

Foresthill Divide School Handbook

2023-2024

Home of the Mountain Lions



Please read carefully, then sign the acknowledgment in the “FUSD Mandatory Signature Pages” indicating that it has been reviewed. This handbook describes our programs, policies and procedures. Thank you.

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This is a living document and may be modified during the course of the school year. Our website will always have the most updated version.

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Welcome Message from Principal Ashley Lawson

Dear Student and Parent(s),

Welcome to Foresthill Divide School (FDS)! I hope this letter finds you all in good health and high spirits. It is with great joy and excitement that I take this opportunity to introduce myself as the new Principal of Foresthill Divide School. As I step into this role, I am both humbled and thrilled to become part of this wonderful educational community. I consider it a privilege to serve as the educational leader of a school with such a rich history, diverse talents, and a supportive community. I am committed to building upon the strong foundation laid by my predecessors and to fostering an inclusive, innovative, and nurturing learning environment that empowers each student to reach their fullest potential.

School is a place where lifelong relationships are forged, where dreams are nurtured, and where students can grow both intellectually and personally. My mission as your new Principal is to ensure that each student's unique genius is recognized and celebrated and that they are provided with the tools and opportunities to excel. As we embark on this exciting journey together, I promise to work collaboratively with our exceptional staff and the larger school community to uphold our commitment to academic rigor, character development, and student well-being. Open communication, respect and a sense of belonging will be at the core of our interactions, fostering an environment of trust and mutual support.

I am a firm believer in the power of community and student involvement, and I encourage each family to actively participate in our school events, parent-teacher conferences, and various community volunteer opportunities. Your support is invaluable, and together, we can create a school where every student feels motivated, challenged, and loved. I would also like to encourage all students to become actively involved in their education and in student activities. Students—if you become an active learner and the owner of your own education, then I promise you will always be seen, heard, and loved. Together, as a team, we can make this school year the best one yet.

In the coming weeks, we will be sharing more information about our coming events, academic programs, and ways for families to be involved. Our school website and communication channels will be updated regularly, so please ensure that you stay connected. I eagerly anticipate the chance to meet each one of you, to listen to your aspirations, and to learn more about your unique stories. My door will always be open for you, and I am here to support and guide you every step of the way.

With heartfelt gratitude and enthusiasm,

Principal Ashley Lawson



FUSD Mission Statement

Foresthill Union School District will provide outstanding instruction and meaningful experiences to enable all students to reach their full potential in a safe, supportive environment.

Foresthill Divide School Partnership Commitment

Building upon a solid home foundation, Foresthill Divide School will provide a positive and supportive learning environment where each student will acquire the skills and knowledge necessary to develop into a responsible, productive citizen.

This commitment will be accomplished by a cooperative effort between home, school, and child. The responsibility of the school is to teach the skills of learning. The responsibility of the child is to be a willing learner while respecting the rights of others to learn. The responsibility of the home is to ensure successful learning by preparing, nurturing and supporting the child.

FDS believes in the underlying principles:

Be safe,
Be respectful,
Be Responsible

Non-Discrimination

The Foresthill Union School District does not discriminate on the basis of race, religion, color, national origin, age, sex or disability in its educational programs, activities or employment. All educational opportunities will be offered without regard to race, religion, color, national origin, sex or disability.

The Foresthill Union School District is a tobacco-free, drug-free environment.



Daily Schedule

6:00	Kids Club Opens	
7:00	School Office Opens	
7:45	Student Drop Off/Before School Supervision	*Note: in the event of inclement weather, TK-3rd grades will report directly to the classroom. 4th-8th grades will report to the gym.
8:05	School Day Begins	
11:20-11:50	TK-3rd Grade Lunch/Recess	
11:50-12:20	4th-6th Grade Lunch/Recess	
12:20-12:50	7th-8th Grade Lunch/Recess	
2:30	School Day Ends	*Note: Monday dismissal time is 1:30
6:00	Kids Club Closes	

FDS Mornings

- We open the school gates at 7:45 to welcome students for before school supervision and/or breakfast.
- All students and accompanying adults must wait outside until 7:45 unless they have an scheduled appointment.
- Adults with a prearranged meeting may sign in through the office.

