



**Fox Road Elementary
Student Handbook
2018-2019**

**Principal: Carrie Duckart
7600 Fox Road
Hughson, CA 95326
(209)883-2256**

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General Information

School Hours

Regular Days	8:10-2:40	Lunch	12:15-12:55
Late Start Days	9:10-2:40	Lunch	11:50-12:35
Minimum Days	8:10-1:10	Lunch	12:15-1:00

Office Hours

Monday-Thursday	7:30-4:00	Friday	7:30-3:30
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Before & After School Supervision

Mornings 7:45-8:10	After School 2:40-3:00
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Cafeteria Hours

Breakfast Regular Schedule	7:30-8:05
Breakfast Late Start Schedule	8:30-9:05
Office Hours	7:30-1:30

Library Hours

8:00-2:30

After School Program

Office Hours	12:15-6:00
Checkout Regular Day Schedule	4:00-6:00
Minimum Day Checkout	2:30-6:00
After School Hours Immediately Following Dismissal to 6:00	

Fox Road Mission Statement

The Mission of Fox Road Elementary School is to create and maintain an environment that insures that every member of the school community reaches their highest level of academic achievement as determined by state and national standards. We commit to the successful teaching of grade level work everyday, utilizing a comprehensive system of support to assure this outcome.

Vision Statement

The vision of Fox Road Elementary School is that all students will reach their highest level of academic achievement while also becoming active and successful members of society.

Faculty & Staff

Hughson Unified School District

Brenda Smith	Superintendent
Carrie Duckart	Assistant Superintendent
Randy Heckman, Jim Huddleson, Cindy Gipp, John Luis, Dan Sexton	Board Members

District Personnel

Vicky Fuller	District Nurse
Chris Carr	Director of Maintenance
Dak Champeau	Coordinator Special Education
Rhianna Diep	School Counselor K-8
Lara Haverly	Director of Transportation
Marisa Emmons	District Psychologist
Jonathan Kneiss	Director of Food Services
Claudia Vasquez	Coordinator English Language Development

Fox Road Faculty & Staff

Office & Administration:

Carrie Duckart	Principal
Jodi Smith	Principal's Assistant
Jovita Gutierrez	Attendance/Health Clerk

Support Staff:

Rene Soares	Library Clerk	Clara Oliver	Paraprofessional
Ryan Plant	Custodian	TBD	Paraprofessional
Alma Avila	Paraprofessional	Suzie Whitfield	Paraprofessional
Rylie Custer	Paraprofessional	Nicole Whitfield	Paraprofessional
Haley Newsome	Paraprofessional	Arland Miller	PE Aide
Stacey Galvan	Paraprofessional	Jennifer Rodriguez	PE Aide
Maria Zavala	Paraprofessional		

Faculty:

Nereyda Alcazar	4th Grade Teacher	Lilliana Mendoza	5th Grade Teacher
Chris Bordona	4th Grade Teacher	Vaughn Pike	Special Education
Brenda Castillo	5th Grade Teacher	Dina Rodriguez	5th Grade Teacher
Charly Garza	4th Grade Teacher	Juliet Ness	5th Grade Teacher
Kate Gomas	4th Grade Teacher	Debbie Scheffler	4th Grade Teacher
Carlos Magana	5th Grade Teacher	Claudia Vasquez	English Language

Enrollment

New students to the district are enrolled online through School Mint at <https://hughson.schoolmint.net>. This can be done on any device (i.e. computer, smartphone, tablet) at home. If a parent/guardian does not have access to the website from home or if they need assistance the office would be happy to help.

Required Documents/Forms

The documents required that must be provided by the parent to enroll are:

- The child's Birth Certificate
- Proof of Residency in Hughson USD (i.e. utility bill, mortgage/rent payment, etc.)
- Immunization Records

If a parent does not reside within the Hughson Unified School District they must first seek a transfer request from their district of residency. Approved transfers must be submitted to the Hughson Unified School District Office located at 6815 Hughson Ave.

