

# Arnold Adreani Elementary School Student Handbook 2024-2025



**Mission Statement**  
Elk Grove Unified School District

**Our Mission**

Elk Grove Unified School District will provide a learning community that challenges ALL students to realize their greatest potential.

**Core Values**

**Outcomes for students**

- Achievement of core academic skills
- Confident, effective thinkers and problem solvers
- Ethical participants in society

**Commitments about how we operate as an organization**

- Supporting continuous improvement of instruction
- Building strong relationships
- Finding solutions

**High expectations for learning for all students and staff**

- Instructional excellence
- Safe, peaceful, and healthy environment
- Enriched learning atmosphere
- Collaboration with diverse communities and families

**Arnold Adreani Elementary**

**Vision and Mission Statements**

**Arnold Adreani Elementary School will provide a learning environment that prepares every student for success in middle school.**

**We will strive to create:**

**An environment that is safe, respectful, and caring, where students, staff, and community enjoy being actively involved.**

**An academic climate that promotes high academic standards and a life-long love of learning so that each student is prepared for the future.**

**Students who will be encouraged to be responsible and active citizens at their school and in their community.**

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# Letter from the Principal

Dear Adreani Families and Students,

The information in this handbook is designed to help you become familiar with Arnold Adreani Elementary School's policies, procedures, and expectations. For us to create the best learning environment and learning outcomes, please take the time to read each section and become familiar with our school's expectations.

We believe strongly in restorative practices, which offers our school community an alternative to traditional disciplinary actions that center on punishment for misbehavior and breaking the rules. Restorative practices also focus on resolving conflict, repairing harm, and healing relationships in our community. These practices support a positive and safe school climate, prevent bullying and reduce disciplinary incidents. Additionally, a restorative culture can mitigate the negative effects of punitive discipline policies that exacerbate inequities.

We hold the belief that parent involvement is the key to each child's success. Therefore, we invite you to get involved in any way you can. Working in your child's classroom, joining the PTA, becoming a member of our School Site Council (SCC) or English Learner Advisory Committee (ELAC) are just a few of the ways you can get involved. Please reach out to our Administration Office to inquire how you can get set up to volunteer and serve in our school community.

We look forward to seeing you on campus!

Respectfully,

Laura Smetak-Buck

Principal

# Arnold Adreani Staff

## 2024 - 2025

<p><b><u>Principal</u></b> Laura Smetak-Buck</p> <p><b><u>Vice Principal</u></b> Leigh Mason</p> <p><b><u>Office Team</u></b> Nallely Figueroa – Secretary Vickie Forbes – Office Assistant</p> <p><b><u>Transitional Kindergarten</u></b> Kristi Matsumoto Rebecca Ha</p> <p><b><u>Kindergarten</u></b> Katie Casillas Margo Cox Melanie Maciel Erin Mack</p> <p><b><u>First Grade</u></b> Christina Harrison Janelle Kanemasu-Mar Belee Nguyen Alicia Saelee</p> <p><b><u>Second Grade</u></b> Tiffany Coles Stacey Desmond Tracy Jerome Grace Lewis Teresa Tomblin</p> <p><b><u>Third Grade</u></b> Kim Bemis Kathy Caulfield Cynthia Draper Christopher Jedlicka Lisa Kambur</p>	<p><b><u>Fourth Grade</u></b> Jason Carlisle Evelyn Frank Michelle Inneh Mary Soto</p> <p><b><u>Fourth/Fifth Grade Combo</u></b> Rebecca Arreseigor</p> <p><b><u>Fifth Grade</u></b> Tracy Dunn Terry Kammerer Ann Scheer</p> <p><b><u>Fifth/Sixth Grade Combo</u></b> Crissy Maher</p> <p><b><u>Sixth Grade</u></b> Lisa Carroll Keith Halverson Christian Hogge Doug Horvath Lesina MacPherson</p> <p><b><u>Physical Education</u></b> Michael “Griff” Joyce</p> <p><b><u>Computer Resource</u></b> Synthia Smith</p> <p><b><u>Level 2</u></b> Katie Lingo (TK/K) Brooke Weaver (1-2) Vanessa Becker (2-4) Amy Roberts (5-6)</p> <p><b><u>Learning Resource Teacher</u></b> Kirsten Dieter Jenny Loehr</p> <p><b><u>Academic Intervention Teacher</u></b> Katie Ramirez</p> <p><b><u>School Psychologist</u></b> Antonia Minoletti</p> <p><b><u>Speech/Language</u></b> Emily Hung</p>	<p><b><u>Mental Health Therapist</u></b> Roshni Patel</p> <p><b><u>Special Education Paraeducators</u></b> Tania Bastron Debbie Cannon Karen Gayton Laurie Hughes Alexandra Lewis Monique Manning Brianna Ortiz Kari Stubbles</p> <p><b><u>Food and Nutrition Lead</u></b> Kristine Rose</p> <p><b><u>Custodial Team</u></b> Manny Cebalos Lead Custodian Robert Cathey Night Custodian Maria Sotelo Night Custodian</p> <p><b><u>Yard Supervisors</u></b> Lorena Trammell (campus supervisor) Benji Cece Nancy Rose</p> <p><b><u>Nurse</u></b> Lynny Huynh</p>
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## **A Parent's Role in Achievement**

You are your child's first and most influential teacher. So, teaching your child to value education and character begins at home.

There are many things that you can do at home on a daily basis that will help your children be successful at school in both aspects. The activities described below can benefit students of all ages.

- Talk with your children about school and everyday events, using open ended questions.
- Respect differences
- Be a good listener
- Model empathy, fairness, kindness, and helpfulness towards others
- Read with your children and encourage them to read for fun and discuss what they read.
- Monitor your children's TV and online viewing and talk with them about the programs or videos they watch.
- Express interest in your student's school progress, and their development as individuals.
- Supervise homework, making sure your children have a place to work and that assignments are completed and accurate.
- Encourage exercise and good nutrition.
- Encourage your children to write.
- Provide learning experiences outside of school: parks, museums, libraries, zoos, historical sites, and games offer good learning experiences.
- Communicate that education is important
- Promote good discipline-children do not know intuitively how to behave; parents must teach them
- Nurture their self esteem

## **GENERAL INFORMATION**

### **OFFICE HOURS:**

The office is open Monday – Friday, from 8:00 a.m. to 3:30 p.m.

### **OFFICE PHONE USE:**

Students may use the office phone for emergency calls only. Please make any special arrangements for after-school activities prior to the beginning of school.

### **STUDENT CELL PHONE USE:**

In May 2023, our EGUSD Board of Education approved a revised policy 5131.8 regarding Mobile Communication Devices (MCDs). An administrative regulation to accompany the policy revision was also adopted. The policy and regulation define "mobile communication devices" as "any portable electronic device capable of transmitting or receiving data in the form of a voice or text message or capable of accessing the internet. Some examples include cell phones, smartphones, smart watches, earbuds, and other such devices. Students in grades TK-6 may not use MCDs while on campus except when a teacher or administrator grants permission to the student. When on campus, MCDs must be turned off and placed out of sight during the school day. Students in grades TK-6 who need to call parents may use phones located in the school administrative office. Additionally, all students in grades TK-12 must comply anytime a request is made by school personnel to cease the use of MCDs on campus, even before or after school. If an MCD is observed by staff during school hours or activities when the use of the device is not authorized, or after a student has been directed by school personnel to cease use of the device, it shall be confiscated until picked up by a parent or guardian.

However, a student shall not be prohibited from possessing or using a MCD under any of the following circumstances:

- In the case of an emergency or in response to a perceived threat of danger.
- When a teacher or administrator grants permission to the student to possess or use an MCD, subject to any reasonable limitation imposed by that teacher or administrator.
- When a licensed physician determines that the possession or use of MCD is use of which is limited in purposes, related to and necessary for the student's health and well being as required in the student's health plan.
- When the possession or use is required by the students IEP or 504 plan.

\*\*In all cases, students bring cell phones and other electronics at their own risk. Lost or stolen cell phones/electronics will not be investigated by administration.

### **INCOMING CALLS / MESSAGES TO STUDENTS:**

You are always welcome to call the school and leave messages for teachers and students. However, we try to avoid interrupting classrooms during the day. **There is no guarantee that messages can be delivered to your student if received after 12:00 p.m.** Messages are e-mailed to teachers and/or forwarded to their voicemail to avoid interrupting classroom teaching. Teachers check their email/voicemail messages periodically during the day.

### **VISITORS:**

Visits during school hours must first be arranged with the teacher and principal. **Provide 24 hours notice to the principal and the teacher that you would like to schedule a visitation.** If a conference is desired, an appointment should be set with the teacher during non-instructional time. We ask that only one parent/guardian visit during the scheduled time to minimize the number of visitors on campus during a single day.

Campus visitors **are required to sign in at the office and obtain a visitor's pass** if they wish to enter the campus while classes are in session. All visitors will sign in using our Complete Security System. Your picture will be taken and it will be displayed on your visitor badge. Please allow adequate time to check in. Delays can happen so please come early enough to allow adequate time for check-in. This will help us in our effort to identify possible trespassers and to keep our campus safe for our students. If you are picking up or dropping off your student before and after school, please wait in the quad area **behind the red line** and meet your child there.

The following protocols are observed during scheduled visitations during school hours:

- Sign in with the front office.
- An escort will take you to the location associated with your visit.
- Visits are limited to one class for no longer than an hour.
- You may be asked to remain in a designated observation area in the classroom.
- Please remember that no electronic listening or recording device may be used in a classroom without the teacher and principal's permission.

Please refrain from bringing animals or pets onto the school campus without prior administrative approval. This includes arrival and dismissal times. Students who desire to bring an animal or pet for class projects or to share must check with their classroom teacher followed by administration. Please allow time for this to occur as immediate requests may be denied.

### **COMMUNICATION FOLDERS:**

Communication folders are sent home each Monday. Classroom newsletters, student work and all office notices, etc. are placed in the Communication folder. Students return the folder each Tuesday.

### **SCHOOL NEWSLETTER:**

Our newsletter, published at least once a trimester, will be available for parents to view by accessing our school website only. Teachers will notify parents through their newsletters, each month, as to when an updated newsletter is available online.



### **STUDENTS WORK BROUGHT INTO THE OFFICE AFTER SCHOOL BEGINS:**

Any class work or student projects brought into the office after school has started will be placed in the teacher's box.

### **PARENTS/STUDENTS REQUESTING STUDENT MATERIALS AFTER DISMISSAL:**

Parents and students are allowed to go to their child's classroom after dismissal. **If the classroom door is locked, and/or the teacher has left campus for the day, no homework/textbooks/supplies etc. may be retrieved from the classroom. The office will not let a parent or student into a teacher's classroom who is not here on campus. Other teachers on campus may not open the classroom of another teacher.**

### **LUNCHES BROUGHT TO THE OFFICE AFTER SCHOOL HAS BEGUN:**

The office staff will email the teacher of any lunches brought to the office after school has begun. Classrooms will not be interrupted to notify the teacher. If the teacher has not checked their email prior to the scheduled lunch period, students will be informed to stop by the office to check to see if their lunch has been delivered to the office at that time.

### **STUDENT CHECKOUT:**

In the best interest of your child, your cooperation with the following procedure will be appreciated.

1. Any adult checking out a child must first come to the school office. The person taking the child is to give their name, relationship to the child, the reason for taking the child from school, show their drivers license and be on the **Emergency Contact list**. All children leaving early must be signed out using our Security System, please allow for adequate time to complete this process.
2. If an adult other than the parent/guardian checks out a child, a signed note stating that the parent or guardian permits the school to release the child to the care of that person is required. Notes will be verified via phone call to parent/guardian.
3. In case of emergency, please call the school office and speak to the principal.

For guidelines/policy for early dismissal check-out, please see page 22.

# Schedules

## 2024-25 BELL SCHEDULE

Regular School Day								
	AM Kinder	PM Kinder	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
School Day	8:30-11:50am	11:30-2:50pm	8:30-2:50pm	8:30-2:50pm	8:30-2:50pm	8:30-2:50pm	8:30-2:50pm	8:30-2:50pm
1st Recess			9:55-10:10	9:55-10:10	10:15-10:30	10:15-10:30	10:35-10:50	10:35-10:50
Lunch Time			11:20-11:40	11:40-12:00	12:05-12:25	12:25-12:45	12:50-1:10	1:10-1:30
2nd Recess			11:40-12:00	11:20-11:40	12:25-12:45	12:05-12:25	1:10-1:30	12:50-1:10

Early Out Wednesday Schedule			
	AM Kinder	PM Kinder	Grades 1st-6th
School Day	8:30-11:50am	11:30-2:50pm	8:30-2:00pm
*ALL RECESSES AND LUNCH TIMES ARE THE SAME AS REGULAR DAY			

Minimum Day Schedule								
	AM Kinder	PM Kinder	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
School Day	8:30-11:50am	8:30-11:50am	8:30-12:52pm	8:30-12:52pm	8:30-12:52pm	8:30-12:52pm	8:30-12:52pm	8:30-12:52pm
1st Recess			9:50-10:00	9:50-10:00	10:05-10:15	10:05-10:15	10:20-10:30	10:20-10:30
Lunch Time			11:10-11:25	11:10-11:25	11:40-11:55	11:40-11:55	12:22-12:37	12:22-12:37
2nd Recess			11:25-11:40	11:25-11:40	11:55-12:10	11:55-12:10	12:37-12:52	12:37-12:52

## **DRESS CODE**

The Board of Education believes that:

1. All students should be able to dress comfortably for school without fear of or actual body shaming or unnecessary discipline. Unnecessary discipline includes any act of discipline that is not aligned with the beliefs and purposes defined in this policy.
2. No student should be disproportionately affected by dress code enforcement because of gender, gender identity, gender expression, religion, race, socioeconomic status, body size or body maturity.
3. The dress code policy should connect to a positive vision of self and support college, career, and life readiness. The dress code policy should focus on education and development of students over punishment.
4. Decisions about dress code violations should be consistently grounded in the dress code policy, not an individual student's or staff member's personal perspective or discomfort.
5. Students should not face unnecessary barriers to learning or access to school programs and activities due to the dress code, including loss of instructional time. Schools should actively work to recognize and eliminate any barriers to dress code compliance that exist for students (e.g., via a "clothes closet").
6. Reasons for conflict should be minimized whenever possible (e.g., through the use of discrete conversations, comprehensive training, restorative practices).
7. Student and family voices should be included in the development, implementation, and review of the dress code policy.
8. The nature of fashion and personal expression shifts frequently and requires regular review of the dress code policy by stakeholders.
9. As recognized by California's Crown Act (2019), discrimination based on race is inclusive of traits historically associated with race, including, but not limited to hair texture and protective hairstyles (e.g., braids, locks, twists).
10. As stated in EC Section 49066(c), a student's grade cannot be adversely affected if the failure to wear appropriate apparel arises from circumstances beyond the control of the student.

There are many purposes for policy governing student dress. The most important purposes include:

## 1. Preparation for college, career, and life readiness

- a. Promote the wearing of clothing or accessories that do not interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- b. Ensure certain body parts must be covered for all students: Students must wear tops, bottoms, shoes, and clothing that covers genitals, buttocks, and nipples with opaque material.
- c. Ensure clothing worn as outerwear shall be broadly considered as outerwear (i.e., underwear and swimwear of similar design are not allowed to be worn as outerwear).

## 2. Safety

- a. Maintain a physically safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), PE (athletic attire/shoes), or outdoor activities where sun-protective clothing is needed.
- b. Promote the wearing clothing or accessories without offensive images, language, or content that is racist, lewd, vulgar or obscene, including profanity, hate speech, pornography, or references to alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- c. Promote the wearing of clothing and accessories that reasonably cannot be construed as containing fighting words (including inciting gang conflict), speech that incites others to imminent lawless action, defamatory speech, or threats to others.

