide students benefits, which include: quick access to valuable, enriching information, the chance to practice research skills, and an opportunity to continue to develop critical thinking and analysis skills. FEA also understands that families may have concerns about their children accessing certain information on the Internet. FEA believes the benefits to educators and students accessing the Internet far outweigh any disadvantages.

Although we cannot control what material students can access on the internet, FEA may use filtering programs to restrict access to non-educational material. However, on a global network,

it is not possible to control all transmissions. It is possible that a student may discover controversial information either by accident or on purpose. In the end, parents and guardians will be responsible for setting and conveying standards that their children should follow when using the Internet. FEA fully supports each family's right to decide whether or not to apply for access.

Though FEA maintains the utmost confidentiality of personal information provided by students, all digital transmissions are subject to inspection and/or monitoring by FEA employees and administrators. Digital storage and account activity (all data logs) is FEA Property, and as such, network administrators may periodically review files and communications to maintain system integrity and ensure that students are using technology responsibly.

Any technology device that is loaned to students for use at home must be returned to school at the termination of the student's enrollment. Students are responsible for the general care of the equipment they have been issued by the school. Devices that are broken or fail to work properly must be reported to the FEA Staff. Lost or stolen equipment should be reported immediately to the Principal's Office. Repairing or replacing a school-issued device that malfunctions or is damaged must be reported to FEA Staff immediately. **Any damage done to school devices as a result of student's misuse will result in a fee to replace the device. This includes chargers, computer accessories, hardware, software, and digital licenses.**

The purpose of this agreement is to ensure that the use of FEA Technology Resources is consistent with our stated mission, goals, and objectives as outlined in the first paragraph. The smooth operation of the network relies upon proper conduct of students and faculty. These guidelines are provided so that you will be aware of the responsibilities your child is about to assume.

10.4 Google Workspace for Education

At FEA, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At FEA, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google: Gmail, Calendar, Chrome Sync, Classroom, Cloud Search, Contacts, Docs, Sheets, Slides, Forms, Drive, Groups, Google Chat, Google Meet, Google Talk, Jamboard, Keep, Sites and Vault. (full descriptions can be found at https://workspace.google.com/terms/user_features.html)

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “Additional Services” including: YouTube, Blogger, Google Maps, and the Chrome Web Store to access whitelisted, school approved apps only.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html

If you consent to your child’s use of Google Workspace for Education, you can access or request deletion of your child’s Google Workspace for Education account by contacting the school office. If you wish to stop any further collection or use of your child’s information, you can request that we use the service controls available to limit your child’s access to features or services, or delete your child’s account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>). The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html).

10.5 Technology as a Privilege and Responsibility

During school, whether on or off school grounds, teachers will guide students toward appropriate use of FEA Technology Resources. Parents/guardians are responsible for the same guidance at home. The following will not be tolerated by students, teachers, or administrators with School access to the Internet:

- Sending, displaying, or accessing offensive messages or pictures (the definition of offensive includes but is not limited to: hate-based, abusive, obscene, pornographic, profane, threatening, harassing, or illegal material.)

- Threatening another person
- Accessing “chat rooms,” discussion boards, or news groups unless authorized by the instructor for a class activity directly supervised by a staff member
- Damaging or vandalizing computers, computer systems, or computer networks
- Violating copyright laws
- Using someone else’s password or misrepresenting school staff or students
- Accessing someone else’s folders, work or files
- Intentionally wasting limited resources such as download time, hard drive space and printing supplies
- Using network for personal profit
- Removal of any FEA Technology Resource from school property without proper permission by a teacher or administrator

ANY VIOLATIONS WILL RESULT IN LOSS OF COMPUTER ACCESS, AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTION.

USERS ARE SUBJECT TO ALL LOCAL, STATE, AND FEDERAL LAWS.

10.6 Digital Citizenship Agreement

Inappropriate behavior/language, unproductive comments, off topic responses, bullying/gossip, anything that is indicated in the Digital Classroom Expectations or anything that reduces or prevents learning to occur will result in online discipline consequences.

Please Note: Many electronic formats being used to conduct classroom learning (Google Classroom, Zoom Education, school email, etc.), have time stamps of ingoing and outgoing information, recording features, and work that is saved. Deleted items can be tracked, please take this into consideration before posting. FEA has the right to access any account and change passwords on any school issued platform as needed.

PART 11: MISCELLANEOUS

11.1 Lost and Found

Lost articles, clothes and personal items may be claimed outside the office. Valuables can be claimed at the front office. It would be helpful to have your child’s name marked inside articles of clothing, book bags, lunch boxes, etc. Unclaimed items after announcements, will be donated.

11.2 Leaving School during the School Day

During the school day, no student is permitted to leave the school grounds without being signed out by a parent, legal guardian or authorized emergency contact at the school office. Please contact the school and teacher to let them know if you need to pick up your child early.

11.3 Jumaa Prayers and Usage of MCF Masjid During School Hours

Students may attend duhr and Jumaa prayers at the Muslim Community of Folsom Masjid adjacent to the school. Students also have lunch and use the masjid space with their classes during school hours. Students will be supervised by their teachers. Public community members may also be present during prayer times at the Masjid.

11.4 Volunteer Program

The Volunteer Program was implemented as a means of providing parental support for activities which enrich the school experience for our students. This program is in need of active parent volunteers who are eager to support their children's learning. Many of our programs and activities simply cannot continue without dependable volunteer support. Additionally, we want parents to be actively involved at school as effective partners in supporting the development of our students.

Procedure

Volunteer hours must be logged on the Volunteer Authorization Affidavit and hours must be approved and signed at each event by an authorized PTO member. At the end of the school year, with the completion of required volunteer hours, the form must be submitted to PTO for approval for reimbursement of your child's tuition registration fee not to exceed \$100.

Please remember that your participation is an important part of your child's development. Although you can satisfy your 10 hours by paying the volunteer fee, we prefer to see all of our parents involved in the school community. The purpose of this program is to encourage parental involvement and to enhance the learning environment for our students.

11.5 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 issue 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.

11.6 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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