



# ***PARENT-STUDENT HANDBOOK***

***2019 - 2020***

# **FIDDYMENT FARM THE FORCE ELEMENTARY**

*4001 Brick Mason Circle  
Roseville, CA 95747  
(916) 771-1880*

**Fiddymment Farm Elementary**

**PHONE: 916-771-1880**

**FAX: 916-771-1881**

**Phone Tree Options**

1. Reporting an Absence
2. List of School Events
3. Leave a General Message
4. School Location and Hours
5. Cafeteria, including School Lunch Balances
6. Front Office

**SCHOOL OFFICE HOURS 7:30 am – 4:00 pm**

**Fiddymment Farm Website:**

**<http://fiddymmentfarm.rcsdk8.org>**

**School Opened - August 2013**

**Principal - Ryan Poulsen**

**School Colors - Black and Gold**

**School Mascot - The Force (Depicted as a Lightning Bolt)**

**Mission Statement:**

**We at Fiddymment Farm are committed to maximizing learning for each member of our FORCE.**

**F Focused**  
**O Organized**  
**R Respectful**  
**C Compassionate**  
**E Encouraging**

Fiddymment Farm Elementary School

4001 Brick Mason Circle

Roseville, CA 95747

Phone: 916 771-1880

Fax: 916-771-1881

Facebook: RCSD Fiddymment Farm  
Ryan Poulsen, Principal

Twitter: @rcsdfiddymment  
Derk Garcia, Superintendent



Hello Fiddymment Farm FORCE Families!

August 2019

Welcome to the 2019/2020 School Year - We at Fiddymment Farm hope you had an amazing summer vacation and are looking forward to school starting in a little under 2 weeks! For those returning families and those who will be new this year, our amazing teachers and support staff are looking forward to greeting you soon and are excited for a wonderful new school year!

Fiddymment Farm is indeed a special place for students and families. Our school is committed to addressing the needs and skills of ALL of our students. We pride ourselves on consistently working to improve student performance and teacher instruction, as well as instilling perseverance in our students to acquire the knowledge needed to face challenges and embrace enrichment, and in doing so, becoming a FORCE in our ever changing society. Beyond the common core standards, our students participate in school programs including art, music, physical education, technology, and character building, working each day to grow into outstanding young scholars and leaders, ready for the next grade level, middle school, and beyond! Above all of this, we have the most talented and caring teachers and support staff in the district, to enrich the lives of all of our students!

With great partnerships from our community of families, Fiddymment Farm continues to be a wonderful place for children to learn and grow. From our community of volunteers in the classroom for everyday support, art docents and room parents, to our phenomenal PTC board and members, they help foster a student experience at Fiddymment second to none. Their support for our students during school, our after school enrichment programs, and our community events, make our school a truly amazing place to be!

Please take the time to visit the PTC/Volunteer link on the website, and help to contribute to this tradition of community support. I cannot encourage you enough to get involved in your child's school and learning. "The Farm" has an awesome story to tell, and we want you to hear it and for you to be a part of it. You can follow us on Instagram, Twitter, and Facebook. We are also bringing back our "Remind.com" account that you can sign up for in order to receive text message reminders from us about important dates and events!

I also highly encourage you to check our school website - [www.rcsdk8.org](http://www.rcsdk8.org) (click schools and go to Fiddymment) often for important links and school news regarding happenings and events here at the farm! Our weekly school Blog will be updated and refreshed and linked to the website as well. You can also find information there regarding updated staff, bell schedules, school supply lists, volunteer info, and the school handbook.

I wish all of our wonderful Fiddymment Farm FORCE students and families, the best school year to come! I know it will be amazing for everyone! I look forward to the learning, growing, and most importantly, to the fun we will all have together this coming school year!