## 3. Respect

- a. Allow students to wear clothing of their choice that is comfortable.
- b. Allow students to wear religious attire without fear of discipline or discrimination.
- c. Allow students to wear clothing that expresses their self-identified gender.
- d. Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

The primary responsibility for a student's attire resides with the student and families. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Students and parents/guardians shall be informed about the dress code at the beginning of the school year and whenever these standards are revised. The dress code should be clearly communicated, not just in the student handbook, but in other ways including, but not limited to, annual instruction, posters, and newsletters.

A student who violates the dress code shall be subject to appropriate disciplinary action.

#### **DISTRACTING MATERIALS OR ITEMS:**

Materials or objects that distract instruction or cause a safety concern must be left at home. Teacher permission can be given for special occasions.

#### **Unacceptable items (this list is not exhaustive):**

1. Make-up
2. Electronic Devices such as: headphones, iPods, Gameboys, DS
3. Sports equipment
4. Spray cans or spray containers
5. Skateboards
6. Toys of any type, including "look-alike" weapons, pictures, baseball cards, playing cards, laser pointers, game cards, etc.
7. Pets or other animals
8. Dangerous objects
9. Fake tattoos

Distracting items will be taken from the student by the teacher or administrator and retained until the end of the day or be kept for **pickup by the parent/guardian**. Illegal items may result in a home suspension.

## **SCHOOL ATTENDANCE:**

One of the most important elements of successful learning is regular, on-time attendance to school. A telephone call to school, note, or email upon return to school is essential if an absence is necessary. The phone call, note, or email should include: student's name, date(s) of absence, reason for absence and should be signed and dated by a parent/guardian. You may also leave a voice message after hours or send an email note to the following address: **Arnoldab@egusd.net**

STATE LAW permits the excuse of an absence for the following reasons:

- Illness
- Quarantine, as directed by the Health Dept.
- Medical, dental or eye services rendered-a note from the doctor is required
- Attendance at a funeral of immediate family member to extent of ONLY ONE DAY in California, and NO MORE THAN 3 DAYS outside of California.

We can excuse absences due to illness up to three days with a call or note from a parent. Absences due to illness on the fourth day or beyond require a doctor's note. Absences of more than three (3) days without a valid excuse or not cleared in the office are reported to the EGUSD School Attendance Review Board (SARB) by the principal.

Extended absences (14 or more days) require special procedures subject to approval by teacher and administration. This does not include vacations outside of the normal traditional calendar. You are encouraged to plan vacations during non-school attendance days to prevent an interruption in your student's academic progress.

Tardiness can also interfere with your children's success in school. The times for the opening for school are printed elsewhere in this handbook. Students must report to the office for a tardy slip when late in order to be admitted to class. **PLEASE DO NOT SEND OR TAKE YOUR CHILD TO CLASS WITHOUT STOPPING BY THE OFFICE.** The teacher cannot admit any student without a tardy slip (please read the tardy Policy for further clarification).

## **DISTRICT ATTENDANCE GUIDELINES**

### **ABSENCES DURING THE REGULAR SCHOOL YEAR:**

Education Code section 46010 and 48205 identify the **ACCEPTABLE** reason for "excused" absences. For each excused absence students will be given the opportunity to complete work, which is reasonably close to, but not necessarily identical to missed work. Students will have the same number of days they were absent to complete missed work. For example: if a student had an excused absence for one day they will be given one day to complete missed work. Students will also receive grades for the completed work. The types of absences identified in these codes include the following:

- Personal illness (school may require a doctor's note and will require doctor's verification if school deems absences are excessive)
- Quarantine under the direction of health office
- Personal medical appointment (may require doctor's note)
- Funeral services of parent, sibling, grandparent, brother-in-law, sister-in-law, or any relative living in the child's immediate household (limit is one day in the state, and three days out of state.)
- Exclusion for medical reasons (not to exceed 5 school days)
- Personal court appearance (requires verification)

- Prior Principal approval for employment conference
- Observance of a religious holiday or ceremony (recommend three days advance notice to school)
- Religious retreat (limited to four hours per semester)
- He/She is the custodial parent of a child who is ill or has a medical appointment during school hours (school may require a doctor's note and will require doctor's verification if school deems absences are excessive)

**UNACCEPTABLE** reasons for being absent from school are considered "unexcused".

**If you have questions regarding excused or unexcused absences, please call the school site at 916-525-0630.**

**ARNOLD ADREANI TARDY/TRUANCY POLICY:**

When students arrive late to class it causes them to miss valuable instructional time. In order to help stress the importance of our students arriving at school on time, the following tardy/truant policy is in effect. Tardies are defined as follows:

**CLASSROOM TARDY:** Students arriving late to school 30 minutes or less.

**TRUANT TARDY:** Students arrive late to school 31 minutes or more.

**If your child is tardy due to a doctor/dental appointment, we ask that you send your child to school with a note from the doctor to excuse the tardy. The tardy will be unexcused until a note is received. We believe that arriving at school on time is of utmost importance.**

**Students Tardy Consequences:**

1. Verbal Warning
2. Teacher Contact Parent
3. Refer to administration contact parent
4. Referral to SARB

## **HEALTH INFORMATION**

### **MEDICATION:**

Medicine cannot be administered to students by the office unless there is completed documentation. An "Administration of Medication for Pupils" form must be completed by the parent and the family physician (a sample form is on the next page) in order for medicine to be administered by the office. **Your child's physician must sign the form authorizing medication, dose, route, and the schedule for administration. This form can be obtained from the school office. The state law requires that this form be updated annually or when there is any change in medication or dosage.**

Aspirin, lozenges, cough syrups or other non-prescription medicines cannot be administered to children without a medical form signed by you and your doctor. Children are not allowed to carry medications, including over the counter. We need to be very careful that children do not share medicines with each other.

Please see the Administration of Medication for Pupils and the Authorization for Administration of Medication by School personnel on the next page.



**Arnold Adreani Elementary School**  
9927 Wildhawk West Drive  
Sacramento, CA 95829  
(916)525-0630  
FAX (916 )525-0725  
Laura Smetak-Buck, Principal

### **ADMINISTRATION OF MEDICATION FOR PUPILS**

Dear Parent,

The following information is designed to help you and your son/daughter comply with state Law, District Policy and Procedures in relation to the Administration of Medication at School.

1. Below is listed Education Code 49423. It sets forth procedures which must be followed if school staff are to accept the responsibility for administration of medication:

*Notwithstanding the provision of Section 49422, any pupil who is required to take during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school receives (1) a written statement from such physician detailing the method, amount, and time schedule by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement. (E.C. 49423)*

**2. No medication (prescription or non-prescription - including aspirin, cough drops, etc.) will be dispensed to students or allowed on the school site without the appropriate form being completed and on file in the school office. If the physician requires a portion of a tablet, pill etc., be dispensed, the parent(s) is responsible for dividing the tablet into the prescribed size.**

3. Student requiring medications at school shall be identified to the school by parent/guardian and physician. Students observed by school personnel administering unauthorized medications to themselves will be reported to their parent/guardians. (A.R. 4141.21 (a)).

4. The authorization for the Administration of Medication by School Personnel is located on the backside of this letter. If you have questions, please contact the school nurse serving your school.

5. All student medication must be in the original container clearly labeled with the student's name and will be kept securely locked in the school office. Students may not carry medication on their person, although exception may be made for students who need medication for potentially life threatening conditions. Such exceptions require physician, parent, and principal authorization.

6. Parents are required to provide written verification from physician to the principal of the school the pupil attends, or the school nurse, of **any change** in the medication or dosage. Physicians may fax forms to school sites to authorize medication changes.

**7. The Authorization for the Administration of Medication by School Personnel must be updated annually or whenever any changes are made in the treatment plan.**

8. At the end of the year, all medication must be picked up by the parent with in five working days, or it will be destroyed per safety regulations.

## AUTHORIZATION FOR ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

*(Please note: this form must be completed each school year, or more frequently as necessary)*

Student \_\_\_\_\_ Age \_\_\_\_\_ D.O.B. \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

**PHYSICIAN INSTRUCTIONS - Please note:** medical personnel are **not** available on the school campus. Whenever possible, please prescribe medication that can be given outside of the school day. If medication **must** be administered during school hours, please complete the information below:

MEDICATIONS	DOSAGE	ROUTE OF ADMINISTRATION	APPROXIMATE TIME OF DAY

Diagnosis or indication for medication \_\_\_\_\_

Length of time to be taken \_\_\_\_\_

Precautions, if any \_\_\_\_\_

a. For emergency medication, is the student capable of self-administering the necessary treatment/medication?

Yes \_\_\_ No \_\_\_

b. Will the student need to carry this medication on his/her person? Yes \_\_\_ No \_\_\_

c. Will the student need to self-administer this medication? Yes \_\_\_ No \_\_\_

Please note obvious side effects of this particular medication \_\_\_\_\_

M.D. \_\_\_\_\_

Signature of Physician

Address

Print/Type Physician's Name

Phone

Date

\*\*\*\*\*

**PARENT REQUEST**

I/We the undersigned, who is/are the parent(s) of \_\_\_\_\_ request that medicine be administered to said child by a designated member of the school staff, in accordance with the instructions outlined in the attached "Parent/guardian Designation for Administration of Medication." In agreeing to have the school administer our child's medication, I/We voluntarily agree to indemnify, defend, hold harmless and release from liability Elk Grove Unified School District and its officers, agents, and employees for any and all claims of liability arising out of their negligence, recklessness or any other act or omission which causes our child's illness, injury, death, and damages of any nature in any way connected with the administration of our child's medication.

As indicated in the physician's statement above, our child, \_\_\_\_\_, will self-administer his/her own emergency medication when required and we are not requesting school personnel to assist in the administration of our child's medication. Our child will need to self-administer his/her emergency medication at school because he/she suffers from the following life threatening condition \_\_\_\_\_ (state nature of illness). Our child will need to take his/her medication \_\_\_\_\_ (number of times per day) with the following special instruction:

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I/We understand that the major responsibility for a child taking medication rests with the child and his/her parents, and that we are required to personally bring the medication to school along with necessary accompanying supplies and equipment. I/We consent for the school nurse, other duly qualified supervisor of health , or site administrator to communicate with the authorized health care provider and the pharmacist(s) with regard to the status, or authorized health care provider. I/We agree to notify the school nurse, other duly qualified supervisor of health, or site administrator immediately and provide new consent for any changes in the authorized health care provider's authorizations.

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Parent/Guardian signature(s)	Date	Home Phone	Work Phone
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Emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

# **Health Information**

## **Immunizations**

Documented proof of immunization is required upon admission. Immunizations must be up-to-date before admission to school is granted. Per California State law, personal or religious belief waivers are no longer acceptable. If your student has a medical condition which prevents them from obtaining immunizations, a medical exemption must be obtained by their primary care physician through the California Immunization Registry (CAIR) program. If an outbreak of a communicable disease occurs at a school, the students who are not fully immunized will be excluded for his/her safety until an appropriate time to return is communicated by a physician or their designee.

## **First Grade Physical Exam (CHDP)**

State law requires that for each child enrolling in the first grade, the parent or guardian must present a completed physical form signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, the parent/guardian must file a waiver with the school stating the reason why the physical examination was not obtained.

## **Screening: Vision and Hearing**

Vision and hearing will be checked by a credentialed school nurse in the mandated grades of kindergarten, second, fifth, and eighth. A parent or teacher can request a vision or hearing screening for a student at any grade level.

## **Kindergarten Dental Screenings**

California law requires a dental screening by May 31 of a student's first year of public school, kindergarten, or first grade. The screening must be done by a licensed dentist or other licensed or registered dental health professional within 12 months of enrollment. If a dental check-up cannot be obtained, parents may get an excuse from this requirement by filling out a form. The goal of the law is to establish dental care for every child. The screenings will identify children who need further examination and/or dental treatment.

## **Health and Nursing Services**

The District nursing services are administered by a qualified school nurse who provides the following services: vision and hearing screening, updating medical information and supervising the maintenance of appropriate records for each student. Nurses are on call and available to our school site when needed.

## **Role of the School Nurse**

The credentialed school nurse is a registered nurse whose primary responsibilities are the prevention of illness, injury and disability, and the early detection of health problems for a student in the district. The school nurse is uniquely qualified to provide preventive services, health education, emergency care, referral and management of acute and chronic health conditions.

The nurse strengthens and facilitates the educational process by improving and protecting the health status of children and by identifying and assisting in the modification or removal of health related barriers to learning. The nurse participates in the student's educational experience by providing health services, health education, health promotion, and a safe and healthy school environment for all students.

In addition to providing this care to the students of the district, school nurses also provide health promotion, consultation and education to district employees and other community members. In addition to being accountable to the Elk Grove Unified School District, the nurse is accountable to the Nurse Practice Act and the Standards of Professional School Nursing Practice.

## **STUDENT ARRIVAL and DISMISSAL PROCEDURES**

### **SCHOOL ARRIVAL RULES:**

**There will be no student supervision prior to 8:15 a.m.**

We have worked closely with the Elk Grove Unified School District Police Services and local law enforcement to develop arrival and dismissal procedures that will enhance the safety of ALL of our students. **Please obey all crossing guards' directions and those of administration directing traffic. Refrain from making U-Turns during arrival and dismissal. Please be reminded that the law prohibits the making of U-Turns on any street within 200 feet of traffic coming from either direction.** But most importantly U-turns place our children at greater risk.

1. Students in grades 1<sup>st</sup>-6<sup>th</sup> are to enter the line-up area through the double gates located by the flagpole. Students riding the bus will enter through the main gate by the flagpole and walk directly to their respective line up area. Students must remain there until taken to class by their teacher. During inclement weather, 1-6<sup>th</sup> grade students will be directed to the multi-purpose room or their classroom door and kindergarten students will go directly to their classroom.
2. Bicycle/scooter riders must walk their bike/scooter while on the school grounds. All bicycles/scooters must be stored in the bike storage area. Students are responsible for their own bicycles/scooters. The school does not take any responsibility for lost or stolen bicycles/scooters.
3. The gate for the bicycle rack is closed for most of the day, but is unlocked before students are dismissed. It remains unlocked until all children have left campus. There are not sufficient personnel available to monitor this area, and the school cannot assume responsibility of stolen or damaged bicycles/scooters. **All students who ride bicycles/scooters to school should wear helmets to provide protection from serious head injury. No electric/gas scooters are allowed on the school grounds.**

## **PLEASE DO NOT ENTER THE PARKING LOT THROUGH THE EXIT DRIVEWAY.**

Critical Safety Concerns:

Please support our efforts to keep your children safe!

1. Teach your children to walk across the street ONLY in a crosswalk. Students are to use our main crosswalk on Prairie Dunes and Wildhawk West.
2. **NEVER**, allow your child to walk between parked/stopped cars or parked school buses!
3. Park your cars ONLY in marked parking spaces, even if only for a minute.
4. Walk your child to the sidewalk and please use the crosswalks.

Your cooperation is greatly appreciated. Please understand when we ask you to adhere to these safety measures that the safety and well-being of our students is one of our highest priorities.