FDS Afternoons

- Parents who walk up to the dismissal area are asked to wait outside the gates for their students.
- Classroom teachers will escort their classes to the appropriate dismissal area.
- Upper grades are dismissed at the gate with staff positioned for supervision. Lower grades dismiss and stay with their teachers under the covered structures in the mail loop.
- Students must leave campus after dismissal unless they are under the direct supervision of a staff member for a prearranged event, activity, or help session.

Recess

- Morning and afternoon recess is scheduled by the teacher and times may vary from grade to grade.



Foresthill Divide School

Opportunities to Be Involved

Volunteering

Many Foresthill adults help children in the classrooms, library, field trips, and in other special activities. If you would like to volunteer, please contact your child's teacher or the school office. The FUSD Board of Trustees has adopted policies and procedures which will further enhance student safety. These procedures require all volunteers to have the following on file:

1. Emergency card
2. Tuberculosis clearance - good for 4 years
3. Copy of driver's license
4. Department of Justice (D.O.J.) fingerprint clearance

Teachers need support in a variety of ways and we welcome opportunities to bring families into our building. Adults can assist the teacher with material preparation, room set up/decoration, classroom events, etc. Additionally, we need adults to read to students, listen to students read, help with individual student supports and/or small group activities.

PTO

FDS PTO needs you! Here are just a few of the reasons why you should join the PTO: 1. The children benefit. Research shows that participating in your child's school helps them perform better. 2. The school benefits. PTO supports teachers, staff and students. Our PTO has fundraisers and events throughout the year to bring new opportunities to the school. 3. Make connections. Joining PTO gives you opportunities to get to know the teachers and staff better and connect with other parents and families. Some of the events we provide are the ice cream social, Fall Festival, and Spring Carnival.

Parents/guardians, grandparents, staff and community members are welcome to join our PTO with no obligation. Families are encouraged to participate as much or as little as they are comfortable doing. PTO meets the second Thursday of the month at 3:00. Don't forget that Kids Club is available for childcare! To sign up, please email ptoforesthill@gmail.com.

School Site Council

The School Site Council (SSC) is an advisory entity of certificated and classified staff as well as parent and community members along with the Principal to evaluate and monitor progress of school matters primarily regarding academic performance, fiscal interests, and safety and health. Members are elected by their respective constituent group. School Site Council participates in the development and revision of the School Plan for Student Achievement (SPSA).



Foresthill Divide School

Programs, Clubs, Activities and Athletics

PBIS

FDS is proud to be a PBIS school where we identify, model and celebrate positive behaviors. Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate, as well as teacher health and wellbeing. PBIS is a way to create positive, predictable, equitable and safe learning environments where everyone thrives. Through the PBIS framework, attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children. School wide PBIS systems focus on identifying key behaviors that are actively taught and modeled. In our case, these behaviors center around safety, respect and responsibility. Throughout the building, we recognize and acknowledge students who demonstrate these behaviors in a number of ways such as school-wide assemblies, morning announcements, DoJo points and BEST tickets. bEST tickets awarded to students who are demonstrating safe, respectable, responsible behavior. Any staff member can recognize students with these tickets. Tickets are put in the tumbler and drawn weekly for recognition. Individual classrooms may also utilize the best tickets for individual classroom recognitions. Students who exhibit positive behaviors, make good decisions, will have opportunities for special school activities, trimester awards, and positive commendations. In the classroom, our PBIS strategies are important tools to decrease disruptions, increase instructional time and improve student social behavior and outcomes.

ELOP

FUSD is pleased to bring the Expanded Learning Opportunities Program (ELO-P) to our Foresthill Divide School campus. ELO-P has three main components:

- **KIDS CLUB**, offering before-school, after-school, and summer care to TK through 8th-grade students;
- **TARGETED ACADEMIC TUTORING** for students whose teachers have referred them to a six-week cycle of tutoring on a specific subject or concept; and
- **ENRICHMENT**, offering high-interest elective classes in six-week cycles throughout the school year.

Our highest priority is to provide safe, healthy, fun, and enriching options for our community kids. ELO-P/KIDS CLUB staff are CPR and First Aid Certified, engage in professional learning, and bring a wealth of skills, experience, and care to our kids each day.