Medication

Students are not allowed to bring medication to school or self administer any medication at school. School personnel are not permitted to administer any medication, prescribed or over the counter, without written directives from a medical professional. If a student needs to take medication during the school day, the [Request for Administration of Medication at School](#) may be downloaded for use or obtained from the office. This document can also be found on School Mint and submitted through your child's account. Directives from the doctor may be brought to the school office or faxed to (209)883-2279. The directives shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. A pupil may be subject to disciplinary action if that pupil uses any medication or auto-injectable epinephrine in a manner other than as prescribed or allows other students to use it.

Medication Students are Permitted to Self Administer

Students are permitted to self administer Auto-Injectable Epinephrine and/or Inhalers used for Asthma if permitted by their physician. [Request for Self Administration At School](#) form may be downloaded for use or obtained from the school office. This document can also be found on School Mint and submitted through your child's account. The written statements shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

Bus Transportation & Rules

If a parent would like the school district to provide bus transportation, they can contact the Transportation Office at (209)883-2319.

Rules:

The Hughson Unified School District is concerned about the safety of children on the buses. The State Board of Education Regulations Governing Pupil Transportation, Section 14263, states: "Pupils transported in a school bus shall be under the authority of, and responsible

directly to, the driver of the bus and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road.” In order to assure the safety of the children, certain rules of conduct must be enforced during all bus riding. A video camera may be in use aboard the bus for the safety of your child.

Students must:

1. Use only designated stops.
2. Keep all body parts inside the bus.
3. Keep legs, feet, or other objects from obstructing the aisle.
4. Face front at all times.
5. Demonstrate appropriate bus stop behavior: line-up, no playing in the street, no rock throwing, etc.
6. Not throw objects out of the bus.
7. Not litter on the bus or at the bus stop.
8. Not bring items aboard the bus that may be injurious, such as; animals, insects, glass containers, radios, balloons, etc.
9. Not eat or drink on the bus.
10. Obey the bus driver at all times and be respectful.
11. Not tamper with bus controls.
12. Remain quiet at all railroad crossings.
13. Not engage in any activity that may distract the driver.
14. Properly identify self to the driver when asked.
15. Not stand or walk within 6 feet of the bus except when loading or unloading.
16. Not cross the road behind the bus.
17. Abide by all school and district rules while on the bus or at the bus stop.

Consequences:

When a student bus rider is guilty of misconduct, he/she will be reported to the Director of Transportation and the School Principal. Listed are the citations and actions taken for each:

1st CITATION: Warning

2nd CITATION: Three (3) days off the bus

3rd CITATION: Ten (10) days off the bus

4th CITATION: Twenty (20) days off the bus

5th CITATION: Sixty (60) days off the bus

SEVERE BEHAVIOR: May result in immediate removal until further notice

Students who have lost their riding privilege are not allowed to ride the bus on field trips, athletic events or band events. Students may attend educational field trips at the discretion of the Principal. Bus riding is a privilege which may be denied. Parents are urged to discuss disciplinary action taken to prevent further occurrence. If a student is suspended from the bus, however, they are not suspended from school and are still required to attend school. When a student is suspended from the bus it is the parent’s responsibility to arrange transportation. If you have any further questions, please contact the Transportation Department at 883-2319.

Foggy Days:

During foggy days, listen to radio stations, KATM 103.3, KBEE 102.3, K093 92.9, KABX 97.5 or KWNN 98.3 for the bus schedule. It is sometimes necessary to delay the buses one or two hours. On occasions when the buses do not run at all due to extremely heavy fog, students must make their own arrangements for transportation. Students must still attend school on foggy days.

Breakfast & Lunch Programs

Breakfast:

Breakfast will be served starting at 7:30 AM. Daily breakfast price will be \$1.50 for students and \$2.50 for adults. Breakfast will not be served after 8:00 AM.