### SCHOOL DISMISSAL RULES:

At dismissal, students waiting for a ride will line up along the sidewalk parallel to the curb in front of the flagpole. As you drive in, continue to pull forward as far as you can. Your child will walk to you once you pull forward and stop. **Students are directed to get into their car between the orange cones only.**

- When picking up your child, please do not block other cars. If your child is not waiting for you at the designated pick up area, please park in a designated parking place within the parking lot..
- **Please do not leave your vehicle parked or unattended in the student loading/unloading zone (red curb) during arrival and departure times.**

Parents who pick up their students(s) after school and park across the street from the school **are required to walk over to the school grounds and meet their students(s) at the gate.** Parents should also walk students back across the street to ensure their safety. Parents should not stand by their car across the street and wave to their child to come across the street between crosswalks without their assistance. **Please use the crosswalks to cross the street for the safety of our students.**

Our Department of Police Services and the Fire Inspector's office reached an agreement that cars will be allowed to stop in the red zone within the parking lot in order to pick up students. However, if cars are left unattended, they may be ticketed. If an emergency vehicle enters the parking lot they need to be able to clear the red curb area immediately. Cars may not be double parked or stopped in a travel lane in the parking lot and/or the street.

1. Students shall leave the school grounds within 10 minutes after dismissal time.
2. Students not picked up within 10 minutes after dismissal time will be taken to the office. A parent will be required to come into the office and sign them out. Students will not be allowed to leave the office without a parent/guardian signature. These children are logged in, and parents/emergency contacts coming to school to retrieve these children must sign them out. If your child is frequently left unattended after dismissal, you will be notified via written letter by the Principal. Please be aware that there is no supervision available for unattended students. For your convenience Arnold Adreani has one on-site daycare facility: Champions: (916) 405-6094
3. Students will walk from their classroom directly home or to the assigned dismissal area.
4. Students will board the bus immediately. Buses only wait 6 minutes.
5. Students must ride their assigned bus home at the scheduled time unless their bus driver receives written permission from a parent.
6. All students will wait at the designated parent pickup area until accompanied by their parent. **Under no circumstances are students to enter the parking lot unattended.**
7. **All walkers must use designated crosswalks at all times to and from home.**
8. Bike riders must follow safe rules of the road or they may lose the privilege of riding their bikes to school. All bike riders shall wear a bike helmet.

Parents should not park in the middle of the parking lot and signal for their child to come to their car. Instead, after they park their car in a legal space, they should come over to the curb to escort their child to their car. Let's use common courtesy and practice safety in our parking lots. The safety of our children is of the utmost importance.

Parents may also use the eastern section of the bus-loading zone to load and unload students in the morning and afternoon. **Please do not double park.**

# **KINDERGARTEN PARENTS ARE TO PARK AND WALK THEIR CHILD TO CLASS**

**PLEASE DO NOT ENTER THE PARKING LOT THROUGH THE EXIT DRIVEWAY.**

## **EARLY DISMISSAL:**

When a student has to leave early, in most cases the teacher has to stop instruction in order to prepare homework for the student leaving. This stops instruction for the rest of the class. This isn't a good use of our classroom instructional time. Therefore our policy is as follows:

1. If your child must leave early due to a doctor's appointment (**doctor's note needed**), illness or other excused absence, your child will have the same number of days to make up work as if they were absent for the day (i.e., 1 day absence = 1 day to make up work and receive full credit).
2. If your child must leave early due to a reason other than an 'excused absence' category, it will be up to your child to get the homework assignments from a fellow classmate or to check their teacher's website for the homework assignment. The teacher will not stop instruction to assist your child. Please refer to individual teacher's syllabi for their classroom consequences for an unexcused early dismissal.

Students are never to be sent home or off school grounds without the consent of the principal. Likewise, students are never to be released to an adult without the adult signing the student out at the office. With so many custody requirements in effect, it is extremely important that the office be notified of any change in adults picking up children.

## **SIBLINGS ATTENDING ASSEMBLIES:**

Parents requesting to have siblings attend assemblies in which one of their children is being recognized causes undue disruptions to the classroom setting as well as students missing classroom instruction. If a parent wishes to pull a sibling out of class to watch a brother or sisters assembly, they must be checked out of the office by the parent. In addition, this will be counted as an early dismissal which may affect the students *Perfect Attendance* status.

## **SIDE GATE CROSSWALK:**

The side gate crosswalk on Prairie Dunes and Royal Down is only for our kindergarten students to access. Our kindergarten teachers will be monitoring this area. **There will not be a crossing guard at this location.**

## **BUS TRANSPORTATION:**

Any student who rides an EGUSD school bus must show their bus pass to the bus driver and abide by the guidelines set by the District. At the beginning of the school year, all bus riders are given copies of the bus rules. These should be discussed with your student, and then the signature portion returned to the bus driver. The bus drivers issue citations in their attempt to provide the safest possible bus environment.

If you want your child to ride a bicycle or to walk to school rather than ride the bus, a note from the parent to the bus driver is required. Children cannot switch back and forth on a daily basis. If a child regularly rides a bus, the note is required to be signed by the principal so that the bus driver knows that the note has been verified.

Please refrain from bringing animals or pets onto the school campus without prior administrative approval. This includes arrival and dismissal times. Students who desire to bring an animal or pet for class projects or to share must check with their classroom teacher followed by administration. Please allow time for this to occur as immediate requests may be denied.

#### **ADDRESS CHANGES:**

Parent/guardians are to notify the office immediately of any change in address, telephone number, or change in guardianship. In order to change an address, proof of new residence is required, i.e. current utility bill (SMUD, PG&E or county utilities bills only, no phone or cable bills will be accepted). New rental agreement or closing papers on a newly purchased home can be accepted initially; however final proof of residency as stated above is required within 2 months.

#### **WEBSITE:**

[adreani@egusd.net](mailto:adreani@egusd.net)

The ARNOLD ADREANI ELEMENTARY SCHOOL Website offers up-to-date information, as well as departmental information, club and athletic information, testing information, calendars, staff profiles, bell schedules, newsletters and much more. Also, please make sure to sign up for ParentVue through Synergy in order to stay current on school activities/events and to communicate with your student's teacher.

#### **LIBRARY INFORMATION:**

Students visit the library once a week to check out books. Before books are checked out, each child must return a Library Responsibility Form signed by a parent or guardian. The student and parent agree to handle library books carefully, return them promptly and pay for any lost or damaged books. The checkout period is two weeks. Overdue notices, with information about the title, author and price of the book are sent home after two weeks. Please respond quickly and call the school, at (916-525-0630) with any questions. **If a lost library book has not been paid for, the student will not be allowed to check out a library book until the bill has been cleared.**

#### **Class/Library Books:**

Our classrooms and school library have a variety of books for our students to choose from. Books are self-selected from our classrooms and school library by the students. It is the **parent's responsibility** to monitor and inform their teacher if their child has chosen a particular book that is offensive to them so that they may choose an alternative book

#### **BOOK RETURN RULES**

All books must be returned the day before your scheduled library time. Books can be placed in the return cart, located outside the Library, from **8:20 AM until 2:50 PM**. The library will not be able to check in books the day of your library time. If students' books are not returned the day before their regularly scheduled library time, they will not check out books that day.

**GOLDEN RULE: NO RETURN - NO CHECK OUT!**



### **DAMAGED AND LOST BOOKS**

The library will not accept replacement books for lost or damaged books. The library will generate overdue notices and give them to the classroom teachers. If the book is not returned, the library will issue an invoice for outstanding books and the teacher will send it home. All payments must be made directly to the library, in the form of cash or check. Checks must be made out to: Arnold Adreani Elementary School.

#### **Book Coverings:**

Students need to be reminded that self-adhesive book coverings are NOT allowed to be placed on student textbooks. Paper, fabric, or stretchy book covers are acceptable.

### **TEXTBOOK CHECK-OUT**

During the first week of school, students in grades 3<sup>rd</sup>–6<sup>th</sup> will check out textbooks at their scheduled library time. These texts will be checked out to the students' library cards.

### **TEXTBOOK CHECK-IN**

One week before school is out, students will bring in their textbooks during their scheduled library time. These texts will be checked in and removed from their library cards. All textbook covers and bookmarks are to be removed. Any damages to a textbook will be assessed that day. A fine will be generated and given to the principal so that the parents of the student can be notified.

### **BIRTHDAY POLICIES**

Flowers, balloons or other celebration items **may not be taken to the classroom or left in the office**, as it is a distraction to the students and staff. Each teacher will review the birthday guidelines for their classroom during *Welcome Back Wildhawks* night. We ask that parents adhere to these guidelines.

#### **Grade Level Policies:**

Kindergarten: Treats may be provided by the family and distributed at the end of the day. Please talk with your child's teacher **prior** to bringing items to school.

First Grade: Teachers have the choice between small treats being provided and/or a birthday book donation.

Second Grade: Contact your teacher prior to bringing treats to school.

Third Grade: Contact your teacher prior to bringing birthday treats.

Fourth Grade: Contact your teacher prior to bringing birthday treats. Treats will be passed out at morning recess only.

Fifth Grade: Treats may be brought to school but will only be allowed to be given out during morning recess or lunch.

Sixth Grade: Treats may be brought to school but will only be allowed to be given out during morning recess or lunch.

## **CAFETERIA SERVICE**

School meals are nutritious and delicious. Food & Nutrition Services professionals create menus that are kid approved and meet the nutrition standards set by the USDA. Fresh fruits & vegetables, whole grains, lean proteins and dairy make up a meal that fuels your student for learning and promotes healthy habits for lifelong good nutrition. For more information, visit <https://egusdschoolmeals.com/>

During lunch times, students will be expected to follow the criteria below:

1. All food and drink must be consumed in the cafeteria; any food/drink consumed outside will be confiscated and thrown away. Students will deposit all litter in wastebaskets.
2. Students will be seated upon receiving their lunch. Students will raise their hands to be excused from the cafeteria. The tables and floor are to be left in clean condition. Failure to do so may result in the loss of privileges and/or assignment of school consequences.
3. Students will participate in the Organic Waste Sorting Program. This requires students to separate their food waste from their trash and throw them in separate trash bins.

Breakfast and lunch are available every school day in the cafeteria. Meals are free to all students.

**Please do not send your child to school with any food item that needs to be heated at school. We are unable to provide this service due to health regulations.**

## **CURRICULUM**

### **LANGUAGE ARTS:**

The language arts program involves teaching reading, writing, listening, speaking, spelling and grammar together so that each can reinforce the other. Student's skills in one area will provide the foundation and support for learning in every other area.

The language arts program is based upon standards and interim assessments for reading, writing, listening, speaking, spelling and grammar for every grade level. The grade level standards also reflect the most current research in how children learn to read and write and are aligned with State Standards. For more information, please visit <https://blogs.egusd.net/cpl/english-language-arts/>

Teachers use a variety of materials as they help children to achieve these learning benchmarks. These materials include the Wonders reading program (K-6), library books, and computer programs.

### **WONDERS**

California Wonders is a comprehensive K-6 ELA/ELD program built on the California ELA/ELD Framework and the California State Standards. Through its connected pathways, intentional instruction, and inspiring content, CA Wonders prepares all students for college and career in the 21st century. To learn more about what your student is learning, log in to your student's portal using their username and password at [portal.egusd.net](http://portal.egusd.net)

### **MATHEMATICS:**

The math program involves mastery of arithmetic skills, the application of these skills, and the understanding of key mathematical concepts. Particular emphasis is placed on providing students with concrete experiences

with math concepts. Students in grades Kdg-6<sup>th</sup> grade use the Envision Program, which is aligned with the new Common Core State Standards. For more information. Please visit <https://blogs.egusd.net/cpl/math/>

### **Envision**

Envision is a K–8 program written specifically to support the Common Core State Standards for Mathematics with an emphasis on developing 21st-century skills. The Standards for Mathematical Practice are integrated into the content, along with an equal emphasis on conceptual fluency. The program provides rigor, depth of understanding through interactive lessons, research-based instructional approaches, best practices, English learner support, and differentiated instructional resources to ensure success for all students.

### **PHYSICAL EDUCATION:**

Physical education instruction consists of a program providing for student participation in psychomotor activities, individual games and group games. Good sportsmanship and a positive attitude are stressed throughout the year. This year all intermediate students in grades 4 through 6 will receive two 40 minute PE sessions taught by a PE teacher. Physical Education instruction consists of a program providing for student participation in psychomotor activities, gymnastics, individual games and group games. Good sportsmanship and positive attitude are stressed throughout the year.

After school sports teams may be offered to fourth, fifth and sixth grade students. A team representing our school competes against teams from nearby elementary schools. A track and field track meet will be offered in the spring.

### **SOCIAL STUDIES:**

The History/Social Science program in the Elk Grove Unified School District is standards-based with an emphasis on both subject content and historical and social science analysis skills. Both the Grade K-5 (McGraw Hill) and the Grade 6-8 (McGraw Hill) programs contain strategies for writing, note-taking, critical thinking, vocabulary development, and building success in comprehending expository text. Primary source materials, both written and through media, are included to enhance student engagement in learning about events of the past. The text is available through the portal for the convenience of students accessing information at home. The online interactive text supports student reading comprehension.

### **SCIENCE:**

Our science curriculum students learn to observe, compare, organize, infer, communicate and apply scientific process by conducting large group, small group and/or individual experiments, demonstrations and investigations. Instruction focuses on critical thinking skills and problem solving in addition to memorization of facts and vocabulary. Students are involved in: (1) Using graphs and charts to portray data; (2) Reading, writing and presenting material orally; (3) Writing, reports and results of experiments and investigations; and (4) Working in cooperative learning groups. Students in grades kindergarten-fifth grade use Amplify Science and our sixth grade students use Earth and Space Science STEMscopes.

### **COMPUTERS:**

Students are introduced to computers through our school computer lab. Classes are scheduled for regular computer instruction. Students are exposed to basic computer operations and learn a variety of applications in grades 1-6<sup>th</sup>.

### **VISUAL AND PERFORMING ARTS (VAPA):**

Students are involved in music and art in two ways. Throughout the year teachers provide instruction in music, art, theater, dance and music into their curriculum.

We offer band for beginners and intermediate level for students in grades 4-6<sup>th</sup>. School-wide assemblies also expose students to a variety of the arts.

### **CHROMEBOOK POLICY**

The Elk Grove Unified School District (EGUSD) provides each student their own Chromebook. We recognize that technology owned or otherwise provided by the district as necessary for instructional purposes, including network and internet services offers a wide variety of opportunities to further educational goals and objectives and therefore provides technology services and network access to its students.

The use of the EGUSD technology, network services, and the Internet is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations. EGUSD reserves the right to suspend access at any time, without notice, for any reason, or revoke access at any time for inappropriate conduct. The use of the Internet, network, and technology services are strictly limited to educational purposes. EGUSD expects all students to use technology responsibly in order to avoid potential problems and liability. EGUSD may place reasonable restrictions on the sites, material, and/or information that students may access through EGUSD technology services and network. By accepting a Chromebook, the students and parent are agreeing to these terms and policies.

### **TEXTBOOK POLICY**

Each student is issued a numbered copy of the textbooks for his/her grade at the beginning of the school year. She/he is individually responsible for these books for the year. If a book is lost or damaged, the student will have to pay for full or partial price, depending on the original condition of the book when issued to the student.

It is very important that you and your child discuss his/her responsibility for these textbooks. We recommend that parents tell their child to check at the end of the day for his/her textbooks. If a book is missing at that time, the teacher can assist in looking for the book. If a student waits until several days later, the chances of finding the book are not very good. Please note, math workbooks are considered a non-consumable-textbook.

**School textbooks are not to be covered with the self-stick book covers or tape the book cover to the inside of the book**

### **OPT-OUT FORMS**

Student Opt-Out Forms are sent home at the beginning of each school year and these Opt-Out preferences may be updated in the ParentVUE app. The form allows parents to opt-out of media visits, release of directory information and/or viewing PG-13 or R rated movies. It only needs to be filled out if the parent/guardian wishes to opt-out of one of these areas. You can also opt-out of receiving this Parent and Student Handbook via email.

## **HOMEWORK POLICY**

The district homework policy states that homework is an integral and meaningful part of the total program for all students, K-12. Homework is defined as subject related assignments by the teacher, which will require time and effort outside of the regular classroom for successful completion.