Through state funding, FUSD's ELO-P/KIDS CLUB program is available free of charge to kids whose families qualify for the FRPM Program (Free/Reduced Price Meals). The more families who apply and qualify for FRPM, the more funding our ELO-P/KIDS CLUB program will receive. Our ELO-P program will continue to grow and evolve based on student and parent feedback. We invite you to share ideas and if you have a special skill or interest you'd like to teach to young people, consider signing up to teach an Enrichment class. This program is by our community, for our community!

- Before and after school participation on regular school days and minimum days is free for all students.
- Space may be limited, in which case priority will be given to:
 - TK-6th grade students whose families have applied and qualify for FRPM
 - Returning Kids Club participants and their siblings

- All other TK-6th grade students
- 7th and 8th grade students
- For non-school days:
 - Free for students whose families have applied and qualify for FRPM
 - Sliding scale for all others (sliding scale to be released by Sept. 1, 2023)

PE

Physical education significantly contributes to students' well-being; therefore, it is an instructional priority for California schools and an integral part of our students' educational experience. High-quality physical education instruction contributes to good health, develops fundamental and advanced motor skills, improves students' self-confidence, and provides opportunities for increased levels of physical fitness that are associated with high academic achievement. To this end, all students at FDS receive 100 minutes of Physical Education instruction per week from a certificated teacher. Students must have appropriate shoes for P.E. at school (ALL grades).

Art

Creativity and appreciation for the arts are important for all students to have a well-rounded education that exposes them to new ideas and perspectives. Arts education boosts school attendance, academic achievement, and college attendance rates; improves school climate; and promotes higher self-esteem and social-emotional development. FDS is pleased to offer art education to all grades on a rotating basis on Tuesdays and Thursdays during the school day.

Student Council/Leadership

The objective of the student council is to represent the whole student body in all matters pertaining to the betterment of our school.

- To foster communication among students, administrators, staff, and the community.
- To promote, organize and execute activities that encourage **student pride, school spirit and a positive campus culture.**
- To install democratic ideals, provide an outlet for student expression, and a forum for aiding in the solution of school problems.

The student council is selected by means of a student body vote and volunteers. Applications for student council positions are available in the office. Applicants are encouraged to campaign for themselves by explaining to their peers how they wish to support the school and the student body as a whole.

The following positions are available: President, Vice-President, Secretary, Treasurer, Spirit Commissioner, and class representatives. Officers are elected from 7th and 8th grades.

Foresthill Divide School Athletics

Athletic Director: Stacy Stroup SStroup@fusd.org

Foresthill Divide School encourages our students to be involved in as many different activities offered. Participating in athletics is a great way to create friendships, learn about teamwork and sportsmanship while learning the importance of being committed to a common goal. Many life lessons are developed through athletics! Foresthill Divide School competes in the Sierra Foothill League. Currently there are 9 schools in the league. Those schools are Alta, Bowman, Colfax, Foresthill, Rocklin Academy-Gateway, John Adams Academy, Maria Montessori Charter Academy (MMCA), Western Sierra Collegiate Academy (WSCA), & Weimar Hills.

General Rules for Participation

- To participate, students must maintain a 2.0 average with no "F's" on the last official report card or official progress report. If grades slip below a C average, or an "F" is received for a grading period, students will be restricted from all activities and games until the average is brought up to a "C" and/or the "F" has been raised.

- Cross Country & Track are offered to 4th-8th grades. All other sports are offered to 6th, 7th and 8th graders.
- Athletes must follow school and sports behavior rules to participate.
- Families must provide transportation for their own child to any sports activity.
- Students must attend school the day of the practices/events/games.

Permission slips are required for all participants of Mountain Lion Athletics. Permission slips are due prior to attendance at practice or games. Please see below for our sports' seasons.

Foresthill Divide Sports

*Please note that the availability of our sports' teams is dependent on the ability to field enough players for a team.