Lunch:

Students may bring lunch from home or purchase a cafeteria lunch. Lunch menus are sent home on the last day of each month and can be found on the district's website. Daily lunch prices are \$2.35 per day for grades 4-5. Lunches may be purchased in advance. Adult lunches are available for \$3.50. Additionally, milk may be purchased for \$.50 cents per day, by the week, or monthly.

Free & Reduced Program: Free and reduced priced lunches and breakfasts are available for families. Applications are included when registering your child(ren) in School Mint or can be submitted throughout the school year through your child's School Mint account. Applications must be renewed each school year.

Charging Meals: The policy regarding charging of meals and/or beverage is as follows:

- Charges of meals and/or beverages will be allowed only in case of emergency.
- Bills with charged amount will be sent home every week.
- Any charged meal must be paid within the week.
- Children with 2 unpaid charges may receive a cheese sandwich and milk for lunch along with any "sides" offered that day in place of the regular lunch.
- Any CURRENT charges must be paid immediately.

Please be advised that **under NO circumstances will a child go hungry.** While they may not receive the same meal as is being provided, they will be fed. In order to prevent any such situation from occurring, please prepay your child's school meals. All financial transactions should be made in the Fox Road cafeteria. If you have any questions regarding this matter, please contact the Food Services Director at 883-2219 with any questions regarding the lunch program or charges. We thank you in advance for your understanding and cooperation.

Attendance

Check in and Out Procedures

Circumstances may require parents to pick up their children from school early. Parents must sign the child out through the office on the appropriate form. **Persons not listed on the EMERGENCY CONTACTS will not be allowed to check out the child without parental permission.**

Attendance

The importance of good attendance cannot be stressed enough. Students are recognized with certificates each trimester for perfect and excellent attendance. Good attendance is encouraged and expected from each child at Fox Road Elementary.

State law (*ed code section 48205 & 48225.5*) requires that children attend school on a regular basis. Excused absences may be for the following reason(s):

1. personal illness.
2. quarantine under the direction of a county or city health officer.
3. a medical, dental, optometric, or chiropractic services rendered.
4. Attendance at funeral services for a member of the *immediate* family which shall be limited to one day if the service is conducted in California, or three days if the service is conducted out of state.

Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household (Ed Code 45194, 48205)

5. Upon advanced written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
 - a. An appearance in court in which the *student* must appear.
 - b. Attendance at a funeral service
 - c. Observance of a holiday or ceremony of his or her religion
 - d. Attendance at religious retreats (for the purpose of this section, attendance at religious retreats shall not exceed four hours per semester or 90 days).
 - e. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process.
6. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position.
7. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy, subject to the following conditions:
 - a. The student's parent shall provide written consent for the absence.
 - b. The student shall attend at least the minimum school day.
 - c. The student shall be excused from school for this purpose on no more than 4 days per school month.

Attendance is taken and reported to the office each day. It is important that when a child is absent the parent either call to explain why the student was absent or send a note with the date(s) and the reason why the student was absent. The following methods may be used to verify a student absence:

- Written Note
- Fax
- Email
- Voice mail
- Conversation between school personnel and parent/guardian
- Home visit by school personnel
- Physician verification
- School Nurse/Health Clerk

Absences that do not fall under the above reasons or have not been verified by the parent are considered unexcused. Notifications are sent to parents when:

Excessive Absences	This includes illness, excused, and unexcused absences, letters will be sent when the student has missed 10, 15, and 20 days of school. On the third notification (20 absences) they may be referred to our District SART.
Excessive Tardies	Letter will be sent when the student has been tardy 3, 6, and 9 days. After the third letter has been sent (9 tardy days), they may be referred to our District SART.
Trancy	Unverified/Unexcused Absences: Letters will be sent when the student has 3, 6, and 9 unexcused absences. After the third letter has been sent (9 unverified/unexcused), they may be referred to our District SART.