Homework is considered an integral and meaningful part of the entire school program.

The purpose of homework is to:

- Reinforce concepts already taught
- Provide additional independent practice
- Promote student responsibility and independence
- Extend and enrich concepts
- Strengthen skills
- Promote parental awareness of school work
- Builds effective study skills

## **GRADE LEVEL HOMEWORK POLICIES:**

### **Grade Level Homework Policies:**

#### **Kindergarten:**

In order to give students more time to practice and review concepts they have learned in class, a homework packet will be provided by the teacher. In addition, fifteen minutes per night for reading. Homework is collected on Thursday.

#### **First Grade:**

Homework is expected to be completed and returned on time each week. Incomplete or late work will be reflected on the report card. Homework packets include math, language arts and spelling practice. Children are required to read 15 minutes each night. Homework packets are assigned on Mondays and collected weekly. This weekly work should not exceed 30 minutes per night.

#### **Second Grade:**

Each student is to read 20 minutes per day. Additional homework will be assigned and may vary from week to week. Parents are expected to check their child's homework nightly. All homework assignments must be turned in at the beginning of the school day (8:30 a.m.). Incomplete or late work will be reflected on the report card.

#### **Third Grade:**

Homework is assigned Monday-Thursday. Students are expected to record their daily homework on their calendar. Parents are expected to check their child's homework nightly. All homework assignments must be turned in at the beginning of the school day. Students with excused absences are expected to make up all homework assignments. Homework will be comprised of reading, math, and spelling.....and should take no more than 45 minutes to 1 hour per night.

#### **Fourth Grade:**

Homework is assigned Monday-Thursday. Students are expected to record their daily homework on their calendar. Parents are expected to check their child's homework nightly. Students who are absent are expected to make up all homework assignments. All assignments due when collected. Long term projects may require additional work over the weekend.

#### **Fifth-Sixth Grade:**

Homework is assigned Monday-Thursday. Students are expected to record their daily homework on their calendar. Parents are expected to check their child's homework nightly. Students who are absent are expected to make up all homework assignments. All homework and class work will go home each Monday in the Communication Folder or returned digitally. All assignments due when collected. Long term projects (i.e, wax museum) may require additional work over weekends.

## ACADEMIC CODE OF CONDUCT

The staff of Arnold Adreani Elementary School expects the highest standards of honesty and fairness from all students. Promoting the ideals of responsibility and self-discipline are essential. Therefore, to protect everyone's right to a fair and meaningful education, this ACADEMIC CODE OF CONDUCT has been adopted.

- A student who exhibits any behavior that, in the judgment of the teacher, indicates dishonesty while taking an examination or quiz shall receive a zero for that exercise and it may not be made up.
- A student who copies an assignment from another student shall receive a zero for that assignment, and the student who allows an assignment to be copied shall also receive a zero.
- A student who, for the purpose of cheating on an examination, enters a classroom carrying evidence of premeditation – such as aids or notes not allowed – shall receive a zero for that examination.
- A student who is apprehended for taking, without permission, another student's written assignment or project for personal use or academic credit shall receive a zero for that assignment and will be further disciplined under the provisions for theft in the student discipline policy.
- A student who displays unethical behavior and/or is involved in any other activity for the purpose of cheating, altering, or falsifying records, removing or copying of any materials (student, teacher, or other), etc. shall be disciplined as follows: The student shall receive a grade of "F" for the assignment/examination for which the infraction takes place. Also, the infraction may affect any awards or honors the student may receive.

### Learning Behavior Standards:

The following grades are issued for the evaluation of citizenship: E, S and U. Good citizenship evaluation is required and promoted by all teachers.

+ (plus) = **CONSISTENTLY**

A student who enthusiastically comes to class each day prepared and motivated to independently learn, leads class discussion and initiates a leadership role in group work. He/she consistently models class rules, is an optimistic and constructive role model for other students to follow, and seeks to surpass class expectations.

 (check)= **DEVELOPING**

A student who comes to class most days prepared, takes some responsibility for his/her own learning, participates in classroom discussions and group work, is progressing towards following all class and school rules, and is a positive and constructive role model for other students.

- (minus)= **NEEDS IMPROVEMENT**

A student who is minimally prepared for class, inadequately participates in classroom discussions, and rarely participates in group work. He/she may have an irregular attendance record. This student's behavior may be disruptive and warrant behavior consequences. This student fails to follow class, school rules, and/or teacher directives.

**Any student who has been caught cheating will receive a "U" in Citizenship/Work Habits for that trimester.**

**Late Work/No Name on Paper Policy:**

1 <sup>st</sup> Grade	Students are responsible for turning in homework/class work on time. Late or missing assignments will affect report card grades.
2 <sup>nd</sup> Grade	Students are responsible for turning in homework/class work on time. Late or missing assignments will affect report card grades. Classroom consequences applied for papers with no name.
3 <sup>rd</sup> Grade	Homework/No Name: No credit, students can claim, Loss of Adreani Allowance  Late work/Incomplete: No credit, Loss of Adreani Allowance  Tests/Classwork No name: Students can claim, loss of Adreani Allowance  Incomplete: Credit for what is complete Missing/Late: Loss of Adreani Allowance
4 <sup>th</sup> Grade	Missing assignments, projects, homework Assignments / Homework:  Zero score (NW = no work)  Late Assignments / Homework / Projects: After the trial period (first two weeks of school), late work will not be accepted and is considered missing.  Projects: grade lowered by one grade per day late NOTE: homework turned in at the office will be considered late and is considered missing.  No name assignments: Opportunities will be available for students to claim no name papers that were turned in for credit. Opportunities and timelines will differ based on classrooms. Synergy will reflect a zero score until paper is claimed and resubmitted.  Tests: Credit given, but consequences will vary between classrooms.  Incomplete Work: Students will be given credit for what is completed on each assignment.

<p>5th Grade</p>	<p>Missing assignments, projects, homework Assignments / Homework:</p> <p>Zero score (NW = no work)</p> <p>Late Assignments / Homework / Projects: After the trial period (first two weeks of school), late work will not be accepted and is considered missing.</p> <p>Projects: Grade lowered by one grade per day late NOTE: Homework turned in at the office will be considered late and will be reduced by one letter grade per day.</p> <p>No name assignments: Opportunities will be available for students to claim no name papers that were turned in for credit. Opportunities and timelines will differ based on classrooms. Synergy will reflect a zero score until paper is claimed and resubmitted.</p> <p>Incomplete Work: Students will be given credit for what is completed.</p>
<p>6th Grade</p>	<p>Missing assignments, projects, homework Assignments / Homework:</p> <p>Zero score (NW = no work)</p> <p>Late Assignments / Homework / Projects: After the trial period (first two weeks of school), late work may be given partial credit.</p> <p>Projects: Grade lowered by one grade per day late NOTE: Homework turned in at the office will be considered late and will be reduced by one letter grade per day.</p> <p>No name assignments: Opportunities will be available for students to claim no name papers that were turned in for credit. Opportunities and timelines will differ based on classrooms. Synergy will reflect a zero score until paper is claimed and resubmitted.</p> <p>Incomplete Work: Students will be given credit for what is completed.</p>



## **SPECIAL EDUCATION SUPPORT**

### **LEARNING CENTER & RSP (RESOURCE SPECIALIST PROGRAM):**

The Learning Center provides limited instruction and services to students who have been referred by the Student Study Team and demonstrate certain scores on a battery of tests. Student instructional plans based upon individual testing/evaluation and committee input are reviewed yearly or more often with the parents(s) and staff to ensure that the goals are appropriate and that maximum progress is being made. The primary goal is to make the progress necessary for the student to “test out” of the program and no longer require services.

### **Speech/Language Specialist**

The Language, Speech & Hearing Specialist (LSH Specialist) screens all children referred by teachers, parents and/or the Student Study Team. Students who qualify for LSH services work with the specialist and classroom teacher on communication disorders that interfere with a student’s ability to access the core curriculum. Speech-Language sessions address the areas of receptive/expressive/pragmatic language, articulation/speech intelligibility, fluency (stuttering), voice, and hearing. In addition, the specialist assists teachers with students whose primary disability may be in the auditory comprehension or processing areas. All testing and evaluations are individualized and begin only with prior parental consent.

The Speech and Language Specialist screens all children referred by teachers or parents. In addition to working with children who need speech or language therapy, the specialist assists teachers with students whose primary communication disability may be in the auditory comprehension or processing areas. All testing and evaluations are individualized and begun only with prior parental consent.

### **School Psychologist**

The school psychologist administers psychological tests, consults with teachers and parents on learning disabilities and/or social/emotional problems and counsels students. She is also a resource for counseling and support services that are available in the community. The school psychologist has written, phone, or personal contact with parents whenever direct services are provided.

### **STUDENT STUDY TEAM:**

The Student Study Team (SST) may comprise school administration, psychologist, education specialist, mental health therapist, behaviorist, classroom teacher, and parent. An SST is an effective way to bring together all resources to support students having academic or social challenges. During the SST meeting, either recommendations and/or a comprehensive action plan will be formulated in an effort to resolve concerns about student progress. A brief follow-up meeting may be scheduled later in the year to assess progress, make further recommendations and/or evaluate success and resolution.

## **SCHOOL PROGRAMS**

### **GIFTED AND TALENTED EDUCATION (GATE) IDENTIFICATION:**

The GATE identification process is based on students exhibiting exceptional ability in any one of the following areas: creative ability, leadership ability, visual and performing arts ability, academic ability, and cognitive ability. Each year all third grade students will be tested with the Naglieri Nonverbal Ability Test (NNAT) at our school in April. This assessment is computer based and will be administered in the classroom by the GATE coordinator.

### **FAME:**

FAME (Fantastic And Meaningful Education) is a program that gives students the opportunity to sign up for after school enrichment classes. From creativity to problem-solving, these enrichment classes present fun challenges that help learners improve their skills. Students are able to take these skills to the classroom and community. They also boost confidence and self-esteem. These classes are offered to 4th - 6th graders starting the middle of September and 1st - 3rd grade students starting after spring break.

### **AVID - SKILLS FOR SCHOOL SUCCESS:**

AVID (Advancement Via Individual Determination) is a program that systematically teaches appropriate school behaviors, important organizational strategies, and learning techniques. Grades 1st - 6th implement AVID strategies. Students are taught to learn through writing, inquiry, collaboration, organization, and reading. AVIDs goal is to close the opportunity gap in college graduation rates among diverse and underrepresented demographic groups, present inquiry based and student instruction to increase levels of effectiveness, and inspire students to take control of their own learning.

### **Notebook Patrol:**

Students in 2<sup>nd</sup> grade will participate in a clean desk check once per trimester. Clean desk checks will be conducted by principal, vice principal, and a team of volunteers. The team will conduct random checks without notice. We will check for:

- No loose papers
- Desk is organized (no clutter)

Students in grades 3-6<sup>th</sup> will participate in notebook checks once per trimester. Notebook checks will be conducted by principal, vice principal, and a team of volunteers. The team will conduct random checks without notice. We will check to see if:

- The work is placed behind subject dividers
- No lose papers
- Two pencils are in the pencil pouch
- Calendar is filled in with homework assignments
- Desks are organized (no clutter)

Students meeting all the above criteria will earn a ticket. Those tickets will be placed in a drawing for a reward.

## **SCHOOL ACTIVITIES**

### **Welcome Back Wildhawks (FALL):**

A night for parents to visit the school and discuss with teachers the school program for the year. Teachers will have short presentations introducing their classroom curriculum, processes, procedures, and activities. It is important for parents to make arrangements for non-school aged children to stay with friends or family during this time.

### **OPEN HOUSE (SPRING):**

Open House occurs in the spring. This is a time when parents and students can come together to visit the classrooms to view work and visit with teacher(s). **This is not conference time.** Conferences should be scheduled individually with teachers for other times.

### **STUDENT LEADERSHIP:**

We believe that developing the leadership potential of all our students will help create productive, responsible citizens, both now and in the future. At Arnold Adreani Elementary, we rely on our leadership students to provide a range of services to the school. Our leaders not only provide services for the school but prove to be exemplary role models for the younger students at our campus. We are proud of the services they provide and the example they set. Arnold Adreani Student Council is a group of 4<sup>th</sup> – 6<sup>th</sup> grade students who have applied and been accepted through an approval process to represent Arnold Adreani in a variety of ways. Members are given the expected qualities of participating members when they become a member of Student Leadership.

#### **GOALS AND GUIDING PRINCIPLES OF OUR STUDENT COUNCIL PROGRAM**

1. Our staff seeks to identify students with leadership skills and assist them to develop and promote this leadership growth.
2. Our student council program helps develop strong communication skills between our student council students and adults, both on campus and off.
3. Our student council program develops and encourages school spirit and personal pride.
4. Our student council members gain a degree of understanding of simple and complex organizations and work together as a team to problem solve and make decisions which will affect many students outside of their immediate group.

### **SPIRIT DAYS:**

On Fridays, students are encouraged to wear “spirit” clothes. “Spirit” clothes are an Arnold Adreani spirit t-shirt, Math Club or Accelerated Reader Academy t-shirt, College t-shirt (which will be on a designated day each month), Adreani No Bullying t-shirt, Adreani sports team t-shirt, or a plain red t-shirt. The primary and intermediate classes having the most students on Fridays wearing “spirit” shirts win a 15-minute extra recess with school administration.

### **COLLEGE DAY:**

The first Friday of every month is designated as College Day. Students are to wear a college t-shirt of their choice. Conversations will be held with the students about the importance of attending college.

### **FIELD TRIPS:**

Field trips are planned to coordinate with the regular instructional program. Teachers will provide detailed information regarding field trips at *Welcome Back Wildhawks* night and throughout the school year. Approximate cost of each trip will be included to assist parents with budgeting for these extracurricular expenses. Please contact your child's teacher or a school administrator if the cost of these trips will pose a financial burden for your family. No child will be prohibited from participating in field trips that are a required part of the curriculum. Bus fare and entrance fees are included in the charge for each student.

*Educational field trips are taken in connection with school related social, educational, cultural, or school music activities. Field trips may enrich the approved curriculum and/or course of study, but they are not required in order to complete the course.*

*Student behavioral expectations may be used as an incentive for field trips and a reward for positive behavior. As such, a student's behavior may be a factor in deciding if the student participates on a field trip, including completing school/teacher developed contracts, homework assignments, and student expectations set by school staff in compliance with the Education Code. Parents will be notified of alternative classroom placements before the field trip if the student failed to meet the behavioral expectations necessary to participate.*

### **5<sup>th</sup>-6<sup>th</sup> grade Camps:**

Students in the 5<sup>th</sup> and 6<sup>th</sup> grade have the opportunity to attend an overnight science camp. This opportunity is not mandatory for our students. For those students wishing to attend, they must meet the behavior/safety requirements which will be discussed during *Welcome Back Wildhawks Night*. If your child is at risk of not being granted the opportunity to attend a parent/teacher/administrator conference will be held. During the conference we will discuss the concerns and have all parties sign a contract indicating which areas are needed for improvement and consequences for not adhering to the contract: Parent may be required to accompany student to attend camp.

**To attend a school field trip, students must return a correctly completed "Field Trip Permission" form two days prior to the field trip.** If we have not received the completed field trip permission form by then, the student may not go on the field trip. Students will not be allowed to call home nor will the school honor a fax or email as a means of parent permission to attend the field trip after the due date. Due to time constraints necessary for transportation, food service arrangements and general field trip preparation, no permission slips will be accepted after 4:00 p.m. on the designated due date. **Because attendance is required at school for students who are not going on the field trip, instruction will be provided in a guest classroom for students who are unable to attend**

All district field trip permission forms will be accompanied by a cover letter explaining important information about the trip (i.e. date, time, cost, etc.) If a field trip has academic/behavior requirements, in order for your child to attend, these will be stated in the cover letter.