Fall Sports	Start Date	End Date	Who Can Participate
Flag Football	08.28.23	10.16.23	Boys/Girls Grades 6-8
Girls' Basketball	08.21.23	10.24.23	Girls Grades 6-8
Cross-Country	08.28.23	10.25.23	Boys/Girls Grades 4-8
Winter Sports			
Girls' Soccer	10.23.23	12.21.23	Girls Grades 6-8
Boys' Basketball	12.04.23	03.07.24	Boys Grades 6-8
Spring Sports			
Boys' Soccer	03.20.24	05.20.24	Boys Grades 6-8
Girls' Volleyball	03.06.24	05.20.24	Girls Grades 6-8
Track	April (TBD)	May (TBD)	Boys/Girls Grades 4-8



Processes, Procedures and Protocols

Listed alphabetically for your convenience

Absences

Current state law requires that all parents or guardians inform school officials when their child is absent. You can notify the school about your student's absence using the following options:

- *Call the Attendance Line at (530) 367-3782, select 2
- *Send an email message to attendance@fUSD.org
- *Respond to the Automated Attendance Call (School Messenger)
- *Send a handwritten note to school with your child upon return to school

IT IS VERY IMPORTANT TO CLEAR ABSENCES ON THE DAY OF OR THE FIRST DAY BACK FROM AN ABSENCE. Absences not cleared within three (3) days, will be reported as unexcused. Once the absence is marked unexcused it cannot be changed due to district, county and state reporting regulations. Parents of students that fail to clear absences are in violation of district, county, and state regulations and may face prosecution or other consequences through the County Student Attendance and Review Board (SARB).

Accidents

In the event of an accident requiring the service of a doctor, every attempt will be made to contact the parents/guardians. For this reason, it is imperative that parents/guardians update emergency card information and keep the school informed of any changes in address, work and home phone numbers, sitters, nearest living relatives along with their phone numbers, and emergency contact numbers. If the parents/guardians cannot be reached, information on the emergency card, signed by the parents/guardians, shall be used for securing medical care. In the event the student needs immediate emergency care, the fire department will be called. If hospital care is indicated, the student will be transported by ambulance to the nearest hospital. Cost of transporting a student to a medical facility will be the responsibility of the parents/guardians. The school nurse, administrator, or teacher and/or medical personnel shall accompany the child and stay with him/her until the parents/guardians have been notified and given time to arrive at the medical facility.

After School

Supervision is not provided after school and students are expected to leave right after dismissal. Students who participate in sports or other activities that begin later in the day must leave campus as loitering is not permitted at any time on campus.

Assembly Behavior

Students are expected to exhibit mature behavior during assemblies. Students are to use the following guidelines:

1. Students will enter and exit the gymnasium in an orderly fashion.
2. Students will sit with their class in an area indicated by their teacher or principal unless otherwise specified.
3. Students will always be courteous to guests and presenters.
4. Students will keep hands and feet to themselves, listen attentively, and use applause to show appreciation. Shouting, stomping, etc., are acceptable at "rally" type assemblies only.

Bicycles, Skateboards

Students who ride bicycles to school shall park their bicycles in the “bike rack” upon arrival at school. For safety reasons, bicycles are never to be ridden on school grounds at any time. Students riding bicycles must observe the same laws adults do when driving cars or motorcycles. All students **must** wear a helmet when riding their bicycle. The school will make every effort to keep the bike rack area secure to prevent damage and/or theft. Bicycles must be locked when stored in the bike rack. Skateboards are housed in the student’s homeroom and, like bicycles, are never to be ridden on school grounds. School administration shall direct a student to leave their bike and/or skateboard at home if a student endangers themselves or others by disregarding safety rules. Failure to comply with the directive will result in the impounding of the bike or skateboard.. The impounded item will be delivered to the student’s parent(s) upon request.

Cafeteria

The cafeteria is a place where good human relations can be developed. Each student is expected to practice the general rules of good manners. All students will

- Enter and exit in an orderly fashion and follow adopted traffic patterns.
- Stand single file while in the food line.
- Observe good dining room manners while in the cafeteria.
- Talk in a normal tone - no shouting.
- Remain seated while eating until dismissed.
- Leave the table and surrounding area clean and orderly.
- Put trash in proper containers.

Campus Status

FDS is a “closed campus.” Students may not leave campus until the end of the school day. If a student needs to leave school early, parent permission is required. An adult must sign out the student in the office unless prior arrangements have been made.

Candy, Seeds, Soda, Gum, etc.

To ensure a clean environment and fewer distractions, candy, seeds, soda, gum and like items are not permitted on school campus at any time, including after school/evening events.