Although a student may have excused absences, once a child has obtained 10 or days of absences (excused or unexcused) the school may request a doctor's note for future absences. If the student misses more than 10% of the school year (18 days) the school may refer the family to the School Attendance Review Team (SART) in Hughson Unified School District or to the Student Attendance Review Board of Stanislaus County run by the Stanislaus County

Sheriff’s Department (*EC* Section 48263.6). A family may be referred for the above or any combination thereof.

Tardies

Being even a little bit late to school can jeopardize a student’s ability to succeed in their class work. Therefore, parents and students should make every effort to arrive at school on time. The only types of tardies that are considered excused are:

- 1. Student illness
- 2. Medical appointments
- 3. Bus delay

All other tardies are considered unexcused. Habitual tardies will necessitate the following consequences.

3rd-4th Tardy	Parent Contacted (examples include but are not limited to a letter, e-mail, phone call, etc.)
5th Tardy	Not eligible for Excellent Attendance Award & Parent Contacted
6th-8th Tardy	Parent Contacted & A Recess Taken Away
9th Tardy or more	Parent Contacted & Behavior Consequence (i.e. Behavior Detention, In School Suspension, referral to District level Student Attendance Review Board (SART), etc.).

- One tardy *for any reason* (excused or unexcused) in a trimester will prevent a student from receiving a Perfect Attendance certificate at the PreP Assembly.
- Five tardies *for any reason* in one trimester will prevent student from receiving an Excellent Attendance certificate at the PReP assembly.
- If a student is tardy in excess of 30 minutes, he/she is truant according to California Education Code 48260.

SART/SARB

Students who are excessively absent, tardy or truant may be referred to the HUSD **Student Attendance Review Team (SART)** based on Excessive Absences, Truancy, or Excessive Tardies (as defined on page 7). The purpose of SART/SARB Meetings is to assist parents in problem solving situations that are impeding a student from attending school on a regular basis. A site administrator may refer a student to SART before reaching Step #3. Additionally, a student may be referred to SART for a combination of absences, tardies or truancies, or they have SART/SARB directives in previous years. Monthly district SART meetings will be held at the District Office. If the parents fail to attend the District SART meeting or fail to comply with the directives from a SART meeting, they may be referred to Stanislaus County **Student Attendance Review Board (SARB)**. In rare situations, if necessary, a student may also be referred to SARB for behavior as well.

Report Cards & Pupil Recognition Program

Report Cards

Parents receive Progress Reports each six week period in a trimester. Report Cards are sent home every twelve weeks. Report Cards for the first trimester are typically given to the parent at Parent-Teacher Conferences in November. Second trimester report cards are given to the parents if they attend Spring Parent-Teacher Conferences or they are sent home with the students on the last day of conferences. Third trimester report cards are sent home with the students on the last day of school. If you did not receive a progress report or report card, or you have questions or concerns, please contact your child’s teacher.

Pupil Recognition Program (PReP Assemblies)

The Pupil Recognition Program is a school-wide effort to enhance student academic success. Each trimester, students are recognized for Perfect School Attendance and Gold Honor Roll at a school wide assembly. Teachers recognize Excellent Attendance, Silver Honor Roll and Citizenship within their classrooms .

Gold Honor Roll

- A student has earned a cumulative GPA of 3.5 or higher.

Silver Honor Roll

- A student has earned a cumulative GPA of 3.0-3.49.

Citizenship Award

The Citizenship Award recognizes students in the areas of work habits and social development. Students who receive all E's will be honored with a certificate at the end of each trimester.

Attendance Awards

- Perfect Attendance certificates are awarded to students that have not had a single absence, tardy or arrived/left early in a trimester. Awarded each trimester and for the entire year.
- Excellent Attendance certificates are given to those that have no absences and less than 5 leave earlies or tardies. Awarded each trimester.

