

Folsom Educational Academy

Preschool 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 and Age Groups

Preschool Program

Students in the preschool program 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.

Pre-K 1 (Ages 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.

Pre-K 2 (Ages 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 disenroll and re-enroll once the child is able to independently use the restroom. 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.

1.4 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 Unified School District in addition to Islamic Holidays.

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

Preschool Hours of Operation are:

Preschool Options: Option 1	8:30 a.m. – 1: 30 p.m.
Option 2	8:30 a.m. – 3: 30 p.m.

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

1.5 Daily Schedules

Daily Schedule PK1

08:15 am – 09:00 am: Drop-off/Free Play
09:00 am – 09:30 am: Circle Time
09:30 am – 10:00 am: Snack
10:00 am – 10:30 am: Table Time/Free Play
10:30 am – 11:00 am: Recess
11:00 am – 12: 00 am: Arabic, Quran, and Islamic Studies
12:00 am – 12:30 pm: Lunch
12:30 pm – 01:00 pm: Table Time
01:00 pm – 01:30 pm: Story or Music (Prep for Nap)
01:30 pm – 03:20 pm: Nap
03:20 pm – 03:30 pm: Dismissal

Daily Schedule PK2

08:15 am - 09:00 am Drop-off/Free Play

Monday-Thursday

08:30 am -- 09:00 am: Tracing Names / Free Play

09:00 am – 09:30 am: Morning Circle Time

09:30 am – 10:00 am: Wash Hands/ Snack

10:00 am – 10:30 am: Arabic Circle time

10:30 am – 11:00 am: Arabic / Quran & Islamic Studies

11:00 am – 11:30 am: Centers

11:30 am – 11:50 am: ZooPhonics Activity

12:00 pm – 12:30 pm: Wash Hands/ Lunch

12:30 pm – 01:00 pm: Recess

01:00 pm – 01:20 pm: Math/Science Activity

01:30 pm – 03:20 pm: Nap

03:20 pm – 03:30 pm: Dismissal

Friday Is Biking/Cooking Day!

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.

Start Time: 8:30 am

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

LATE FEE OF \$30 if picked up after 12:00 pm per child per instance

1.6 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. Glass containers are not allowed for student and staff safety as they can break and cause injury. 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.
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A nap time is established from 1:30 pm to 3:15 pm. Children who do not nap must lie

quietly in their cots to allow other nappers to nap peacefully. Children who consistently fail to remain quiet during nap time will have to be dismissed at 1:30 pm until they are able to comply with nap time requirements. A three weeks training period will be given to all students at the beginning of the school year to determine if the extended program is the right fit for the student.

Parents are responsible for bringing clean sheets and bed covers every week. All used and/or soiled items will be stored separately from clean items and will be sent home for a replacement on the following day.

1.7 Drop Off and Pick Up Procedures

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. Parents must adhere to the pick up time of the program that their child is enrolled in. Late pickups will result in the incurrence of a \$30 fee if not picked up within 15 minutes of the designated pick up time and \$30 for every 30 minutes after this.

1.8 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.

1.9 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.

1.10 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.

1.11 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.

PART 2: ADMISSIONS

2.1 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.

2.2 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.

2.3 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.

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.

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.

3.3 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.

Students who have 3 accidents per week in PreK-1 and 2 accidents per week in preK-2 must stay home for 5 school days after the last accident before they are allowed back in the classroom. Parents need to use this time to retrain the student to use the potty. After that, the same process will apply after 2 accidents per week per student. This is to ensure that teachers have the time and the means to attend to the needs of the whole class.

PART 4: COMMUNICATION

4.1 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.

4.2 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.

4.3 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.

4.4 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

4.5 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.

4.6 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 5: PARENT AND STUDENT INFORMATION

5.1 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.

5.2 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.

5.3 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.

5.4 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.

5.5 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.

5.6 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.

5.7 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 6: CODE OF CONDUCT

6.1 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).
 - o 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 7: HEALTH AND SAFETY

7.1 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.

7.2 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.

Contagious Illnesses: Parents should report all contagious illnesses to the Folsom Educational Academy Administrative staff.

7.3 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 students name and grade clearly labeled.

7.4 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.

7.5 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 8: DISCIPLINE

8.1 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.

8.2 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

8.3 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.

8.4 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.

8.5 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 9: MISCELLANEOUS

9.1 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.

9.2 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.

9.3 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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