Regards,  
Ryan Poulsen - Principal  
&  
Fiddymment Farm Staff

# 2019/2020 School Year Calendar

JULY (0)							AUGUST (17)							SEPTEMBER (19)							OCTOBER (22)						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	★	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		
NOVEMBER (14)							DECEMBER (15)							JANUARY (18)							FEBRUARY (18)						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
MARCH (22)							APRIL (16)							MAY (19)							JUNE (0)						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
1	2	3	4	5	6	7				1	2	3	4					1	2								
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
														31													

1st Day of School	★
Students in School	
Teacher Work Day/Students Not in School	↘
Non School Day	■
PLC Monday - All Schools - Minimum Day	▨
<b>Elementary</b> Conference Week Schedule <i>(Regular schedule for middle schools)</i>	▲
Minimum Day - Elementary Only	●
Minimum Day - All Schools	●

First Day of School:	8/8
Last Day of School:	5/28
# of School Days:	180
End of 1st Trimester:	10/30
End of 2nd Trimester:	2/21
End of 3rd Trimester:	5/28
Report Card Prep:	10/28, 2/3, 5/18
Elementary Conference Week:	11/4-11/8

<b>Students Not In School:</b>	
Pre-Service Staff Development:	8/5-8/7
Labor Day:	9/2
Staff Development (District Wide):	10/31, 1/6, 4/13
Staff Development (School Site):	9/13, 11/1
Veteran's Day:	11/11
Thanksgiving Break:	11/25-11/29
Winter Break:	12/23-1/3
Martin Luther King Jr. Day:	1/20
Lincoln's Birthday Observed:	2/10
President's Day Observed:	2/17
Spring Break:	4/6-4/10
Memorial Day:	5/25
Teacher Work Day:	5/29

PLC - Professional Learning Community: Minimum Day Every Monday



# FIDDYMENT FARM BELL SCHEDULE 2019-2020

1st—5th Earliest drop off time is 8:35am when gates open.

1st—5th After school student pick up is within 15 minutes of dismissal

\*We will have a minimum day in March for Open House.  
Watch for updates and details.

TK MONDAY			
AM START	8:20 AM	PM START	10:30 AM
AM DISMISSAL	11:40 AM	PM DISMISSAL	1:50 PM

TK EARLY Tuesday—Friday	
START	8:20 AM
DISMISSAL	11:40 AM

TK LATE Tuesday—Friday	
START	11:40 AM
DISMISSAL	3:00 PM

KINDER Monday AND Friday	
START	8:30 AM
LUNCH	11:30 AM –12:15 PM
DISMISSAL	1:35 PM

KINDER EARLY T, W, TH	
START	8:30 AM
LUNCH	11:30 AM –12:15 PM
DISMISSAL	1:35 PM

KINDER LATE T, W, TH	
START	9:30 AM
LUNCH	11:30 AM –12:15 PM
DISMISSAL	2:35 PM

1ST—5TH GRADE PLC MONDAYS AND MINIMUM DAYS	
FIRST BELL	8:35 AM
INSTRUCTION BEGINS	8:50 AM
RECESS	10:20—10:37 AM
LUNCH 1ST AND 2ND GRADE	12:00—12:45 PM
LUNCH 3RD, 4TH , 5TH GRADE	12:30—1:15 PM
DISMISSAL	2:00 PM

1ST—5TH GRADE TUESDAY—FRIDAY	
FIRST BELL	8:35 AM
INSTRUCTION BEGINS	8:50 AM
RECESS	10:20—10:37 AM
LUNCH 1ST AND 2ND GRADE	12:00—12:45 PM
LUNCH 3RD, 4TH , 5TH GRADE	12:30—1:15 PM
DISMISSAL	3:13 PM

CONFERENCE WEEK SCHEDULE November 4th—8th	
TK CLASSES ALL	
START	8:20 AM
DISMISSAL	11:40 AM
KINDER CLASSES ALL	
START	8:30 AM
LUNCH	11:00— 11:24 AM
DISMISSAL	12:00 PM
1ST—5TH GRADE	
FIRST BELL	8:35 AM
INSTRUCTION BEGINS	8:50 AM
RECESS	10:20 AM
LUNCH 1ST AND 2ND GRADE	11:36 AM - 12:00 PM
LUNCH 3RD, 4TH, 5TH	12:06 <sub>5</sub> 12:30 PM
DISMISSAL	12:30 PM

# Drop off and Pick up at Fiddymment Farm Elementary

## **TK Only**

Teachers will meet and dismiss their classes at the front gate.