5th grade Outstanding Achievement Award (3rd Trimester Only)

- Students who earn a 3.75 gpa or above for all three trimesters.
- Earned a citizenship award for all three trimesters
- 12 or less absences during 5th grade year

Student Resources

School Nurse

A credentialed District Nurse is available to serve students at Fox Road Elementary School. Students will participate in screenings of height, weight, vision, hearing and dental health at various times throughout their school years, unless a parent requests otherwise. The School Nurse also provides health education in the classroom as arranged by the staff. Please contact the School Nurse or School Health Clerk if you have any concerns regarding the health of your child.

School Counselor

The school counselor is available to discuss concerns and provide advice to students and parents. The counselor is also available for student consultation. Please contact the counselor through the school office.

Migrant Education

Migrant Education is a federally funded program. For further information or to see if your child qualifies for services under Migrant Education contact the Migrant Services at 527-5623.

Library

The Fox Road Elementary School has a Library staffed with a full-time library clerk available to students at each recess. Additionally, each class has a weekly scheduled visit to the library. Students may check books out at this time. If books are lost or damaged, the student will be charged for the average replacement cost of the book.

Student Programs

Technology

Every 4th grade teacher has a classroom set of Google Chromebooks for their classroom. Chromebooks are assigned to students to ensure appropriate use by the student, however, 4th grade students are not able to take Chromebooks home with them at this time. Fifth grade students are assigned a chromebook and are allowed to take their chromebooks home. Any damage sustained to the device is the financial responsibility of the student's parent. Insurance may be purchased for \$29. Mifi devices that provide internet access may also be rented through the district at a nominal fee and may be free to families who qualify.

These devices are used to access the Hughson Unified School District adopted ELA curriculum and several essential programs, such as *iReady*, *Newsela*, and *Accelerated Reader* (AR). Students also access their assignments through Google Classroom and complete assignments using the Google Suite of Apps and other teacher assigned Apps.

All parents must sign the Acceptable Use Policy (AUP) for their child to use a device. These can be found in a parent's personal file on School Mint at <https://hughson.schoolmint.net> or you can request a hard copy in the school office. If students do not use the devices appropriately students will be assigned an appropriate consequences. Students may be charged replacement costs for lost or damaged chromebooks. For information regarding frequently used websites at Fox Road, the Acceptable Use Policy, Digital Citizenship or other information, please visit our Hughson Help Website at <http://bit.ly/hughsonhelp>.

Universal Access Time (UAT) & iReady

All students at Fox Road have an hour of UAT scheduled throughout the week for small group instruction. At the beginning of each school year, teachers assess the strengths and areas of growth for each of their students. Based on these assessments teachers work to improve the areas of need for students. A paraprofessional is also in the classroom during this period of the day to assist with the small groups. Students may also be assigned to work with iReady, an individualized program to meet the learning needs of all students. Students are also allowed to access iReady from home. Each child will also receive an hour of enrichment each week.

Physical Education & P.E. Testing

Fox Road Elementary School offers a skills development Physical Education Program emphasizing a variety of activities for students in grades 4-5. Every child **must** participate in this program. Parents may excuse their child from physical education for up to two days. Non-participation for more than two days requires a note from a physician. All students are encouraged to develop a sense of sportsmanship, maintain health and wellness through physical activity, have fun and continue using their movement skills in life-long recreational activities.

Physical Education Testing is required in 5th grade. Students height and weight are measured. The test measures physical strength, agility, flexibility and endurance. Students are required to run the mile for testing, therefore, the fifth grade PE class begins run/walk activities in January to help prepare the students for the test each Spring.

Special Education

When parents suspect their child might be eligible for help from a special education service, they should consult with their child's teacher. Prior to a child being evaluated for special education services, the Student Study Team (SST) reviews the particular problems the child is having and recommends various strategies for remediation and intervention. Each child qualifying for Special Education services receives an Individualized Education Program (IEP). Parents are an integral part of the placement and ongoing educational planning of children receiving special education services.