Cell phones

As per district policy 5131 Conduct, “Unauthorized use of a cell phone, smart watch, pager, or other mobile communication device during instructional time” is a violation of district policy. Cell phones should be turned off and kept in the student’s backpack during the school day. Teachers may allow use of a Smart Phone, IPad, or other device for research at specified times only. However, bringing such a device is not required or encouraged. Texting or making calls during the day is not permitted. Please note that, as per policy, staff may collect phones and store them securely during the school day. Additionally, lack of compliance may result in the following:

- i. Verbal warning
- ii. Staff may take the device and return it to the student at the end of the school day.
- iii. Staff may take the device and require a parent to retrieve said device.
- iv. Administration may require the device no longer allowed on campus.

Dances

Students must be in Good Standing to attend dances and will be required to adhere to the following to ensure a safe and school appropriate environment.

- Avoid mosh pits or piles
- Maintain appropriate distance between dancers.
- Follow the dress code

Field Trips

Field trips are excellent opportunities to enrich and extend the learning of students. When students are transported by bus, they must return on the bus. Parents must pick up students promptly after field trips. If your child is not picked up promptly, teachers are required to call authorities to take your child home. Parents attending field trips must be properly cleared. Please call FDS or the District Office for more information on the clearance procedure. Students may be required to be accompanied by a cleared parent or guardian at the teacher's request.

Gang Affiliation

Gang affiliation is defined as three or more people who conspire together for the purpose of individually or collectively engaging in violence or other criminal activity. The Governing Board is charged with maintaining school campuses that are safe for students and staff in accordance with California State Law. FDS, with the assistance of local law enforcement agencies, will monitor student behavior, clothing, accessories, and other attributes that may be indicators of gang involvement or emulation, in order to ensure a safe and secure campus for students and staff. FDS prohibits the presence of any clothing, jewelry, accessory, notebook, or manner of grooming, which by virtue of its color arrangement, trademark (tagging), or other attribute denotes membership in gangs, which promote or advocate drug use, intimidation, violence, or disruptive behavior. Students in violation of this policy will face strong disciplinary action, up to and including expulsion. Students wearing oversize clothing that promotes "sagging" or wearing any form of gang related dress will have their parents contacted for the purpose of transporting their child home to change into clothes that are appropriate for school. Any student involved in gang related intimidation, harassment, or violence to other students may be suspended from school and may face further disciplinary action, including expulsion.

Homework

Homework expectations vary from grade to grade. However, all students are expected to read 20 minutes each night. For non-readers, we encourage picture books and family members reading to/with students.

Independent Study

If you know that your child is going to be out of school due to illness, a pre-determined hospital stay, or other personal reasons for five to fifteen days, please put your child on independent study to keep your child from being deemed as truant. Independent Study contracts are designed to allow a student to receive *academic* credit for the day(s) he/she is not in attendance. Students who are absent from school from **THREE DAYS** to **FIFTEEN DAYS** must have a parent sign an Independent Study Contract in the FDS Office. Please call the school office for assistance. Parents shall complete an Independent Study Contract five school days *prior* to the first day of the child's absence to allow teachers ample time to prepare student work. Please call the school office to make arrangements to place your child on Independent Study.

Leaving Prior to Dismissal

Students who are required to leave school early must be picked up and signed out in person by a parent, guardian, or a person listed on the student's Emergency card.

Liability for Damage or Loss

Parents or guardians are financially liable for all school property loaned to the student that is not returned or is damaged. The school district may withhold student progress reports, report cards, certificates of merit, diplomas, etc., until such loss or damages are paid or missing property is returned.

Library Borrowing Privileges

All children are encouraged to check-out books from the school library. We ask for your cooperation in seeing that your child cares for borrowed books and returns them when due. Students are allowed to check out 2 books maximum for a one-week period. If they need to keep materials longer than that they must renew them. Students will be required to pay for lost or damaged library materials.

Lost and Found

The lost and found is located in front of the gym. All lost items found on the school grounds will be placed in the lost and found. Unclaimed articles will be donated to charitable organizations at the end of each trimester.

Make-up Work

Students are responsible for completing work missed due to absences from any class or school. The teacher shall determine which assignments, tests, homework etc., the student must make-up and the period of time that the student is given to complete such assignment(s). If a student is going to be absent, parents may request assignments by emailing the teacher directly or phoning the office. The request should be made in the morning prior to 10:00 a.m., on the day you wish to pick up your child's work. The make-up work may be picked up in the school office between 2:30-3:30pm. or by appointment.