- Please arrive by 8:20 a.m.(AM Class) / 11:40a.m. (PM Class) to hand your child over to his/her teacher
- Pick up is at 11:50 a.m.(AM Class) / 3:00pm. (PM Class)

## **Attendance/Late Arrival:**

If you are late and the gate is closed, you will need to **enter through the school office**. Parents must check in, get a visitor pass and walk their child to the classroom.

## **Kindergarten Only**

**Drop-Off/Pick Up: 8:30 am (early), 9:30 am (late) / 1:35 pm (early), 2:35pm (late)**

- Please park in a designated spot and walk your student to the following area designated by teacher and classroom. Teachers will meet their classes at the designated area.
  - Room 11      Mrs. Manley      Kinder Gate
  - Room 10      Mrs. Van Voltinburg      Kinder Gate
  - Room 4      Mrs. Dyas      Kinder Gate
  - Room 3      Mrs. Bogert/Mrs. Evans      Kinder Gate

## **Drop off 1st-5th grades**

**8:35-8:50 am**

- Pull into the striped lane in front of school.
- **No parking** in the loading zone, ever.
- Drivers **must stay IN the car** and continue to **pull forward** as the line moves.
- Students should be ready to exit the vehicle quickly, do not store items in the trunk.
- Students exit on the curb, do not have them walk around the vehicle or in between cars.
- 1st-5th grade students arriving by car may be dropped off in front of the school.
- Students who are walking or riding bikes, will cross at the supervised corner of Farm House and Brick Mason and enter from the pedestrian gate on the east side playground.
- Students walking or riding bikes, may also enter on the west side pedestrian gate.
- Both back gates will be open until it is prohibited by park construction.

## **Pick up 1st-5th grades**

**2:00 (M)/3:13(T-F)**

- 1st-5th grade students will be released through the front gate for car pick up. Students will be directed to the west end of the loop for pick up to allow vehicles to move fully through the loop.
- 1st-5th grade students will be released through the pedestrian gates and back gates on the east and west sides of campus to walk or bike home

**Please remember:** To have instruction start on time, our arrival bell indicates the opening of campus at 8:35 a.m for 1<sup>st</sup>-5<sup>th</sup> grade students. Students have 15 minutes to enter campus through any of our established entrances. At 8:50 a.m., the gates are closed and locked. If a student is not through the gate by 8:50 a.m., they will need to enter through the office. Instruction begins at 8:50 a.m.

Parents please – when driving your child to school, keep it slow and remember:

- ✓ Stay in your car unless you are parked in a designated parking space
- ✓ Be polite and considerate of others
- ✓ Do not park in the bus loading zone – this area is clearly marked with red paint and signs

## **Bicycles, Skateboards, Scooters and Rollerblades**

Students who ride bicycles or scooters to school must park them in our bike racks. Bikes and scooters must be WALKED as soon as students come onto campus or in the parking lot. Bikes and scooters should be locked and are never to be ridden on school grounds. Skateboards and rollerblades are not allowed at school. **Students riding bikes are reminded that the rules of the California Vehicle Code are in force – please wear your helmet!**

## **Rainy Day Arrangements**

Please make permanent plans for the year with your children so they will know what to do about coming home on rainy days, i.e. should they expect you to pick them up at the bus stop or school? Or are they to walk home in the rain? Use of the office phone by students for such calls home can be challenging and frustrating for children. Please help us, and your child, by making clear plans for inclement weather in advance. School phones are for emergency use only.

## **Absences and Tardies**

### **Absences**

Children who are absent are required to bring a written excuse from home stating the cause of the absence or parents may call the Absence Hotline (771-1880 option 1) to report the absence verbally. Accurate attendance records are maintained by school personnel. If we do not receive a note, email or message on the hotline before 10:00 am, you will receive a call from school personnel to verify the absence.