Language Acquisition Lab

The Language Acquisition Lab at Fox Road Elementary is involved in teaching English as a Second Language to students who have a primary language other than English. Parents are required to complete a Home Language Survey when their children are enrolled in school. Students who are assessed and determined to be limited proficient are eligible for services from the Language Lab. In the Lab children are taught the same standards based curriculum in a smaller setting with the assistance of the ELD teacher and two paraprofessionals. The staff in the Language Lab work in close collaboration with the students' homeroom teachers. The ultimate goal of the lab is to empower the second language learners with the skills necessary to participate successfully in the mainstream classroom and work towards English proficiency.

After School Tutoring

After School Tutoring is offered After School from 3:00-3:45 Tuesdays, Wednesdays and Thursdays from October through March. Tutoring is limited and students with the most need have the highest priority. Students recommended for tutoring are determined by their iReady assessments and teacher input. Transportation is not provided to students who attend tutoring.

Music

Choir

At the beginning of each school year, students in both 4th and 5th grade are offered the opportunity to join the Fox Road Choir. Choir is an extra curricular program offered at lunch. Regular attendance is required. Choir students perform at the Samaritan Village at the Halloween Parade, Winter Program, Open House and various other opportunities throughout the year.

Beginning Band

This program is for fifth grade students interested in learning to play a musical instrument. At the beginning of the school year 5th graders are introduced to various instruments and what instruments best suit them. Band meets during the fifth grade UAT hour and 5th grade PE (depending on the schedule). The program is run by the band instructor at Ross Middle School and may be reached at 883-4425.

Accelerated Reader (AR)

All students participate in the A.R. Program. Students are able to choose and read books at their ability level. After completing the book, they must pass a comprehensive test before moving to a new book. Each teacher will set goals for the students to achieve in their classes. If the students meet their goal for the trimester they will be given a reward. Each class will compete together to achieve a goal that will earn them a special literature celebration. There are many exciting prizes to be won, so encourage your child to read!

Read for the Stars

“Read for the Stars” is a reading incentive program that motivates students to read recreationally with parents. An important goal of this program is to foster a love of reading and encourage lifelong reading habits. The intended benefit of this goal will be to improve students’ reading skills as they become motivated through this school to home program. Our expectation is for each student to spend at least ten minutes each day reading outside of school. This could be achieved by being read to or reading independently. A time tally reading sheet will be sent home weekly to record the amount of time your child has spent reading. These tally sheets need to be returned weekly so that they can be recorded within each classroom. Children are recognized for their efforts.

Student Council

At the beginning of each school year, a Student Body President, Vice President, Secretary and Treasurer are elected, in addition to, two student council members to represent each classroom. Student Council meetings are held monthly at lunch to organize a variety of activities, including spirit days, community service projects and fundraisers on campus.

Conflict Managers

Conflict Managers are trained 5th grade students who help resolve conflicts that arise between students on the playground. At the beginning of the school year, students interested in being Conflict Managers are encouraged to apply. Those students that qualify are trained by the school counselor, how to handle these conflicts and when they need to refer situations to an adult. Conflict Managers take turns working recesses during the week.

Student of the Month

This aspect of the recognition program spotlights one or two students from each classroom who have had superior citizenship, academic success and a caring attitude toward others. Each student is recognized in the classroom. These students are treated to a “Pizza Party” each month by the Principal and receive a certificate.

School Spirit Activities

“Spirit Day” is each Friday. Students are encouraged to wear their school shirts every Friday. Every student wearing a spirit shirt receives a ticket for the drawing for prizes the following week. Fox Road Elementary School Student Council plans several “dress-up days” during the year that students may participate in or wear their Fox Road shirt. Additionally, during Red Ribbon Week (the last week of October), there is a dress up day each day of the week.

Principal’s Excellent Ticket (P.E.T. Tickets)

This aspect of the program provides immediate reinforcement for acceptable academic performance or citizenship for students at all grade levels. Any staff member may award a P.E.T. ticket. The tickets are redeemable at the P.E.T. store for a variety of fun prizes.