### **Volunteers in the Classroom/Field Trips:**

All classroom volunteers must be under the direct supervision of the classroom teacher. If a classroom volunteer will be working with children on a continual or long term basis, in a separate location not under the direct supervision of the teacher, the volunteer must be fingerprinted in advance and cleared by the district office.

Classroom volunteers must check in to the office and wear a visitor's badge each day they are on campus. The volunteer should return the badge and check out at the end of their day.

Teachers may have students' assist them, but a Student Helper form must be completed and prior approval by site administration prior to the student working in the classroom. A note from the parent must be provided and only one student per teacher. The student must be supervised at all times including lunchtime. No students are allowed to use copy machines, laminator, or paper cutting boards.

A parent must be fingerprinted if they are transporting students in their car for a school-sponsored field trip or is a chaperon on a fieldtrip. An Auto Usage Form must be filled out along with a proof of insurance prior to the field trip if the parent is transporting students. Volunteers or parents who will be alone with children on an overnight trip need to be printed.

**Parent Volunteers for field trips will need to sign an agreement form prior to the field trip that they agree not to use their cell phone, take pictures or video of other students, or post on social media while on the field trip.**

**Parents are discouraged from taking their child home directly from a field trip. Students should return from the field trip with their class. Once they have arrived at school a parent may check them out of school early if they so choose. However, we cannot deny a parent their child.**

**Parent volunteers for either the classroom and/or field trips may not have their child's siblings accompany them. Unfortunately, this is a liability issue!**

While on school field trips, students are expected to behave in a safe and responsible manner and follow all adult directions. Students choosing to exhibit poor behavior may be subject to the visiting site's consequences, may lose other field trip privileges and will receive normal school discipline consequences. The classroom teacher and/or an administrator will notify parents if this should occur.

#### **END OF THE YEAR ACTIVITIES:**

Students must maintain acceptable behavior during the last couple of months of school. In order to assist our students in maintaining acceptable behavior, all 2-6<sup>th</sup> grade teachers will review with their students and communicate to parents a reminder of acceptable student behavior as well as a list of the end of the year activities that are used as incentives to maintain student behavior through the end of the year.

Students choosing to make decisions that violate school rules or policies on campus during the third trimester, will be considered by administration for a "No Activities" list which would prevent them from attending any end of year activities.

#### **6th grade 3rd Trimester Discipline Policy**

There are many activities for students to participate in during the last trimester in 6th grade. Some of these activities may include Science Camp, Talent Show, Bowling/Laser Tag Field Trip, and other assemblies. These activities are less structured than the classroom environment and students need to be able to make safe, respectful, and responsible decisions without having the highly structured and supervised classroom environment. In order for 6th grade students to be able to participate, they must demonstrate they will make safe, respectful, and responsible decisions. If students are struggling throughout the school year and/or the third trimester with being safe, respectful, and responsible they will not be able to participate in one or all of the end of year activities. At the beginning of the third trimester, 6th grade teachers and administration will review with students and communicate to parents a reminder of acceptable student behavior as well as a list of the end of the year activities that are used as incentives to maintain student behavior.

## HOME –SCHOOL COMMUNICATIONS

### **CONTACTING A TEACHER:**

Teachers welcome your notes, calls, or emails regarding your student. Conferences can be easily arranged by emailing the teacher directly through Synergy's ParentVue or by calling the school to ask for a return phone call from the teacher. The office will take messages, forward you to the teacher's voicemail or deliver messages via email. Teachers aim to return all communication within 24 hours.

### **Concerns:**

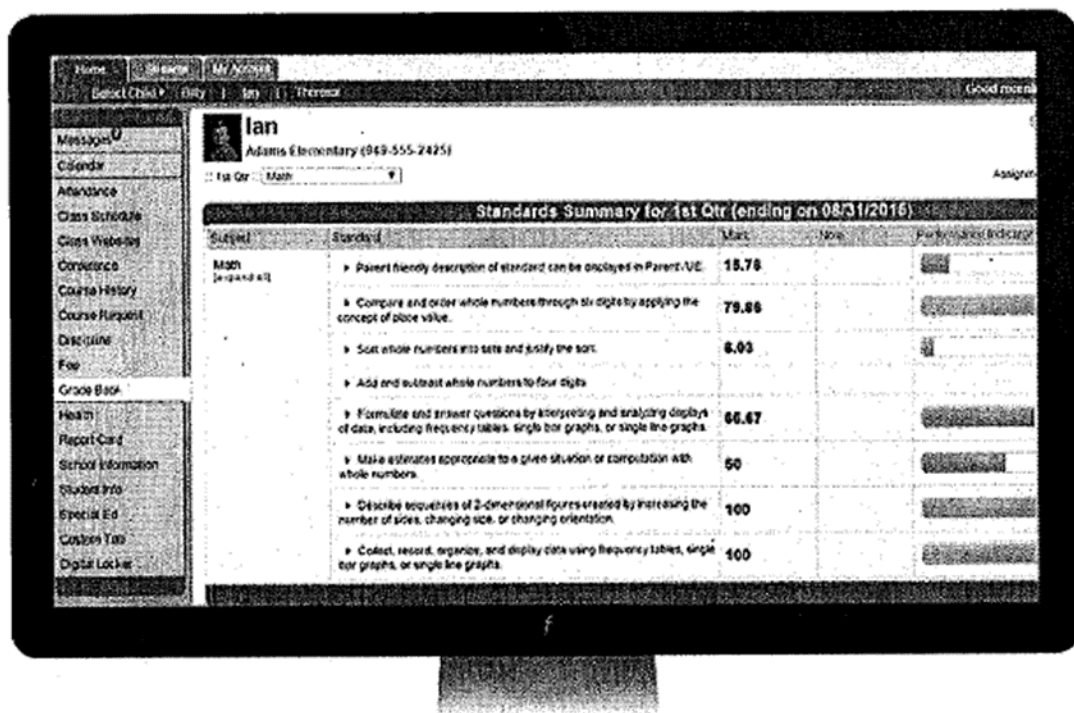
1. The classroom teacher should always be your first point of contact. Most times, the classroom teacher can answer your questions and concerns. Besides you, the teacher has the most direct contact with your child.
2. If a teacher cannot satisfactorily resolve your concerns, you may contact the principal or vice principal. It is our goal to return all calls and email messages within 24 hours.

### **DEFICIENCY-PROGRESS REPORTS:**

Six weeks before report cards are issued; teachers will send reports to parents about the progress of students who are falling below expected goals. Normally, progress reports are only sent home if the student is not making appropriate progress. If a parent receives a progress report, then a call to the teacher or an appointment with the teacher is recommended to discuss the lack of progress. Below are some ways you can stay connected to your child's academic progress.

# ParentVUE | StudentVUE

Synergy's ParentVUE and StudentVUE web portals allow parents/guardians and students the ability to view their own information stored in Synergy, EGUSD's new Student Information System (SIS). Parents/Guardians can only see their children's information and cannot see other students' information.

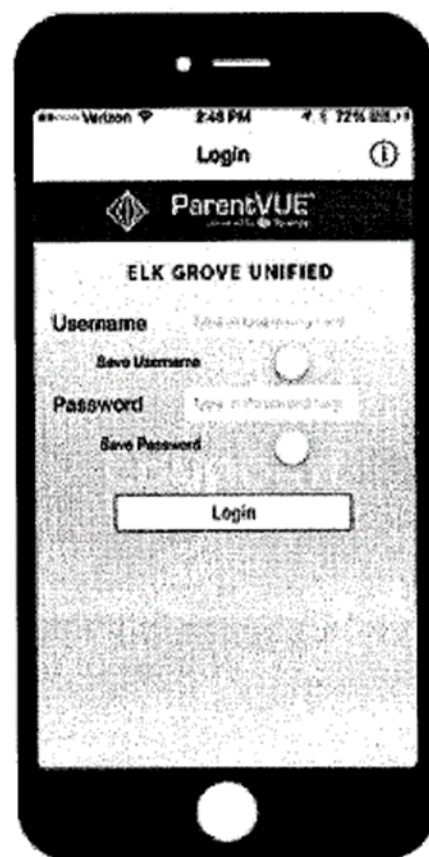


Student information is only as helpful as it is current. Beyond simply checking assignments and grades, parents/guardians and students can accomplish much more.

ParentVUE helps parents/guardians stay informed and connected by providing day-to-day insight into their child's academic experience with access to near real-time information.

## Parents/Guardians are able to...

- Use a single sign-on to access all of their children's information, regardless of school
- Access the web-based portal 24/7 from any browser
- View child's assignments and scores, attendance, discipline, conference visits, health office visits, immunization compliance, transcripts, graduation status and more
- Receive automatic email notifications if student scores below a certain grade level on any test, quiz, or assignment.
- Modify data, such as demographic, emergency contact, physician information or any other user defined data fields online with self-service updates





- Receive customized email alert notifications regarding timely information, such as school events, attendance or discipline incidents
- Easily communicate with teachers within the web portal
- Download free mobile apps (iOs and Android), allowing access to the portal from anywhere



StudentVUE helps students stay informed and connected by providing day-to-day insight into their own academic experience.

## Students are able to...

- Stay on top of upcoming school events, classroom happenings, and academic performance via their own student portal access separate from ParentVUE
- Submit online course requests with automated prerequisite verification
- Track graduation requirements, how many credits remain, and follow a career planning path for course requests
- Receive notification when assignments are posted
- Store electronic files and assignments online with Digital Locker

## **REPORT CARDS:**

We have three reporting periods (trimesters) during the school year. Final report cards are shared electronically unless a hard copy is requested from the Administration Office by the parent/legal guardian.

### **1<sup>st</sup> Trimester:**

Report Cards: November 17th

### **2<sup>nd</sup> Trimester:**

Report Cards: March 1st

### **3<sup>rd</sup> Trimester:**

Report Cards: May 24th

### **Criteria for determining grades for achievement may include but are not limited to:**

- Preparation of assignments, including accuracy, legibility and promptness
- Contribution to classroom discussions
- Demonstrated understanding of concepts in tests
- Organization and presentation of written and oral reports
- Applications of skills and principles to new situations
- Originality and reasoning ability when working through problems
- Unexcused late assignments
- Progress and achievement of grade level standards

Visual and Performing Arts, Computer Science, P.E: Students in grades 1-6<sup>th</sup> will receive a + , check, -, or n/a. These marks reflect the student's progress toward grade level standards.

When a student is absent from class and subsequently does not take a test or fulfill class requirements (i.e., homework, complete a project), the assigned grade may reflect this nonperformance. Unexcused late or incomplete assignments may all have an effect on a student's grade.

### **PARENT-TEACHER CONFERENCES:**

Parents may be invited to attend a conference with the teacher throughout the school year. Scheduled parent conference days are as follows: November 13-17 and February 27 - March 1. We strive for 100% of ALL parents receiving a conference during the first trimester. During these conferences parents should feel free to ask questions and share ideas about their child's progress and behaviors. Parents may also request a conference with their child's teacher. Please call your child's teacher to arrange a conference date and time convenient for both.

### **COMMUNICATION FROM THE SCHOOL:**

Communication from the school will be done through email, automated reminder calls, school website, and SMS messages through Talking Points. Please make sure that you update your information as it changes so we can ensure that you receive all important reminders and information from the school

## POSITIVE RECOGNITION & REWARDS

Good behavior is expected. Students deserve recognition for good citizenship and conduct, as well as for academic excellence.

### **WOW Tickets (WOnderful Wildhawk)**

WOW Tickets reinforce a set of character traits that we strive to instill in our students. Students can earn WOW Tickets for modeling “The Wildhawk Way” – We Are Safe, We Are Respectful, We Are Responsible.

1. All staff members, including custodial staff, office staff, lunch supervisors, and special area teachers, may give out tickets.
2. Any staff member can hand out tickets for catching students who exemplify “The Wildhawk Way”.

### **Friday Morning Assembly:**

Each Friday an assembly will be held at 8:30. During the assembly we will conduct the flag salute, Student of the Week, spirit winner, WOW ticket winners, and recognize those classes who had Perfect Attendance for the week.

### **PBIS Friday Assembly:**

Once a month, on a Friday, an assembly will be held at 8:30 in the multipurpose room. During the assembly students will practice SEL strategies, participate in VAPA activities that are centered around the character trait for the month, and recognize attendance winners and character trait award recipients.

### **Student of the Week:**

Each teacher will choose one student per week to present the Student of the Week certificate. Teachers are to determine their criteria for students being honored. On the certificate the teacher will indicate why the student was chosen and the student’s first and last name.

### **Character Trait Award:**

Each teacher will choose one student per month to present the Character Trait certificate. These students will be chosen based on their demonstration of the character trait that is being focused on school wide that month. On the certificate the teacher will indicate why the student was chosen and the student’s first and last name.

### **Spirit Recess:**

Each Friday morning teachers will count the number of students wearing Spirit attire. Winning classes will be announced during our Monday Morning assembly. The winning classes will earn a 15 minute spirit recess.

### **Golden Lunchbox Award**

This is a tool used in the cafeteria to promote “The Wildhawk Way” and to aid in the management of behavior and cleanliness during lunch. This is a whole class reward. Classes that score the highest in their respective lunch, will be recognized at Monday Morning Assembly.

### **HONOR ROLL:**

Students in 4<sup>th</sup>-6<sup>th</sup> grade have the opportunity to earn Honor Roll certificates and a trophy. Each trimester those students earning Honor Roll status (3.5 GPA) will be presented an Honor Roll certificate and Honor Roll pencil. Those students achieving Honor Roll all three trimesters receive an Honor Roll trophy at the end of the year awards assembly.

### **Principal’s Honor Roll**

Students earning a 4.0 (straight As) for the trimester

Straight A's (4-6<sup>th</sup> Grade): All students in grades 4<sup>th</sup>-6<sup>th</sup> who receive straight A's for all three trimesters will receive a medallion for their accomplishment.

### **NATIONAL ELEMENTARY HONOR SOCIETY:**

The NEHS was developed to recognize elementary students for their outstanding academic achievement and demonstrated personal responsibility, to provide meaningful service to the school and community, and to develop essential leadership skills in the students of elementary schools.

The academic criteria is as follows:

Proficient or Advanced on the most recent English Language Arts CST.

Proficient or Advanced on the most recent Mathematics CST.

GPA of 3.50 or above, while attending Arnold Adreani Elementary, in the most recent trimester report card.

Students must also complete the following:

Promote NEHS mission

Organize/participate in at least one service project each year

Maintain exemplary behavior at school-role model for others

Students will be recognized yearly during our NEHS Induction Ceremony.

### **Arnold Adreani Award:**

Two students from 6<sup>th</sup> grade will be honored with the Arnold Adreani Award each year. This award is given to students who have illustrated an overall superior status in academics, citizenship, and leadership skills. They will be given an Arnold Adreani trophy as well as their name on the Arnold Adreani plaque located in the Administration Office.

### **PERFECT ATTENDANCE:**

Students in grades kindergarten-sixth grade have the opportunity to earn Perfect Attendance certificates and a trophy. Each trimester those students earning Perfect Attendance status will be presented a Perfect Attendance certificate. Those students achieving Perfect Attendance all three trimesters receive a **Perfect Attendance** trophy. **In order to qualify for Perfect Attendance awards a student may not have any absences whether it be excused or unexcused. In addition, a student may not have any tardies or early dismissals.** Students must be enrolled at Arnold Adreani Elementary the first two weeks of the school year in order to win the perfect attendance trophies. **EVERY Day, ALL Day, On-Time!**

**Outstanding Attendance** students are allowed one late or one early dismissal per trimester.

### **Principals Writing Club:**

Teachers will choose one student per classroom to share with the principal their favorite writing assignment. Students will be invited to come and present their writing to the principal. They will also receive a Good Writing certificate.