Medication

When it is necessary for students to take medication, during school hours, the following procedures **MUST** be followed.

1. The parent or guardian will notify the school nurse or school office of the need for the student to take medication during school hours or school functions. The nurse or school secretary shall forward to the parent the form that the attending physician and the parent must complete, sign and return to the school. School personnel cannot administer medication unless there is a completed parent and physician request form on file in the school office. **This form must be completed EACH school year.**
2. Forms will be kept on file along with the medication in the school office.
3. The medication must be sent to the school in the prescription bottle or original container.
4. All medication, including ANY and ALL over the counter medication is to be kept and dispensed by the school office only. Students are not permitted to carry any medication on them during the school day.
5. All unused medication is to be picked up by the parent at the end of the school year. Unclaimed medication will be discarded.

Personal Property

Students should keep *all personal possessions* at home including electronic devices and equipment, toys, sports equipment, laser pens, trading cards, etc. These items are not to be used during school hours. Any student involved in the theft of another student's private or school property or other possessions will face disciplinary action. Please note that if any personal possessions are brought to school and lost, the school is not responsible for those items.

Progress Reports and Report Cards

Progress reports are a communication tool to inform parents of their student's progress in school and are issued every six weeks.

Report cards are issued each trimester usually one week after the end of the grading period (Please check dates on the school calendar) and their purpose is to inform students and their parents of the student's standing at the end of the semester. Please feel free to contact your child's teacher(s) if you have any questions about your child's progress report or report card.

School Nurse

A school nurse will be scheduled to be on school grounds each week. During the year, the nurse will give

routine sight, hearing, and scoliosis screenings to designated or referred students. Referrals to the nurse by teachers or parents about medical concerns will be treated confidentially and with parent notification. The nurse will contact the home when she feels that a child is in need of medical attention. If it is believed that the child is suffering from an infectious or contagious disease parents will be contacted for the purpose of taking their child home. Due to the transmittable nature of lice, children that have been identified with pedicosis (head lice) will not be permitted to attend school until the student has been treated and hair is louse free (including egg casings). Students suffering from the above-mentioned maladies or other communicable diseases will be allowed to return to school when school and health authorities are satisfied that the child is no longer contagious. Medical care is the responsibility of the home and is not provided by the school. School personnel cannot dress old wounds. First aid is defined as the immediate, temporary care given in case of accident or sudden illness and will be administered, when necessary, by the school nurse or qualified personnel.

Snow Days

Snow days are called by the FUSD administration typically by 5:30 a.m. This information is posted on our web-site and Facebook. A Robo call will go out on snow days by 5:45 a.m.

Sporting Events

Students must have consent to attend home games. Students are to remain in the gym throughout the game, as there are no “in - and-out” privileges. Students not adhering to this policy will be asked to call parents/guardians and leave campus.

Student Records

Parents may view their child’s cumulative record by appointment with the school principal. Copies may be requested for a modest fee.

Student Services

Our district provides several services and programs for children through the Department of Children and Family Services in conjunction with the Placer County Office of Education and other agencies. Services may be provided by the school nurse, adaptive physical education teacher, language, speech and hearing specialist, school psychologist, occupational therapist, and may include screenings, in-class presentations, and assessments. The Student Study Team at FDS devises a written plan to address individual student needs and determine appropriate referrals for such services. Special education teachers work with children who meet eligibility requirements.

Student Transfers

Parents and Guardians should let the school know of an upcoming transfer at least a week prior to the student’s last day whenever possible. We also ask that parents/guardians come into the office on the student’s last day so that we can ensure that all applicable transfer materials have been obtained. Please know that: 1) school records are forwarded by mail ONLY at the request of the new school, and 2) securing a transfer in advance will save needless phone calls to school officials.

Study Skills

Part of our job at FDS is helping students learn to be learners. To that end, teachers assist students in the areas of note taking, test taking, organization and time management, listening, memory, reading aloud, reading comprehension, vocabulary strategies, and learning strategies/styles.