Policies & Procedures

Homework Policy

Homework serves as an extension of work done in the classroom. It is an integral part of the educational process and may be used for the following purposes:

1. Prepare students for upcoming lessons (gather data, write rough drafts, background reading)
2. Completion of unfinished class assignments

- | | |
|--|--|
| 3. Makeup assignments for work missed while the student was absent | 7. Recreational reading for book reports |
| 4. Practice or review of content previously studied | 8. Creative use, including written composition |
| 5. Individual extended study | 9. Active explorations that encourage family and/or peer participation |
| 6. Research related to class work | |

Homework is discussed in class so that students know exactly what is expected in the assignment. **Fox Road has implemented student planners wherein the students write down daily assignments and the parents check the planner and sign each evening.** This is an excellent way to communicate with the teacher. Homework is to be completed neatly and turned in on time. Homework has the best effect on student achievement when children receive feedback on what they have done. If students habitually fail to do homework, teachers may use the following options:

1. Parent conferences.
2. Progress reports.
3. Homework detention during lunch recess.

If there is no written homework assignment, students are expected to read for recreation, study for upcoming tests and work on projects or papers which are long-term assignments.

Dress Code

“The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.”

(B.P. 5132)

In accordance with this policy, the following regulations apply at Fox Road Elementary:

1. Shoes are to be worn at all times. Flip flops or backless shoes MAY NOT be worn.
2. Hats and other head coverings are not permitted inside the classroom, office, or cafeteria.
3. Make up is not appropriate.
4. Shorts, skirts, and dresses must be no shorter than mid thigh , and must be hemmed.
5. Crude or vulgar printing or pictures which depict drugs, alcohol, violence or have sexually suggestive themes are not acceptable.
6. The following types of clothing may not be worn: half-shirts, bare midriffs, backless tops, halter tops, and spaghetti straps.
7. Undergarments should not be visible.

Parents will be contacted for a change of clothing if the policy is violated. Repeated offenses may result in further consequences.

Electronic Devices

All Electronic Devices, including school issued chromebooks, are not be used on the playground. This includes before school, from 7:45-8:10 (Late Start Wednesdays 7:45-9:10), during morning and lunch recess, and from 2:40-3:00 for students in after school tutoring. This also includes field trips, so as not to cause a distraction for students. The school is not responsible for lost, stolen, broken, or dropped electronic devices. If the student fails to follow these rules, the teacher will hold the electronic device until the end of the day. If you have an emergency and need to contact your child, please call the school office at 883-2256.

Student Use of School Phones

Parents may leave messages for the student's teacher in the office. Messages will be put in the teacher's box to be picked up at break time. Only in rare emergencies will the office relay telephone messages directly to the student in the classroom. Consideration and cooperation in this matter is greatly appreciated. Students must make ride arrangements before school.

Discipline

The purpose of the District's discipline plan is to create an orderly and safe environment for all pupils. The discipline plan is as follows:

THE RIGHTS:

Students have a right to learn. Teachers have a right to teach. Both have a right to a safe and orderly school.

THE STUDENT WILL:

1. Be on time and prepared.
2. Do class work and stay on task.
3. Be kind and respect self, others and property.
4. Have no behavior that disrupts the classroom or the campus.

Office Referral Procedures:

Children are referred to the office for serious infractions of the school rules, such as, defiance, fighting, truancy, destroying property, possession of a dangerous object, obscene language, theft, and other serious infractions. Actions taken by the administrative staff may include a parent conference, recess being taken away, detention, suspension and other consequences as appropriate.

Detention

Behavior Detention

Staff may assign a student to behavior detention to be served during the lunch period. During this time, they will report to the detention room and fill out a Think Sheet that helps them come up with other choices for their behavior. The Think Sheet will be signed by an administrator and sent home for a parent signature. A staff member will be in the room with the children at all times and will escort them to the cafeteria for lunch.