## Math Club Guidelines

### Kindergarten:

Kindergarten students have the opportunity to become a member of the B.E.A.M (Be Excited About Math) Club. To qualify for students must be able to:

- Know Your Numbers: be able to place number cards in numeric order, identify and write numbers 0-30 and count to 100 by ones and tens.
- Know Your Shapes: circle, triangle, rectangle, square, cylinder, hexagon, sphere, cube and cone.
- Decomposition: be able to tell us two ways to make the numbers 6-10. (i.e.  $6 = 1+5$  and  $3+3$ )

These may be accomplished in any order.

### Rewards:

First Skill Mastered	Math Superstar Pencil and a certificate
Second Skill Mastered	'Fruit snacks' and a certificate
Third Skill Mastered	Treasure Chest prize, certificate and the opportunity to purchase a Math Club T-shirt

The kindergarten teacher and site principal will deliver awards to qualifying students.

### First-Third Grade

- Students who have earned a star in any given math club test and then do not score 100% on a subsequent math club test do not erase all
- Previous stars. i.e., if they had two stars and didn't pass a test they would still have two stars under that specific operation.
- Only give one test per day.

### First Grade Guidelines:

- Students may only take one test per day.
- 1<sup>st</sup> Trimester            20 addition and subtraction (PRACTICE ONLY)
- 2<sup>nd</sup>/3<sup>rd</sup> Trimester        Pass 4 addition pages (50 problems/5 minutes)  
                                  Pass 4 subtraction pages (50 problems/5 minutes)

### Second Grade Guidelines:

- Give one test per day
- Tests include four addition, four subtraction, and four mixed
- Students must pass four test versions of the skill (100 problems) with 100% to progress to the next skill (addition, subtraction, and mixed.
  - 1<sup>st</sup> trimester goal:            4 addition
  - 2<sup>nd</sup> trimester goal:            4 addition, 4 subtraction
  - 3<sup>rd</sup> trimester goal:            4 addition, 4 subtraction, 4 mixed

- Students who have scored a 100% on any given math club test will not lose that score and have to repeat that test version.

### **Third Grade Guidelines:**

Trimester 1: 4 addition and 4 subtraction  
100 problems in 5 minutes with 100% accuracy

Trimester 2: 4 multiplication  
100 problems in 5 minutes with 100% accuracy

Trimester 3: 4 division and 4 mixed (addition, subtraction, multiplication, division)  
100 problems in 5 minutes with 100% accuracy

Total of 20 tests to make Math Club

Once they make Math Club, they take the same tests in 4 minutes to make the 4 minute club.

### **Fourth Grade Guidelines:**

- One Math Club test will be given each day
- For the Math grade, Math Club will count for 5% of the overall grade
- Students will take tests in addition, subtraction, multiplication, and division
- Each operation will include 4 tests (A,B,C,D) that must be passed 2 times each
- Students will have 4 minutes to complete the Math Club tests

### **Only give one test per day.**

Each operation has 4 different tests (A,B,C,D). Each test must be passed 2 times in a row. Once a student has passed all 4 tests the student has completed that operation. If the test is passed the 2<sup>nd</sup> time, the push pin is replaced with a mark, star, sticker etc. Students can do the tests in any order.

For the Math grade, Math Club will count for 5% of the overall grade.

1<sup>st</sup> Trimester: Students must have passed at least 10 tests total (from any operation) to earn an A for that 10%

2<sup>nd</sup> Trimester: Students must have passed 20 tests.

3<sup>rd</sup> Trimester: Students must have passed 30 tests.

If students have not passed the required amount, they will get a percentage based on what they have passed.

### **Fifth Grade Guidelines:**

- Tests will be graded daily
- For the Math grade, Math Club will count for 5% of the overall grade.
- Students may be given only one test per day.
- Students must pass level one tests before moving on to level two tests in 5-4-3 minutes.

- Level One: multiplication, division, mixed
- Level Two: simplifying fractions, improper to proper, convert fractions to decimals, convert percents to fractions, convert decimals to fractions

**Sixth Grade Guidelines:**

- Students must pass each test in 5 minutes, then 4 minutes
- Students must pass 9 different tests in 5, 4 minutes
- Addition, Subtraction, Multiplication, Division even, Division with remainders, Simplifying fractions, percents to decimals/ simplify, Decimals to fractions/ simplify, Integers (subtraction of negative and positive integers)
- Math Club is 5% of their math grade.
- Students may be given only one test per day.

**Rewards: First-Sixth Grade:**

- The name of each Math Club member will be placed on a student recognition star and will be displayed in the multi-purpose room. Please put the star with the students name in VPs mailbox to put up in the MP room.
- The first Math Club member in each classroom will receive an Arnold Adreani Math Club T-shirt free. All other students who qualify will have the opportunity to purchase one.
- Special recognition will be given to Math Club members during each trimester Awards Assembly.
- Math Club members will be provided the opportunity to participate, for a fee, in the end of year incentive

**READING CLUB GUIDELINES**

**Kindergarten**

Kindergarten students have the opportunity to become a member of the BEAR (Be Excited About Reading) Club. To qualify for a membership, students must be able to do the following:

- Know all the upper and lower case letters
- Know the sounds of all 26 letters
- Be able to read the list of kindergarten sight words

\*These may be accomplished in any order

**Rewards:**

First Skill Mastered	Bookmark/Certificate
Second Skill Mastered	Principal's 'fruit snacks' and a Certificate
Third Skill Mastered	Treasure Chest prize, certificate and the opportunity to purchase a 'BEAR' T-Shirt

The Classroom Teacher and the Principal will give all rewards

Those students who have made it into the BEAR Club may attend the Kindergarten ice cream celebration at the end of the year.

### **Accelerated Reading Academy:**

2-6<sup>th</sup> grade students participate in our Accelerated Reader Academy. This program provides our students access to over 15,000 books. Once your child has read one of these designated books they are given the opportunity to take a comprehension test using the computer. Each book is assigned a designated number of points. Your child(ren) will be awarded a specific number of points based on their comprehension accuracy. Each grade level (3<sup>rd</sup>-6<sup>th</sup>) has a specified number of points that must be earned each trimester for an A, B, C, D, F grade. One student from each grade level (2-6<sup>th</sup>) who earned the most cumulative points will receive a special award annually.

Students who are caught cheating on the Accelerated Reader tests will lose **all of their earned points for that trimester**. This will adversely affect their trimester grade.

AR book lists are available on our school website.

### **Regular AR Rewards 2<sup>nd</sup>-6<sup>th</sup> Grade:**

- The name of each AR member will be placed on a 'book' along with the bronze, silver and gold seal earned and will be displayed in the multi-purpose room. Each grade level requires differing amounts of points to earn the bronze, silver, and gold seals.
- The first AR member in each classroom will receive an Arnold Adreani AR Club T-shirt free. All other students who qualify will have the opportunity to purchase one.
- Special recognition will be given to Accelerated Reader Academy members during the trimester Awards Assembly.
- Accelerated Reader Academy 'Gold' members will be able to participate in the end of the year celebration.
- Students who acquire 1000, 2000, 3000, or 4,000 points will have their name placed on the designated plaque located in the library

<b><u>Grade</u></b>	<b><u>Bronze</u></b>	<b><u>Silver</u></b>	<b><u>Gold</u></b>
<b>2<sup>nd</sup></b>	10	25	40
<b>3<sup>rd</sup></b>	15	35	55
<b>4<sup>th</sup></b>	20	40	60
<b>5<sup>th</sup></b>	25	50	75
<b>6<sup>th</sup></b>	30	60	90



**SCHOOL – WIDE CITIZENSHIP GOALS:**

School wide goals have been determined for each month

<b><u>Month</u></b>	<b><u>Character Trait</u></b>	<b><u>Action/Focus</u></b>
September	Responsibility	Communication Folder
October	Perseverance	Homework
November	Gratitude	Community Service
December	Citizenship	Positive Behavior
January	Respect/Fairness	Caught Being Good
February	Leadership	Active Learning
March	Optimism	The Power of YET
April	Empathy	Awareness of Others
May	Trustworthiness/Honesty	Being Reflective

**JOIN THE PARENT – TEACHER ASSOCIATION (PTA)**

THE GOALS OF OUR PTA

- To promote parent and public involvement in schools and communities
- To purchase additional school supplies and equipment, and fund special programs or projects.
- To assist parents in developing the skills they need to nurture children.

Parents are an important part of the Arnold Adreani Elementary School family. Parents, grandparents, and other interested community members are strongly urged to join our Association. Dues help support the school in many ways including: additional teacher materials needed for special projects, computer programs, library books and needed library materials, school assemblies, incentives, computers, communication folders and playground equipment and supplies, to name a few.

This Association cannot operate without parental support. **You are needed!** Please share your talents!!! Parents can learn more about PTA through our school website.

**PTA BOARD 23/24**

**President:** John Toda

**Treasurers:** Lindsay Weaver - Gibson

**Secretaries:** Tiffany Vratos

## SCHOOL SITE COUNCIL

The primary role of the Arnold Adreani School Site Council is to assist in the planning, implementation, and evaluation of our goals which are laid out in our LCAP. The LCAP focuses on enhancing targeted areas of our curriculum and other key aspects of our school environment. This is done through collaborative decision-making regarding state and federal funds received annually from the state of California and federal government. Our School Site Council is composed of our Principal, three teachers, one member of the support staff and five parents/guardians. Teacher, support staff and parent/guardian members are elected for a total of two terms. Elections for new School Site Council members occurs in the fall.

### WATCH D.O.G.S. (Dad's Of Great Students):

This program is for fathers, grandfathers, step-fathers, uncles and other father figures who will volunteer to serve at least one day each year in a variety of school activities. Our goal is for our students to be positively influenced by the committed involvement of fathers and father figures in the lives of their children and students. Watch D.O.G.S. perform a variety of tasks on their volunteer day including monitoring the school entrance, assisting with monitoring the school lunchroom, helping in the classroom, helping out on the playground etc.

### PARENT INVOLVEMENT OPPORTUNITIES

At Arnold Adreani Elementary School we realize the power and potential of parents being involved in their children's education. We welcome and encourage you to actively participate in your child's education. Please refer to the Volunteer Welcoming Letter on the next page that explains many of the school policies and procedures that affect volunteers. The following list is designed to help you identify the areas in which you could become involved.

<u>CLASSROOM</u>	<u>SCHOOLWIDE</u>
<b>Classroom Instructional Volunteer</b> Contact your child's teacher	<b>PTA Member</b> Join and participate in monthly meetings
<b>Room Parent</b> Organize class parties, etc. Contact your child's teacher	<b>Assist with PTA Fundraisers</b> Watch the school newsletter and notices sent home with your child or at a PTA meeting
<b>Classroom Support From Your Home</b> Assist with miscellaneous preparation activities. Contact your child's teacher	<b>Participate on the PTA Executive Board</b> Elected Positions
<b>Be a Special Presenter/Guest Speaker</b> Share a hobby, career, etc. Contact your child's teacher	<b>Participate in the School Site Council</b> Elected Positions
<b>Field Trips</b> Chaperone	<b>Participate in Campus Committees</b> Watch for notices sent home with your child

Dear Parent Volunteer:

Welcome to Arnold Adreani Elementary School!

We are so fortunate to have you as an educational partner. We hope that the time you spend in your child's classroom will be as beneficial to you as it certainly will be for your child and your child's teacher. As you begin your volunteer services at our school, may we remind you of the following information that you may find helpful.

- Please be sure to sign in at the front office's visitor register/binder each time you come to work in your child's classroom and pick up a "Visitor" badge to wear while you are on our campus. We take the safety of your children very seriously. We require all visitors to sign in and wear identifying badges when on our campus.
- Parent volunteers may use the office equipment in the Staff Workroom and the Clerical Workroom once they have been shown how to operate them. Either your child's teacher or the front office staff can demonstrate the proper procedures for using the copy machines, the laminating machine, the Ellison die cutter or the Duplo. Don't be shy about asking us for help!
- The Staff Lounge is reserved for school staff only. We ask our parent volunteers to work on clerical tasks outside this area. The Clerical Workroom in the main office is set up for parent volunteers to utilize for classroom projects if you cannot work at a space in your child's classroom.
- The Staff workroom adjacent to the Staff Lounge is for school staff and/or parent volunteers only. **No students and/or children of our Parent Volunteers are allowed in this area.**
- Please feel free to bring your snacks or lunch into the Clerical Workroom in the main office or to join your child in the MP room during their lunch break. Ask your child's teacher or one of us in the office to help you, especially during staff lunch breaks.
- Classroom volunteers who will be working with students in unsupervised situations must be fingerprinted prior to beginning work. Examples include driving your vehicle with students on a field trip or working with students by yourself on campus away from the teacher. As a service to parents, fingerprints can be taken at the District Office. Please call 686-7795, ext. 67172 for more information.
- Appropriate dress by parent volunteers is important. Please remember that school is a place of work, and that parents need to model proper attire for our students.
- Parent volunteers for either the classroom and/or field trips may not have their child's siblings attend. Unfortunately, this is a liability issue. Thank you for your understanding.
- Parent volunteers are asked to refrain from cell phone use during their time on campus. This includes texting, phone calls, or videos of any kind.

**Please let us know how we can make your hours with us more comfortable and productive.** We appreciate the time that you are donating to your child's education and look forward to a meaningful and positive relationship with you during this school year.

Laura Smetak-Buck

Principal

### **PARENT APPRECIATION BREAKFAST:**

Arnold Adreani Elementary encourages and celebrates our parent volunteers. All parents who accumulate 20 or more hours of volunteering at Adreani (in the classroom or otherwise) will be recommended by their child's teacher to be invited to the "Parent Appreciation Breakfast".

### **Comprehensive Safe School Plan:**

As part of the Comprehensive Safe School Plan, the Arnold Adreani Elementary School Preparedness Team has crafted a plan to deal with any unforeseen emergency. A crisis response box is located in the school's office and is updated every year.

An "Emergency Handbook", outlining a plan of action for emergencies such as earthquakes, fires, floods, and chemical spills, is kept in the office of our school. In addition, an 'Emergency Procedures' flip chart is located on the wall in every classroom for immediate access. Students and staff participate in regular fire drills and quarterly lock down and earthquake drills. The district's Police Services Department also works closely with our school site to provide a safe, secure environment for all. School administration will notify parents/guardians via email of any fire, lockdown, or earthquake **drill** so that they can help prepare their students through discussion at home. Classroom teachers will work to ensure all students know what to do in case of an emergency and will remind students of procedures before drills are to occur.

### **Fire Drill Instructions:**

Students are to follow these procedures when the fire signal sounds:

1. Evacuate all buildings. Quietly exit the school according to the directions posted in the classroom and remain with their teacher.
2. Do not run or loiter.
3. If you are not in a classroom, move immediately with other students to the nearest designated area.
4. Stay at least fifty (50) feet away from all buildings.
5. When the all-clear signal is given, return to class immediately.

### **Lock Down Instructions:**

When the Lock Down alert is given, students and teachers are to do the following:

1. Remain seated on the floor in the classroom away from doors and windows.
2. Lock classroom doors, close windows and blinds, and turn off lights.
3. Reserve classroom phone for emergency use only.
4. If outside, go away from danger to the nearest safe location.
5. Remain quiet and await further instructions from school officials.

Note: During a Lock Down situation, students will not be released to parents/guardians. Parents are asked to stay away from the school and roads leading to the school to allow access to emergency and law enforcement personnel.

### **Earthquake Drills:**

When the Earthquake alert is given, students and teachers are to do the following:

1. Inside: Duck and Cover
2. Outside: Stay away from buildings, utility poles, trees, and other objects which may fall.
3. Leave building after "All Clear" or when directed to do so.
4. Do not enter any building unless directed.