Tardy Procedures

Students who are late to class should report directly to the school office for a pass. One is considered tardy if the tardy bell rings and s/he is not ready to work with all materials prepared. Students who enter at the last moment, then claim it necessary to leave for the restroom, etc., may be tardy under this

definition. **Students with excessive late arrivals (30 minutes or more) will be deemed truant and referred to the Placer County Student Attendance and Review Board (SARB).**

Telephone Use

The school office telephone is for urgent or emergency situations only. The office phone is not to be used to make after school arrangements or for other non-emergency reasons.

Transporting Students to School Activities

Adult non-staff drivers MUST be a cleared Volunteer in order to transport students and have completed all Driver requirements listed below.

- complete and return a Transportation Waiver, Release, and Indemnity Agreement. Please ensure that you read the agreement thoroughly before signing.
- be 21 years of age and have a safe driving record.
- provide verification of insurance with minimum \$100,000 per individual/\$300,000 total injury to persons/\$50,000 damage to property per accident coverage is required.
- meet the mandatory fingerprint requirement.

Driver forms are available in the district office and must be submitted **five days prior to a field trip**. Once the form is on file, it is good for one school year. However, a *current* verification of insurance may need to be submitted more than once if policy's expiration date is within the school year.

Truancy

California State Law requires that all students attend school each school day. Students who are habitually absent and/or tardy will be considered TRUANT and will face disciplinary action. Should a student become TRUANT, parent(s) and student will be referred to the Placer County School Attendance and Relations Board (SARB) where a formal hearing will be held to review the student's truant status. The SARB will prescribe corrective actions and make recommendations to resolve the truancy

status of the student. The SARB hearing will occur at the Placer County Sheriff's Department, Auburn Justice Center, Comm. Rm, 2929 Richardson Drive Auburn, CA 95603. (Please read the section on Independent Study to keep your child "truant free").

Vandalism

Destroying or defacing public or private property is a crime. Writing graffiti, tagging, drawing, scratching, marking, and/or writing offensive comments or causing physical damage to public (school) or private property is forbidden. Students involved in this type of activity will face harsh disciplinary action including payment for damages incurred, community service, and/or referral to the Placer County Sheriff's Department (Student will be cited for violation of local statutes).

Visitors/Parents

Visitors and parents are always welcome at our school. As a courtesy to the teacher, please call ahead if you are planning to visit a classroom. If you need to see an administrator, please phone ahead for an appointment. For security reasons, be sure to report to the office to receive a visitor pass that will identify you as a visitor during your visit. The visitor pass must be clearly visible at all times. Please sign-out and return the pass to the office upon your departure. Please do not conduct prolonged conversations or conferences during the instructional day.

Weapons

Weapons are not allowed on FDS campus. Students who bring weapons (guns, knives, nun-chucks, metal stars, stun guns, explosive devices, etc., and/or other weapons listed under P.C. 12020) to FDS will be suspended from school and face expulsion



General School Rules and Disciplinary Procedures

FDS school rules are based on the underlying principles of:

Be safe
Be respectful
Be responsible

Campus Regulations

1. Students are invited to be at school **after** 7:45 a.m., at which time there are adults on campus. Please be advised that a crossing guard may not at times be on duty.
2. Students should walk carefully to and from classrooms. Running is permitted on the grass field only. Students must be in supervised areas at all times.
3. Throwing objects such as rocks, snowballs, acorns, etc., is strictly forbidden.
4. No balloons are allowed at school or on the bus. Birthday bouquets will be left in the office until the end of the day.
5. Students are expected to interact positively with adults and follow directions in a courteous manner.
6. Weapons or sharp objects are not to be brought to school under any circumstances.
7. Students are expected to treat their peers and adults with respect and dignity.
8. Students will keep their hands and feet to themselves at all times and respect other peoples' space. Physical or attempted physical harassment (fighting, pushing, shoving, kicking, inappropriate touching, "pantsing", or other physical display), threats, verbal or sexual harassment will not be tolerated.
9. It is unlawful for students to possess tobacco products, alcohol, drugs, or drug paraphernalia. Such items are not permitted on school grounds. Students in violation may be turned over to law enforcement, suspended, or recommended for expulsion.
10. Intimate public displays of affection and hand holding are not appropriate at school.
11. Students are responsible for handling all athletic equipment in a safe and orderly manner. The student that checks out athletic equipment is responsible for its return.
12. All personal items not related to school are to be kept at home. These include, but are not limited to, fidget spinners, electronic devices, and toys. Such items, if brought to school, may be confiscated and may not be returned.
13. Students shall not bring large quantities of money (more than \$5.00) to school for personal use. **GAMBLING IS NOT PERMITTED.**