When leaving an absence message, please speak slowly and clearly and leave the following information:

- Student Name (please spell the last name)
- Your Name (please spell the last name)
- Teacher's Name
- Reason for Absence – this is very important
- Telephone Number for follow up, if there are questions

Absences are only excused for health reasons, attendance at an immediate family member's funeral, court appearances or religious holidays. All other absences are considered unexcused and may result in truancy proceedings.

If a student is absent 14 days or more for illness in a school year, further absences will need to be verified by a physician. Excessive unexcused absences and/or tardies will be reported to the Student Attendance Review Board, per State requirements.

### **Tardies**

Children who arrive after the official start time will be considered tardy. Tardy students must report to the office for a tardy pass before going to class. Tardy students disrupt instruction for their classmates, in addition to creating a hardship for themselves and their teachers. Please do your best to get your children to school on time so they will not miss or disrupt important instruction.

The number one determinant of success in school is regular and timely attendance. Please make every effort to avoid scheduling trips, vacations and medical appointments during school hours.

### **Releasing Students from School**

If you need to pick up your child during the school day, you must check them out through the office. Parents/guardians or other adults picking students up will be asked to show photo identification and this will be checked against names filled out on the student's emergency card. If at all possible, a note should be sent to the school informing the classroom teacher that the student will leave before the end of the school day. Requests to release students early from class disrupt instruction and should be avoided when possible. Please schedule medical and other appointments after school hours so that children do not miss important instruction.

### **Visiting or Leaving the School Grounds**

Parents coming to school during the day for any reason must check in through the office before going to the classroom. All volunteers, parents and visitors must check in and out through the office and wear "visitor" identification during their time on campus. This helps us identify those who have legitimate business on the school grounds and also enables us to account for everyone in the event of an emergency. Visitors must return and sign out in the office upon leaving the campus. Office hours are 7:30 am to 4:00 pm. No one is allowed to interrupt the classroom during instructional time. Visits to the classroom of any kind must be pre-approved by the teacher and Principal. We do not allow drop-ins.

### **Office Demeanor**

Fiddymont Farm Elementary is fortunate to have many visitors and volunteers each day. With so many people entering and leaving our school office each day, we respectfully ask that you



help us maintain a quiet zone in our school office to enable the office personnel to conduct business without unnecessary interruptions.

- Please supervise children that are with you
- Please refrain from using cell phones and socializing in the office

We appreciate your cooperation!

## **Safety Drills and Evacuations**

Staff and students rehearse safety procedures for preparedness in the event of emergencies. In the case of fire or earthquake, each class has an assigned building evacuation destination on the playground. Other situations may call for lockdown and/or shelter in place. Safety procedures will be followed to secure the campus.

## **Dress Code**

Students at Fiddymment Farm will be expected to dress in an appropriate manner at all times. The dress code is not intended to list all items that are appropriate or inappropriate to wear. Its purpose is to give guidelines for what is appropriate and inappropriate clothing for school.

- Shoes must be worn at all times. Sandals must have straps and toes should be covered.
- Clothing should be free of writing, pictures or any other insignia which are crude, vulgar, profane, or deemed inappropriate for school attire.
- Clothing must conceal undergarments at all times. See through shirts, tank tops, halter tops, spaghetti straps, low cut tops, bare midriffs, tight shorts and very short skirts or shorts are prohibited. Pants must be worn around the waist and not hanging below the mid-section. All tank tops straps must be at minimum of two finger widths wide.
- Hair shall be clean and neatly groomed. Hair may not be sprayed with any color that would drip when wet.

If your child does come to school with items that do not follow the dress code, you will receive a phone call requesting that you bring appropriate attire or asking that you pick your child up, if we are unable to provide an appropriate article of clothing for the student to wear for the day. If we are able to find a 'loaner', please launder the article of clothing and return it to the school as soon as possible. This will allow us to provide the same consideration to another child when necessary.

The purpose of the dress code is to protect the health and welfare of each and every child at Fiddymment Farm. Thank you for your support and understanding in this area.