# Managing Student Behavior

## **Positive Behavior Interventions and Supports (PBIS)**

### What is PBIS?

- Introducing, modeling, and reinforcing positive social behavior.
- Teaching behavioral expectations and rewarding students for following them.
- The purpose of school-wide PBIS is to reinforce our climate in which appropriate behavior is the norm.

### Why do we use the PBIS format at our school?

- Traditionally, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. **Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective.**
- Research shows us that students achieve at a higher level when they know the expectations and feel safe. Our plan provides detailed expectations in every area of the school under three overarching school rules that we will call “The Wildhawk Way”

### Who is PBIS for?

- Every student on campus
- Enables most (80% or more) students to experience success

### How do we use PBIS?

- Aligns classroom expectations with school/program-wide expectations
- Explicitly teaches expectations and skills to set all students up for success
- Encourages and acknowledges expected behavior
- Prevents and responds to unwanted behavior in a respectful, instructional manner
- Fosters school/program-family partnerships
- Collaborates with students, families, and educators to define positive school/program-wide expectations and prioritize appropriate social, emotional, and behavioral skills

### Where can you see PBIS being implemented around campus:

- Passport stations at the beginning of the school year
- Signs across the campus
- Morning Announcements
- WOW tickets
- Schoolwide events
- In the classroom

For more information, please visit <https://blogs.egusd.net/pbis/>

### Restorative Practices:

We believe strongly in restorative practices, which offers our school community an alternative to traditional disciplinary actions that center on punishment for misbehavior and breaking the rules. Restorative practices also focus on resolving conflict, repairing harm, and healing relationships in our community. These practices

focus on fostering a sense of community with the school to prevent conflict, support a positive and safe school climate, prevent bullying, and reduce disciplinary incidents. Additionally, a restorative culture can mitigate the negative effects of punitive discipline policies that exacerbate inequities.

When there is conflict among students, when it is appropriate, we bring students together to participate in a restorative circle. The purpose of a restorative circle is to give students a chance to express what they are feeling and why, to hear other's perspectives, and to start to repair relationships .

These circles are led by an administrator and guiding questions. Some examples of guiding questions are: What happened? What were you thinking at the time? What have you thought about since? Who has been affected by what you have done? In what way? What do you think you need to do to make things right?

**Wildhawks are safe, Wildhawks are respectful, Wildhawks are responsible!**

### PBIS Expected Behavior Matrix

AREA/SETTING	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
<b>Common Area</b>	<ul style="list-style-type: none"> <li>● Always walk</li> <li>● Keep body and belongings to self</li> <li>● When not with an adult, must have a pass</li> </ul>	<ul style="list-style-type: none"> <li>● Use words and actions that support and build others up</li> <li>● Use quiet voices near classrooms</li> </ul>	<ul style="list-style-type: none"> <li>● Take care of yourself, each other, and our school</li> <li>● Keep our school clean</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>● Keep body and belongings to self</li> <li>● Kick equipment balls on the field only</li> <li>● Use playground equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Be aware of activities around you</li> <li>● Include everyone and share</li> <li>● Use “Stop/Walk/Talk”</li> </ul>	<ul style="list-style-type: none"> <li>● Play fairly</li> <li>● Follow the rules</li> <li>● Keep snack area clean</li> <li>● Use equipment correctly</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>● Wash your hands with soap and water</li> <li>● Feet always stay on the ground</li> </ul>	<ul style="list-style-type: none"> <li>● Use quiet voices</li> <li>● Give people privacy</li> </ul>	<ul style="list-style-type: none"> <li>● Quietly return to class right away</li> <li>● Keep it clean</li> </ul>
<b>Multipurpose Room</b>	<ul style="list-style-type: none"> <li>● Always walk</li> <li>● Eat your own food</li> <li>● Ask permission before getting up</li> </ul>	<ul style="list-style-type: none"> <li>● Use quiet voices</li> <li>● Allow anyone to sit next to you</li> <li>● Say “please”, “thank you”, and wait patiently for your turn</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up after yourself (floors/tables)</li> <li>● When an adult is talking, listen</li> <li>● Voices off after whistle is blown</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>● Keep body and belongings to self</li> </ul>	<ul style="list-style-type: none"> <li>● Look and listen to the person that is presenting</li> <li>● Ask before getting up</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions of presenter, your teacher, and other adults</li> </ul>
<b>Arrival/Dismissal</b>	<ul style="list-style-type: none"> <li>● Always walk</li> <li>● Wait in assigned line-up area</li> <li>● Always use the crosswalks</li> <li>● Pick up/Drop off in the “Cone Zone”</li> </ul>	<ul style="list-style-type: none"> <li>● Keep body and belongings to self</li> </ul>	<ul style="list-style-type: none"> <li>● Be on time</li> <li>● Watch for your ride</li> <li>● Walk bikes and scooters on campus</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>● Always walk</li> <li>● Sit in chair with a 4 legs on the ground</li> </ul>	<ul style="list-style-type: none"> <li>● Use quiet voice</li> <li>● Keep it clean</li> <li>● Put books away where they belongs</li> </ul>	<ul style="list-style-type: none"> <li>● Use your shelf marker</li> <li>● Return books on time</li> <li>● Take care of your books</li> </ul>

<b>Office</b>	<ul style="list-style-type: none"> <li>• Walk to the counter.</li> </ul>	<ul style="list-style-type: none"> <li>• Wait patiently and quietly for your turn</li> <li>• Use quiet voices</li> <li>• Use “please” and “thank you”</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly explain your needs</li> <li>• Return to class quickly and quietly</li> </ul>
<b>Lines</b>	<ul style="list-style-type: none"> <li>• Keep body and belongings to self</li> <li>• Stay in the area of your line</li> <li>• Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate voices</li> <li>• Give personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Keep track of your belongings</li> <li>• Voices off after whistle blows</li> </ul>
<b>ALWAYS</b>	“Hands Free” – Keep hands, feet, and objects to yourself	Leave it better than you found it! Use language that builds up and supports others	Follow directions Use Stop/Walk/Talk

**CAFETERIA BEHAVIOR:**

Lunchtime should be an enjoyable time of the day. It is a time to eat a balanced lunch, to relax, and enjoy being with friends. Students are expected to follow the following behaviors:

1. Students will stand in line quietly, facing the front.
2. Students are expected to use acceptable table manners.
3. Students may not share food from home or from the cafeteria.
4. Students will leave the lunch area and tables clean and tidy.
5. Students will walk at all times in the lunch area.
6. Students will stand in two lines while waiting to be served.
7. Students will remain seated at assigned tables. Raise your hand to ask permission to leave the table.
8. Students may talk in the lunch area as long as they speak in normal tones. Talking in the lunchroom is a privilege. Excessive noise will lead to a silent lunch period for the remainder of that lunch or the following day.
9. Students must return trays and clean up after dismissal from their table.
10. Follow the yard supervisor’s directions for dismissal.
11. All food, sporks, straws, trays, etc. must be kept in the lunchroom.
12. Snacks are not permitted on the playground at lunch.

It is important to discuss these rules with your student throughout the year. We want this to be a pleasant time for all the students. Disorderly conduct or excessive talking often results in students having difficulty finishing their lunch before going back to class.

**PLAYGROUND RULES:**

Students will follow all school-wide rules of conduct for the playground area. Physical and verbal abuse and causing danger to others will not be tolerated.

1. Students will walk to the playground when dismissed from class.
2. Students will participate in a school-approved activity at all times.
3. Students will remain in designated play areas at all times.



4. Students will not play in or around the restrooms.
5. Students will use all playground equipment in a safe manner.
6. Students will not throw dirt, bark, rocks or any similar objects.
7. Students will abide by all decisions of the yard supervisors.
8. Students may not jump off playground equipment.
9. Students may not bring equipment from home.
10. Students will not play tag on or run in the area where there is large playground equipment.
11. Students are not allowed to throw, kick or bounce balls against the sides of any of the buildings.
12. Balls are to be kicked in designated areas only (the field).
13. Balls are not to be kicked against any of the backstops.
14. Kickback games shall only be on the grass, not on the blacktop.
15. The primary use of recess is for students to use the restrooms and to get drinks.
16. Students are not to cross the designated red lines during recess.

#### **LINING UP:**

1. First whistle-all play stops and students walk toward their lines.
2. NO drinks or restroom use after the whistle.
3. Students must stand in line quietly, facing forward, hands at their sides.
4. Students must use restrooms and get drinks before the whistle.
5. No pushing, wrestling, play fighting or kicking in line.
6. Classes that are not lined up after the recess bell has rung (quietly, facing forward) may lose their recess the following day.

#### **RESTROOMS:**

1. Students may not play in the restroom.
2. Students are to throw all paper towels in the trash container provided. Paper towels are not to be brought onto the playground or flushed down the toilet.
3. Students may not wet their heads with water.
4. Flooding toilets, defacing walls or any acts of this nature in the bathrooms are not permitted.

#### **DRINKING FOUNTAINS:**

1. Students may not play in or around fountains.
2. Drink quickly to allow others a turn.
3. Students may not take drinks after the freeze bell.

#### **PLAYGROUND EQUIPMENT RULES:**

Common sense and good judgment are the keys to safe use of the playground equipment. The playground supervisors will enforce the following activities.

1. No jumping off any of the equipment.
2. No pushing or shoving another individual.
3. No climbing UP the slides.
4. Only one person at a time is allowed on the slides, climbing tube, etc.
5. No climbing with hands and feet up or down the banister slide.
6. No hanging by the knees on any of the equipment.
7. No climbing up on top of the horizontal ladders.
8. Students shall go from inside to outside on the overhead bars and rings.
9. No spinning on the horizontal bars.
10. No standing on top of the bars.

11. Use the slide pole safely. Climbing up the slide pole is prohibited.

### **BASKETBALL:**

1. Eight person, half-court games or ten-person, full-court games.
2. Rough play is not allowed.
3. Only basketballs may be used.
4. Fouls-take out on the sideline (No free throws)
5. Ro-Sham-Bo to settle call disputes

### **BARS/PLAY STRUCTURE:**

1. Hands must be kept on the bars and rings at all times.
2. Do not walk or stand underneath the bars or rings
3. No hanging upside down
4. Move in one direction only
5. Go DOWN the slide only

### **FOUR-SQUARE RULES:**

1. The player in the box with the square is always the server.
2. Two hit rally starts the game.
3. The serve must be diagonal.
4. One bounce-One touch.
5. The first person in line is the referee and calls "outs"
6. Hands must stay below armpits to strike down
7. Lines are out
8. Interference sends you to the back of the line.

### **TETHERBALL RULES:**

1. Ro-Sham-Bo for first serve. Challenger serves after that.
2. A new challenger chooses sides, ways, gets to unwind and serve.
3. Two hit rally starts the game
4. The winner stays in for a maximum of 3 games.
5. The first person in line is the "Ref" and calls "outs."
6. Must stay on your own side
7. Must use hands to strike the ball – no stopping in any way
8. One hit per side – it's a striking game

### **You may not do the following:**

1. Touch the pole for any reason.
2. Touch the rope in any way (grabbing or throwing the ball, adjusting the winds, etc.)
3. Sit on the tetherball.

### **ASSEMBLY RULES:**

1. Walk in silently, hands by side.
2. Sit with legs crossed, facing the front.
3. Do not touch your neighbor.
4. Stay seated with your class.
5. Leave an aisle in the middle and between each class.

6. Display good listening behavior.
7. Use good manners-no booing.
8. Show appreciation with applause-no hooting or hollering
9. At the end of the assembly, stay seated until you are signaled to stand.
10. File out by rows, silently, when directed by your teacher.

### **SNACKS ON THE PLAYGROUND:**

Children can only eat their snacks at the designated area on the playground. No Top Ramen, sunflower seeds, gum or suckers are allowed. We advocate for healthy snacks, such as fruit. Students are expected to throw their trash in the trash container upon finishing their snack.

### **CLASSROOM RULES:**

Every teacher establishes a set of rules for behavior and expectations in the classroom. Students are expected to follow the rules established within their classroom.

Under NO circumstances is a student to be in a classroom without the teacher present.

### **BIKE RIDER RULES:**

Bike riders must:

1. Obey all traffic control devices: i.e., stop signs and stop lights
2. Not ride double
3. Ride with the traffic ( right side)
4. Not ride more than two side-by-side
5. Not ride bikes on sidewalks while on campus
6. Have all bikes licensed with the county license bureau
7. Park and lock bikes in the bike rack provided
8. Walk their bike on school property, and while crossing the pedestrian lane
9. The school is not responsible for lost or damaged bikes.
10. Wear a helmet for safety-this is a state law

### **WALKER'S RULES:**

Walker's must:

1. Walk on the side of the road facing traffic
2. Walk single-file if no sidewalks are available
3. Look both ways before crossing the street and always use crosswalks. If no crosswalks are available, cross at street corners only

Use extreme caution when walking out from behind or between parked or waiting car

## EGUSD Student Opt-Out Form 2024-2025

This form provides parents the opportunity to opt their student out of public media coverage, posting of student images and names through EGUSD digital communication tools, release of student directory information, and viewing of PG-13 or R-rated films. Please read each section of the form carefully.

If you would like to opt your child out of any of the following sections, please fill out your child's information (one form per child), check the associated box, and sign the form.

**Please note: This is an OPTIONAL form. The form should be returned to the school only if you wish to opt your child out of one of these areas.**

If you have questions about completing this form, please contact your school.

Student Name:		Student ID#:	
Address:		Phone:	
School:		Grade:	

### Multimedia Withhold Form

There are occasions when news media are on school campuses to interview, photograph and videotape students for print and broadcast stories. Many of these stories are positive and highlight the good things happening in EGUSD schools. However, there are times when the media seeks access to our schools on more controversial issues. At all times, our goal is to maintain student security and privacy.

If you want your child to be excluded from media stories, please check the box below and sign the form. Please know that there are times when the media will interview or photograph students off campus or without checking in with the front office. This form only acts as a guide to media coverage. It does not guarantee that your child will not be interviewed or photographed.

I **DO NOT** want media representatives to publish/broadcast interviews with or photographs/video identifying my child.

### Posting of Student Images and Names on EGUSD Digital Communication Tools

EGUSD offers a number of opportunities to publicize positive school and student events and accomplishments through district and school digital communication tools. Parents have the choice to withhold their student's images (photos and video) and name from being posted by checking the area below. The publication of student image(s), along with both first and last name, requires prior written consent of the student's parent/guardian.

*The only exception to this rule is the posting of student photos with first and last name into an EGUSD administrative system such as the student information system (Synergy) or the library system. These are closed systems that only EGUSD teachers, administrators and limited support staff have access to through password-protected logons. There is no opt-out of these closed systems.*

By checking the box below you are choosing **NOT** to allow the posting of your student's name or image through digital communication tools. Please know that this will result in your student's name not being published electronically for recognitions, student honor roll, awards, events, contests, school newspaper articles and clubs.

I **DO NOT** want my student's image and name posted through any Elk Grove Unified digital communication tools.

## EGUSD Student Opt-Out Form 2024-2025

### Release of Directory Information/Yearbook Information

Pursuant to the Family Educational Rights and Privacy Act (FERPA) and the California Education Code, the District may release directory information to certain persons or organizations, as specified in this handbook, when it is requested. Directory information may include a student's name, photograph, address, telephone information, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance, degrees and awards received and the most recent previous public or private school attended. In the case of students who have been identified as having special needs or homeless, no material can be released without parent or guardian consent. Parents and guardians can opt-out of having their child's directory information released by checking the box below and signing the form. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (the District will not disclose such information without parent/guardian consent or a court order.)