Campus Dress Code

The Board of Trustees and FDS staff believe that appropriate dress and grooming contribute to a productive learning environment. Students are expected to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program. Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

The following expectations will be enforced:

1. Closed toe shoes must be worn at all time-No flip flops/slides/sandals
2. All clothing shall be sufficient to conceal undergarments at all times, NO see- through, fish-net

fabrics, sagging pants, halter tops, tube tops, or low cut tops, bare-midriiffs and skirts or shorts shorter than mid thigh.

3. Any lower garments with rips must have material underneath to prohibit skin from showing.
4. All shirt straps must be 3 inches in width.
5. All clothing and personal items (backpacks, fanny packs, gym bags, water bottles, etc...) shall be free of writing, pictures, or any insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol, or tobacco company advertising, promotions and likeness, or advocate tracial, ethic or religious prejudice.
6. Dress and grooming must contribute to our respectful learning environment and must not pose any distractions and/or safety concerns.
7. Sunglasses may be worn outdoors.
8. Grooming is done at home. Curling irons, straighteners, hair spray, nail polish, and perfume, etc., are not allowed at school.

Student Use of Technology

Students are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the district's Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers, home addresses, and all telephone numbers private. They shall only use the account to which they have been assigned.
2. Students shall use the district's system safely, responsibly, and primarily for educational purposes.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

Discipline

Due process ensures that Students facing major disciplinary action such as suspension, expulsion, or transfer to another school have a right to a fair hearing. The process requires that procedures be established to guarantee that penalties that deny access to educational opportunity are administered for good and just cause. Due process procedures entitle students to: 1) oral or written notification of the charges; 2) explanation of the evidence; 3) opportunity to present his/her side of the story; and 4) a right to appeal decisions resulting in major disciplinary action to the next higher authority. The procedures are designed to ensure that corrective action, if any, is taken only after a thorough examination of the facts. The nature of the corrective action must be reasonably related to the nature and circumstances of the violations. It is hoped that students will never place themselves in a situation requiring the protection of due process. If however, a student does become involved in a situation in which a suspension, expulsion, or transfer might result, both the student and his/her parents will be given a more detailed description of the due process procedures.

A student may be suspended or expelled for acts that are listed below. Students are responsible for their actions including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off the campus. FDS is a closed campus.
4. During, or while going to or coming from, a school sponsored activity.

Please use the following links to our Board Policy regarding Suspensions and Expulsions.

[Policy 5144.1](#)

[Policy 5144.2](#)

[Policy 5144](#)



INSTRUCTION UNITS, PROMOTION AND GRADUATION REQUIREMENTS – TRIMESTER BP6146

Graduation requirements (units) for the sixth, seventh and eighth grade students in the Foresthill Union School District are as follows:

Grades 6-8

<u>Academic</u>	<u>Units</u>
Social Studies/History	1
Reading and Literature	1
English	1
Science/Health	1
Math	1
Subtotal academic units	5 per trimester
P.E.	1
Elective (when offered)	1
Subtotal non-academic	2 per trimester

One unit of credit will be given for each subject passed each trimester, for a maximum of 7 units per trimester, 21 units per year, 63 units (3 year period; grades 6-8). Maximum units are 63. Units required to graduate are 59.

Promotion Requirements

1. PROMOTION REQUIREMENTS:
 - a. Successful completion of 43 out of 45 academic units.
 - b. Successful completion of 16 out of 19 non-academic units.
2. Students that receive three or more F's or Incompletes during their 8th grade year are not eligible for promotion.
3. Students that receive an incomplete grade must turn in completed work to earn a passing letter grade within 10 school days from the end of the trimester.

SPECIAL EDUCATION:

Unit and promotion requirements for students in Special Education are determined by the approved differential standards written in each student's Individual Education Plan (I.E.P.).

"Transfer in" students' transcripts will be assessed and their FDS accumulative grade card will be credited

for units earned from previously attended schools.

Legal References:

51215-51217

Student Progress, Elementary and Secondary School (standards of proficiency)

51225.3

Graduation Requirements