## **Social/Emotional Skills**

Fiddymment Farm staff teach a social skills curriculum called Second Step. This curriculum will help students become more aware of appropriate social behavior. Students will be taught to

recognize and deal with others who are misbehaving and how to handle themselves in a respectful and responsible way.

## **Student Discipline and Problem Solving**

Part of everyone's education is learning how to behave responsibly in society. We have developed a problem solving and discipline plan knowing all students have rights to learn and play in a peaceful, safe environment. Goals of our problem-solving discipline plan are for students to learn to:

- Behave responsibly in society
- Respect yourself and others
- Learn and practice problem-solving skills and self-discipline
- Take responsibility for your behavior

## **Fiddymment Farm Main School Rules**

In each classroom, students review school rules and appropriate behavior choices. At this age, teaching and modeling for students on how to solve problems is very important. Fiddymment Farm students are taught problem-solving steps as part of an integrated curriculum.

Our School Rules are:

- Be Safe
- Be Responsible
- Be Respectful

## **Bullying**

Bullying is any act that seeks to intimidate or threaten others. Bullying may be verbal or physical in nature and is repeated with the intent to put others down. Cyber bullying includes electronic acts of intimidation or threats. To ensure that all of our students remain safe and can learn in a healthy environment, none of these acts are acceptable at Fiddymment Farm. Please discuss this with your child so they do not bully others or are not the continued recipient of others' acts. Please notify your child's teacher immediately should your child report a repeated threat. In your conversations about bullying, please distinguish between "tattling" and telling adults. Staff will investigate all reported acts of bullying and deliver consequences as appropriate.

Please keep in mind, bullying is different from conflict. Students may disagree or have a conflict and that is not considered bullying. Bullying involves a power imbalance in which the target has difficulty defending him or herself.

## Systematic Discipline Plan

Our students must learn and play in a safe environment. We have set expectations to be followed in order for us to have a safe and controlled playground situation with minimum disruption.

In addition to teaching students problem-solving steps, a system of office discipline referrals will be used to monitor misbehavior. When a student makes a poor choice or breaks a rule, a student may be issued an office discipline referral. The teacher will contact the parent via email or phone to notify them of the referral.

A student referred to the office for serious or repeated behavior will have a conference with the principal or designee and logical consequences deemed as related, reasonable, responsible and respectful will be decided by the school principal/designee.

Our sincere hope is that each child will choose to act in a manner that is safe and productive for themselves and others around them.

In addition, behaviors which are more severe and need to be dealt with in a different manner may result in student suspension or expulsion.

FORCE tickets are given to students who are 'caught' doing something good. This could be anything from being patient to being helpful.

### **Recess Restriction:**

Staff may restrict a student's recess time under the following conditions, when he/she believes that this action is an effective way to bring about improved behavior.

- The student shall be given adequate time to use the restroom, get a drink or eat lunch as appropriate.
- The student shall remain under an employee's supervision during the period of detention.

Parents, please review the following with your child(ren):

- There is no profanity or fighting on the school grounds or on the way to or from school. This includes the use of sexual terms in humor or jest.
- All electronics are prohibited on school grounds.
- Makeup and jewelry are not allowed on school grounds.
- No live animals on school grounds.
- No baseballs, footballs, tennis balls, etc. are allowed from home.
- No trading cards of any kind on campus.
- No trading of rubber band bracelets on school grounds.
- No Kendama, yo-yo or similar toys on school grounds.
- Pocket knives, play guns, or other sharp instruments are not allowed. Bringing these items may result in suspension or expulsion from school.

- Students willfully damaging school property (including books, playground equipment, etc.) will be required to pay for their damage.
- Students in common areas or bathrooms during class time must have permission to be there from a staff member.
- Cell phones are allowed if they remain off during the school day. If a phone is turned on or being used by students during school hours, a parent will need to come to the office to retrieve the phone.

## **School Safety Issues**

The Roseville City School District will not tolerate firearms, weapons or other threats to the safety of the students and staff. The District has high expectations for student behavior. Any and all actions which may jeopardize personal safety will be taken very seriously. The District will not accept comments directed at any student or staff member, which are of a threatening nature.