Homework Detention

Students who fail to complete or return their homework will be assigned to homework detention during lunch. Students complete their homework in an assigned area on the playground and may go to recess when the homework has been completed.

Students assigned to homework or behavior detention will not be allowed to participate in lunchtime activities such as band, choir, Conflict Managers, or Student Council.

School Parties and Wellness Plan

Hughson Unified School District's Board Policy allows for three school parties per year. At Fox Road these parties are:

Halloween Christmas Valentine's Day

The state of California has asked that all schools implement a Wellness Plan that will support the health and well-being of our students. The Hughson Unified School District has adopted a plan that will promote physical fitness and improve health education. Along with this plan there are requirements for food eaten during the school day. This affects our school parties and reward systems. We ask that you support this program by including the following in your contributions to school parties. **If you are interested in bringing a snack for your child's**

classroom for any reason, please speak first with your child's teacher. The teacher can alert you to any allergies children in class may have that need special attention. Any food items **must be** considered healthy. Please see below for suggestions of what is appropriate.

Non-Food Rewards:

Non-permanent Tattoos
Stickers
Pencils
Any kind of school supplies
Pins
Bubbles

Electrolyte drinks/fruit juices/water
Granola bars/Power bars
Fruit
Carrot/celery sticks with peanut butter
Nuts
Plain popcorn
Beef jerky
Dried fruit
Pretzels

Healthy Snack Items:

Crackers and cheese/string cheese
Veggies

Parent Involvement Opportunities

We hope that our parents will take advantage of the many opportunities to get involved at Fox Road. If you have any questions or would like further details, please contact the office at 883-2256.

Visitors & Volunteers

Visitors

Parents are encouraged to visit the school in accordance with the following rules:

- in all circumstances upon entering the school campus, parents must first sign in at the school office.
- Must wear a visitor badge while on campus
- If visiting a classroom, parents should make prior arrangements with their child's teacher.
- Parents visiting somewhere on campus, other than the office, must leave younger children at home during the visit in order to minimize possible distractions. This includes all school events that occur DURING THE SCHOOL DAY.

The first month of the school year is usually not a good time for a visit as children are getting used to a new routine and getting acquainted with new classmates. Arrangements for conferences, homework, etc. should be made through the school office before and after regular school hours. (Usually before 8:00 AM or after 2:50 PM.)

Volunteers

All classroom volunteers are organized through the Parent Teacher Club (PTC). If you are interested in volunteering in your child's classroom contact the classroom teacher, email PTC at foxroadptc@gmail.com, or call the office at 883-2256. Volunteers must:

- sign in at the school office.
- must wear a visitor badge while on campus.
- leave younger children at home during the visit in order to minimize possible distractions.

Site Council

The function of the School Site Council is to provide insight and input for the improvement of the educational programs offered. A parent member is the chairperson. Meetings are open to the public and take place monthly, at 3:00 PM at Fox Road Elementary School. As stated in the bylaws, the SSC shall:

1. Develop a school improvement plan with the cooperation of the school staff.

2. Have ongoing responsibility to review with the principal, teachers, other school personnel and pupils the implementation of the school improvement program and to assess periodically the effectiveness of the program.
3. Annually review the plan, establish new goals and make modifications as necessary.
4. Take other actions as required by the Education Code and the school district's governing body.
5. Transmit communications between all phases of our community with respect to the ongoing educational programs available with the Hughson Unified School District. Agendas from the council shall be sent to all SSC Members.

Parent Teacher Committee

The Parent Teacher Club (PTC) meets each month. Most of the meetings will be held the 2nd Wednesday of each month at 3:00 PM in an effort to allow for the involvement of as many parents as possible.

The PTC is a service club working for the general welfare of the children and parents of the community; to aid teachers whenever necessary; and to promote a better understanding between home and school. Additional information will be sent home with your child so that all may participate. While it is realized that many parents work in today's society and cannot take part in activities during the day, parents are strongly encouraged to be active participants in the Parent Teacher Club activities.