The District will apply appropriate disciplinary consequences, including possible expulsion. We will not hesitate to file charges with law enforcement or seek restitution on behalf of the District for any applicable damages.

The District will make every effort to notify parents when a direct safety issue for students or staff exists. Typically, parents will be notified when any of the following circumstances occur:

- When children at school are aware of an immediate safety threat.
- When the school and police department are involved in an investigation.
- When an incident involving high levels of vandalism or destruction of property has occurred.

We encourage all parents to share any safety information or concerns with the school site administrator.

## Communications

Fiddymment Farm Elementary School uses SWIFT Messenger to send email and voice message communications. These communications include updates to the school Blog, information and updates about upcoming events, and other important information regarding the goings on at Fiddymment Farm Elementary.

Emails will be from **Ryan Poulsen** ([rpoulsen@rcsdk8.org](mailto:rpoulsen@rcsdk8.org)) telephone calls will be from **(916) 771-1880**. Please be sure to add these to your 'safe senders' lists.

## Medication

Students may not have medication of any kind (including over-the-counter medications) in their possession on school grounds or during any school-sponsored events. District policy requires that all medications be stored in the school office and that both parent and physician sign a form specifying dosage and administration time. Office staff administers all medicine. Forms are available in the school office.

## Hot Lunch

For any student who wishes to purchase pre-paid lunches or qualifies for free or reduced lunches, a lunch account will be maintained.

Cost of hot lunch is \$3.00 (includes milk and salad bar). Lunch may be purchased daily or as needed.

Make checks payable to **RCSD Child Nutrition**.

**Pre-paid Lunches:** May be purchased in the school office. Please include your child's name and teacher's name on the memo portion of your check. If sending cash, please include this same information along with your cash, in a sealed envelope.

Lunch accounts are tracked by the cashier. If you need to request a lunch account balance, please do so in writing, to the school office. Your note will be passed on to the cafeteria cashier no later than the next school day, depending on when it is received.

You may also pay online at <http://www.ezschoollpay.com/> . A \$2.00 fee per payment transaction applies. There is no fee to set up an account to view balances.

**Free/Reduced Lunch:** Applications for free/reduced lunches may be obtained in the school office. Online applications are also available at [www.ezmealapp.com](http://www.ezmealapp.com) . After completion, please return application and it will be forwarded to Food Services. If qualified, the applicant will be notified by mail. Please see the Cashier or school office personnel for questions.

**Milk** (regular or chocolate) may be purchased separately for \$0.25.

Lunch money will not be loaned. Students who have forgotten or lost lunch money will be sent to the office to call their parents. Please remind your children to check the counter in the office if they are looking for their lunch money or lunch. We are unable to deliver money or lunches to the classroom.

## **Snack Recess**

Please send a healthy snack for your child to enjoy at snack recess. Students will have the opportunity to eat their snack in a designated area before going to play. Remind your student to properly dispose of their trash. We want to keep our campus clean.

## **Healthy Choices**

Roseville City School District has a Board Policy on healthy foods in the schools. This RCSD Board Policy is based on the California Healthy Schools Bill SB12, which has been passed by the state lawmakers.

This policy focuses on serving only healthy foods at school, both in the cafeteria and in the classrooms. The intent is to educate students to make healthy food choices.

Fiddymment Farm will support this policy by implementing the following procedures concerning distribution of foods in the classroom, by both teachers and administrators.

- We will not be allowing students to bring in any food items to share with the class on birthdays or other special occasions.
- If you would still like to honor your child's birthday, check with your child's teacher on suggestions for non-food items (pencils, stickers, erasers, etc.) that could be shared with the class.
- Teachers will not be using non-nutritious foods (candies, cookies, etc.) as a reward for students' academic performance or classroom behavior.
- Teachers will still hold occasional parties during the school year. This will be the time to enjoy those special treats, along with some healthy snacks.

We trust that you will support us in teaching our students the importance and benefits of healthy eating. With childhood diabetes, obesity and dental health concerns on the rise, we have an obligation to provide our children with the best physical and academic environment.

## **Homework**

Fiddymment Farm is a Homework Optional School.

· Any work sent home may be used as a reinforcement to material presented in class. It will serve as more practice for students and their families who believe repetition is a good strategy. It will not be required, graded or returned to students.

- Students will never be penalized at school (i.e. missing recess or Fun Friday) if homework is not completed or returned.
- All students are encouraged to read (or be read to) for 100 minutes weekly. There will not be a mandatory reading log sent home. We encourage parents to talk to children about what they are reading and ask questions about the material. This will help parents to understand what their child is reading and where they may need support. Please see the attached list of questioning strategies.
- **Any work done at home will not be used towards grades.**
- Teachers will post practice work on their website or give suggestions in their newsletters for families seeking resources. We believe our students work hard with us during the day and should not be required to complete additional work at home from school. We hold them accountable and teach responsibility at school and we know parents do the same at home.

We believe a child who plays, engages in his/her community, is a contributor to his/her family, participates in sports and other enrichment activities develops into a successful adult.

It is important for parents and teachers to be in communication about a child's progress in school. Teachers not only use progress reports and report cards as communication but they are always open to schedule a conference, talk on the phone or email to review a child's academic standing. Communication is a two way street, teachers will contact parents with a concern and parents are encouraged to do the same. Please read some of the articles online that discuss homework and its purpose and effect on learning. We hope you join us in celebrating doing what is best for our elementary aged children.

## Computers and Internet Use

All students have access to technology as part of their education. Use of computers in the classroom, "pods", library and computer lab is integrated with reading, writing, math, science and social studies instruction. Internet use, under supervision, is available to all students at Fiddymment Farm. Students may access the Internet only after a signed District Internet Use Agreement is filed with the classroom teacher and signed by the parent or legal guardian.

## Independent Study Contracts

Students who are going to be out of school for five or more days for reasons other than illness or injury may be eligible for independent study. Independent Study Contract length is not to exceed fifteen (15) school days. There is a specific set of District criteria for independent study. This program requires a contract signed by the parent, student, teacher and administrator. The contract specifies the amount of work to be completed, the amount of time to be spent each day, when the work will be turned in to the teacher, and how the work will be evaluated. **An independent study contract must be requested at least FIVE instructional days prior to a planned absence so that teachers can prepare materials for the student and approvals can be obtained. Independent Study forms are available in the school office.**

All work products from an Independent Study Contract must be returned to the teacher within 3 days of the completion of the contract.

There are specific dates that Independent Study is not available. Those dates are generally the first 3 weeks of school and that last 3 weeks of school. Please call the office for specific dates each year.

## **Messages and Deliveries**

In order to preserve instructional time, no messages or deliveries will be taken to classrooms. You may leave a voicemail for your child's teacher and it will be returned within 24 hours with the exception of Fridays. Messages left on Friday will be returned the next working day. Balloons, flowers and/or other distracting items will not be delivered to classrooms.

## **Private Party Invitations**

In an effort to prevent children from hurt feelings, private party invitations may not be distributed on the school grounds by students or adults. Not only does it create some hurt feelings, but it may detract from instructional time. Distribution of flyers or advertisements of any kind is strictly prohibited. Balloons, flowers and other items sent to the school to celebrate a child's birthday will be kept in the office until the end of the day.

## **Telephone Calls**

School telephones may be used by students to notify parents of the need to stay after school to complete missed work, in the event of missing the bus, illness, accident, or other unforeseeable situations. Phone messages for students from parents/guardian will be placed in the child's teacher's box by office staff. Please note: except in the case of a legitimate emergency, classroom will not be interrupted to get messages to students.

## **Parent-Teacher Conferences**

At the end of the first trimester, the parents/guardians of each child will be invited to attend an individual conference with the teacher to discuss their student's progress. Standards Based Report Cards will be given to parents/guardians at this time. At the end of the second and third trimesters, report cards are sent home with each student. Individual conferences may be arranged by the parent/guardian or teacher, as desired. Parents are invited to request conferences at any time to discuss the progress of their students. Please call the school office or email your child's teacher to schedule a conference.



## **Classroom Volunteers**

Classroom volunteers are welcome and encouraged to help in classrooms and to accompany their children on field trips. Parents who volunteer must coordinate times and duties with the classroom teacher and make child care arrangements for siblings. Siblings and non-enrolled children are not allowed in classrooms, in the office workroom or on field trips.

All classroom volunteers must complete a [RCSD School Volunteer Information Form](#) prior to entering the campus. This form will be kept on file for the current school year, and requires a copy of the volunteer's photo id. These are required for any parent or family member who will be in the classroom on a regular basis, or for a single event.

## **Service Animals**

Fiddymment Farm welcomes all service animals that visit with families. All schools are bound by California law to accept all animals deemed as service animals on campus at any time, and the school will accommodate the service animal/family as well as any students with allergies/fear of animals to make the environment comfortable for all parties involved.

Any service animal that does not act appropriately within their support expectations or pose any kind of danger to students, will be removed from campus.

## **Class Parties**

Fiddymment Farm classes will have 3 scheduled parties per year: Winter Party, Valentine's Day Party and an end-of-year celebration. Please check with your teacher and/or room parent to find out how you can help!

## **Field Trips**

Field trips are an important part of the curriculum. They enhance and bring to life classroom studies. Prior to a field trip, parents will be informed about all the details. All students going on a field trip must have a completed Parent Permission Form prior to departure. Bag lunches for field trips are available from the school kitchen if ordered in advance. Information regarding lunch orders will be included in the field trip packet. Parents who wish to chaperone field trips may do so with the teacher and principal's permission. Field trip chaperones may be required to ride the bus to and from the field trip destination. Siblings and other guests may not participate in school-sponsored field trips.

## Parent-Teacher Club (PTC)

Fiddymment Farm Elementary has a fantastic PTC that supports our students in a variety of ways. We hope you will join the PTC and play an active role in making this your child's best school year ever! PTC meetings are held monthly and last approximately 1 hour. Meetings are usually scheduled on the first Wednesday of the month at 6:30 pm. Watch the school and PTC newsletters for meeting dates, times and for information about exciting PTC sponsored events.

## School Improvement Plan

Fiddymment Farm has a School Site Council (SSC) consisting of school personnel and parents who help to develop school goals and allocation of funds. This plan is designed to meet the particular needs of our students.

Site monies obtained for our school improvement are used in a multitude of ways, such as purchasing educational materials, student incentives and awards, and/or staff development that allows staff members to enhance educational techniques and knowledge.

All parents are encouraged to become involved with the educational process by volunteering to help with special projects, attending meetings, visiting the school, learning more about the school program and assisting your child with studies at home.

## Lost and Found

Please make sure that jackets, sweaters, lunch boxes, and other items brought to school are **clearly marked with your child's name** and phone number. We accumulate a vast assortment of property during the school year. Items left in the Lost and Found will be donated to a charitable organization at the end of each trimester.

## Bi-Weekly School SING

Creating a positive school community, supporting and maintaining connections between students, staff and families are extremely important to us here at Fiddymment Farm Elementary.

One way to come together as a community is through our Sing program. All students and staff will participate in this 30 minute program approximately two Fridays each month.

Students will be encouraged to show FORCE pride by wearing their spirit wear each Friday. The staff and students will sing songs chorally with assistance from our upper grade students who will be leading the songs, teaching the student body the lyrics and dance/hand movements.

During each Sing, teachers will recognize one or two exemplary students per class for their exhibition of the “Social Skill” for the month. Students are awarded a certificate and the satisfaction of knowing they exemplify true character! We recognize and honor these students again in the newsletter following School SING.

# FIDDYMENT FARM FORCE CHANT

**(This is an echo song)**

**We are the FORCE  
The Fiddymment Farm FORCE  
Everywhere we go  
People want to know  
Who we are  
So we tell them...**

**(end echo)**

**F is for focused**

**O is for Organized**

**R is for Respectful**

**C is for Compassionate**

**E is for Encouraging**