If you do not want your child's directory information released, choose one of the following two options:

- Option A: NO student directory information released at all, including NO yearbook and award listings.
- Option B: NO student directory information released generally; YES include in yearbook and awards listings.

### Electronic Parent and Student Handbook

Parents have the option to receive an electronic Parent and Student Handbook, the annual notification provided to families each year. If you would like to receive an electronic copy of this handbook by email only, please check the box below.

- YES, I wish to receive an electronic copy of the Parent and Student Handbook via email instead of regular mail.

### Movies and Videos – Grades 6-12

The District has a policy limiting the types of movies shown in classrooms. PG-13 rated movies that are District approved may be shown only to grades 6-12. If you do not want your child to view PG-13 rated movies during the 2024-2025 school year, please check the box below:

- I DO NOT want my child to view approved PG-13 rated movies. I prefer that my child be given alternative assignments.

R rated movies that are district-approved may only be shown to grades 9-12. If you do not want your child to view R rated movies during the 2024-2025 school year, please check the box below:

- I DO NOT want my secondary student to view approved R rated movies. I prefer that my child be given alternative assignments.

Parent/Guardian Signature: X

Date:

## **PART I - Educational Vision and Mission**

### **School Counseling**

Academic, college career, and social emotional learning opportunities through school counseling are available to all students. Students can meet with school counselors on their school campus to discuss academics, social emotional learning, career preparation, college admission requirements, and/or to enroll in career technical education courses. [E.C. 51229 and 48980(1)]

Appointments with a school counselor are available throughout the school day. Please contact your school counseling office to schedule an appointment. At many schools, parents may also email their student's school counselor by logging onto Synergy. Once an appointment is set, students will be given a permission slip to release them from class. Parents may participate in school counseling sessions, when appropriate.

School Counselors, as well as teachers, instructors, administrators or instructional aides, may not, on the basis of a student's sex, offer vocational or school program guidance to the student that is different from that offered to a student of the opposite sex in counseling, nor may a counselor differentiate career, vocational or higher education opportunities on the basis of the sex of the student counseled. Any District personnel acting in a career counseling or course selection capacity for a student shall affirmatively explore with the student the possibility of careers or courses leading to careers that are nontraditional for that student's sex. [E.C. 221.5(d)]

### **HIGH-QUALITY INSTRUCTION AND CURRICULUM**

All students will have access to a standards-aligned curriculum and receive high-quality instruction to promote college, career, and life readiness and eliminate the achievement gap.

Our students benefit from high-quality instruction where they understand learning targets and success criteria, engage in student dialogue, and actively participate with opportunities for regular assessment and feedback. Our teaching and learning model helps every student progress and better understand where they need to grow and develop socially and emotionally, behaviorally, and academically.

### **Teaching and Learning**

Teachers must meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification, or, regarding special education teachers, the qualifications described in section 612(a)(14)(C) of the Individuals with Disabilities Education Act [20U.S.C. 1412(a)(14)(C)].

The Every Student Succeeds Act (ESSA) is a federal law passed in 2015 and reauthorized in 2021 that governs public education policy in grades K-12 in all 50 states. ESSA went into effect starting with the 2017-18 school year. It includes provisions that will help ensure success for all students:

- Encouraging accountability for improvement in our lowest-performing schools.
- Instituting high academic standards that will prepare students for college and careers .
- Performing annual statewide assessments that measure student progress.
- Promoting equity for disadvantaged students.

Under ESSA, teachers are legally assigned following the issuance of a California license or certificate, including the use of California Education Code options and permits that allow teachers to teach outside of their certification area.

ESSA Section 1112(e) states that LEAs shall notify the parents of each student attending any school receiving Title I funds and that after parent request, the agency will in a timely manner provide information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- 1) Whether the student's teacher
  - a) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - b) is teaching under emergency or another provisional status through which State qualification or licensing criteria have been waived; and (c) is teaching in the field of discipline of the certification of the teacher, and
- 2) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **Homework**

Homework benefits students by teaching them good study skills, discipline, and responsibility. It also allows parents to be involved in their child's education. Homework should relate to classroom instruction as well as reinforce and extend learning and promote immediate recall of basic skills. Parents may request a meeting to review instructional materials and discuss the course curriculum. [E.C. 49063(k) and 49091.14 and 20 U.S.C. 1232h(c) and (d)]

### **Communication on Student Achievement**

The Board of Education believes good communication regarding academic progress between parents and teachers is part of the education process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels. It should also indicate educational growth concerning the student's ability, citizenship, and effort. At elementary schools, report cards are given to parents during parent-teacher conferences or are sent home with the student.

Report cards of middle and high school students are mailed home. Any parent wanting special arrangements for receiving report cards may call the school. Parents will be notified when a student is in danger of not passing a course. [E.C. 49063 and 49067]

### **Email Communication with Teachers**

Email communication is an effective way for parents and teachers to communicate. Please know that teachers are not always able to respond immediately to emails they receive. However, they will respond within a reasonable amount of time.

### **Home and Hospital Instruction**

A student with a temporary disability who is in a hospital or other residential health facility (excluding a state hospital) which is located outside of the school district in which the student's parent or guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. Once the parent has notified the District in which the hospital is located of the student's presence in the qualifying hospital, the District has five working days to notify the parent if individualized instruction shall be made available. If the determination is positive, individualized instruction shall commence within five working days.

Individual instruction in a student's home must begin no later than five working days after a school district determines that the student shall receive this instruction.

When a student receiving individual instruction is well enough to return to school, s/he must be allowed to return to the school that she/he attended immediately before receiving individual instruction, if the student returns during the school year in which the individual instruction was initiated.

If they are well enough to do so, students enrolled in individual instruction in a hospital or other residential health facility for a partial week are entitled to attend school in their school district of residence or to receive individual instruction provided by the school district of residence in the student's home on days in which he or she is not receiving individual instruction in a hospital or other residential health facility.

Absences from the student's regular school program due to the student's temporary disability are excused until the student is able to return to the regular school program. [E.C. 48206.3, 48207, 48207.3, 48207.5, 48208, 48240 (c) and 48980(b)]

## **School Calendar, Minimum Days & Student Free Teacher Development Days**

Our school calendar is available online and can be downloaded. We have schools on three types of calendars: Year-Round with Tracks, Modified-Traditional and Traditional. Minimum days, staff development days, and district holidays are noted on the calendar. If your child will be affected by minimum days or staff development days, we will give you at least one month's notice. At various times during the year, schools will be on a minimum day schedule. Schools have minimum days due to testing, track change days, and teacher development. [E.C. 48980]

## **Curriculum: State Standards**

The CA Common Core State Standards address English Language Arts (ELA) and mathematics content areas. The ELA section includes literacy standards for history/ social studies, science, and technical subjects. Kindergarten through 12th grade standards provide a progression of knowledge and skills that prepare students to graduate from high school to attend college or to become career- and life-ready. The standards are research-based and internationally benchmarked.

Information about all of our adopted standards and frameworks can be found on our Curriculum webpage.

## **Our Course Catalogs**

Our goal is to guide students toward academic success and to prepare them for college, career, and life. The education that students receive here prepares them for many future roles: worker, parent, student in higher education, and citizen. Therefore, sound planning and thoughtful course selection are critical for students to make the most of their middle and high school years.

Individual school course catalogs may be found on each middle and high school website. These catalogs provide course offerings specific to each school. Our course catalog, featuring all current middle and high school courses adopted by the Board of Education, may be found on the district's website.

## **Library Materials**

To access the school's library collection, follow the steps below for the Destiny Catalog;

1. Go to [follett.egusd.net](http://follett.egusd.net)
2. Click on your child's school site to access the Destiny browser
3. You may browse the Destiny Catalog by school/district collection, keywords, author, subject, and title

## **Instructional Materials Review Process**

In accordance with BP 6161.1, EGUSD teachers, administrators, and community members carefully review instructional materials. The recommended instructional materials are aligned with California content standards. Prior to selection and purchase, major adoptions of instructional materials (e.g., mathematics, English/language arts, social science, science) are evaluated and made available to the public for review before being recommended to the Board of Education for adoption. The review process ensures that teachers and students have the best possible materials for teaching and learning. The content area steering committee, under the guidance of the Curriculum and Professional Learning Department, evaluates and recommends instructional materials to the Curriculum Council. The Curriculum Council is a vetting committee made up of perspectives from multiple departments and educator roles who then makes recommendations to the Board of Education for adoption.

Your child's teacher should share information with you about classroom instructional materials. Parents may also request a course outline from their child's teacher.

If you have questions or concerns about instructional materials, please call your child's teacher to seek information. If the meeting does not end with resolution, parents may follow the process outlined in BP 1312.2.

## **Special Education**

Special Education provides the continuum of special education support as outlined in the Individuals with Disabilities Education Act (IDEA '04). Students receive support from Special Education as delineated on their Individual Education



Plan (IEP). Programs include services and support for Autism (Aut), Deaf/Blind (DB), Deaf, Hard of Hearing (DHOH), Emotional Disturbance (ED), Intellectual Delay (ID), Orthopedic Impairment (OI), Other Health Impairment (OHI), Multiple Disabilities (MD), Speech and Language Impairment (SLI), Specific Learning Disability (SLD), Traumatic Brain Injury (TBI) and Visually Impairment (VI). The District annually notifies parents of the rights related to special education identification, referral, assessment, instructional planning, implementation and review and procedures for initiating a referral for assessment.

Parents receive this special education information at their child's annual IEP meeting. For more information about special education services, please call (916) 686-7780.

### **9th Grade Math Placement**

We strive to ensure that students are provided with rigorous and meaningful educational choices. Our commitment extends to providing high school students with the opportunities to take mathematics courses that are recommended for college admission. Pursuant to the CA Mathematics Placement Act of 2015, grade 9 students are scheduled into math courses using the following, but not limited to, placement criteria:

- Grade 8 math course and grades.
- Successful completion of HS math prerequisite requirements.
- CAASPP math score.
- Challenge test (optional).

Per Board Policy 6152.1, if you and your child do not agree with the math course in which your child has been placed, you have the right to appeal the decision within 5 school days of the initial placement. If you choose to appeal, the following steps must be taken:

- Within five school days of initial placement, contact your child's school administration, in writing, with your decision to appeal. The school administration has five school days to respond to the appeal and make a final decision.

If you do not agree with the site administration's decision, a further appeal, in writing, can be made to the Secondary Education Department. The Secondary Education Department has five school days to respond to the appeal and make a final decision. If you have questions about this information, please contact your child's school administration.

### **Social Emotional Learning**

Social and emotional learning (SEL) is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions. SEL advances educational equity and excellence through authentic school-family-community partnerships to establish learning environments and experiences that feature trusting and collaborative relationships, rigorous and meaningful curriculum and instruction, and ongoing evaluation. SEL can help address various forms of inequity and empower young people and adults to co-create thriving schools and contribute to safe, healthy, and just communities.

SEL programming is based on the understanding that the best learning emerges in the context of supportive relationships that make learning challenging, engaging, and meaningful. Social and emotional skills are critical to being a good student, citizen, and worker. Many risky behaviors (e.g., drug use, violence, bullying, and dropping out) can be prevented or reduced when multiyear, integrated efforts are used to develop students' social and emotional skills. This is best done through effective classroom instruction and practice opportunities, student engagement in positive activities in and out of the classroom, and broad parent and community involvement in program planning, implementation, and evaluation.

Effective SEL programming begins in preschool and continues through high school.

Elk Grove Unified has adopted the 5 core SEL competencies from the Collaborative for Academic and Social Emotional Learning (CASEL):

- Self-awareness: the ability to understand one's own emotions, thoughts, and values and how they influence behavior across contexts. This includes the capacity to recognize one's strengths and limitations with a well-grounded sense of confidence and purpose.
- Self-management: the ability to manage one's emotions, thoughts, and behaviors effectively in different situations and to achieve goals and aspirations. This includes the capacity to delay gratification, manage stress, and feel motivation and agency to accomplish personal and collective goals.
- Social awareness: the ability to understand the perspectives of and empathize with others, including those from diverse backgrounds, cultures, and contexts. This includes the capacity to feel compassion for others, understand broader historical and social norms for behavior in different settings, and recognize family, school, and community resources and supports.
- Relationship skills: the ability to establish and maintain healthy and supportive relationships and to effectively navigate settings with diverse individuals and groups. This includes the capacity to communicate clearly, listen actively, cooperate, work collaboratively, navigate settings with differing social and cultural demands and opportunities, provide leadership, and seek or offer help when needed.
- Responsible decision-making: the ability to make caring and constructive choices about personal behavior and social interactions across diverse situations. This includes the capacity to consider ethical standards and safety concerns, and to evaluate the benefits and consequences of various actions for personal, social, and collective well-being.

Elk Grove Unified has adopted two curricula for the instruction of Social Emotional Learning: Character Strong (also called PurposeFULL people in Elementary schools) and Second Step. Each school site was given a set of criteria to guide their decision in which curriculum to use at their site.

### **Comprehensive Sexual Health Education**

Every year our schools offer a unit of Comprehensive Sexual Health and HIV Prevention education to students in grades 5, 7, and 9. Our Comprehensive Sexual Health curriculum addresses the goals of the California Healthy Youth Act pursuant to Education Code 51930-51939, including providing students with the knowledge and skills necessary to protect them from risks presented by sexually transmitted infections, unintended pregnancy, sexual harassment, sexual assault, sexual abuse, and human trafficking and to have healthy, positive, and safe relationships and behaviors. Our educational program also promotes students' understanding of sexuality as a normal part of human development and their development of healthy attitudes and behaviors concerning adolescent growth and development, body image, gender, gender identity, gender expression, sexual orientation, relationships, marriage, and family. Instruction is medically accurate, unbiased, age-appropriate, and inclusive of all students. The curriculum is monitored by the District's Comprehensive Sexual Health Education Advisory Committee.

Comprehensive Sexual Health instruction encourages abstinence and acknowledges the family as an important contributor to the student's education. We encourage students to communicate with parents, guardians, or other trusted adults about human sexuality.

Comprehensive Sexual Health is taught by school district personnel in both elementary and secondary grades. Students complete a series of lessons in 5<sup>th</sup> grade, Science 7/Life Science in Middle School, and Health in High School.

Parents/guardians have the right to preview all materials presented in the classroom under state law and to request a copy of the California Healthy Youth Act. Adopted instructional materials can be accessed online at <https://sites.google.com/egusd.net/comprehensive-sexual-health/curriculum>. Additional inquiries may be addressed by emailing HealthEducation@egusd.net.

Parents will be notified at least two weeks before Comprehensive Sexual Health instruction in their child's class begins. Under state law, a parent or guardian of a pupil has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt-out") process. A request for your child to be excused must be submitted to the school in writing prior to instruction. The request only covers the current school year. [E.C. 51938]

## **Dissection of Animals**

The dissection of animals is sometimes a component of District science classes. When a student or parent objects to participation in a dissection project, an alternative education assignment can be substituted if the teacher believes the alternative is adequate. Alternative options require a comparable amount of time and effort but must not be more arduous than the original project. The school requires a signed note from a parent or guardian indicating your child's objection. [E.C. 32255 et seq.]

## **Notification of Films, Videos, Digital Media Content, and Television Shown at School**

Board policy emphasizes a parent's right to decide what films, videos, digital media content, and television a student may view. Under Board Policy 6162.1:

- We limit the types of films shown and emphasize communication with parents.
- A District-wide review committee composed of parents, teachers and administrators must approve any movie rated PG-13 that a teacher wishes to show to students in grades 6-8. Any movie rated R that a teacher wishes to use with students in grades 9-12 also must receive approval from the committee. The teacher must show a valid connection between the movie and the curriculum.

Movies that fall under the policy that teaches plan to show appear in the course syllabus. The syllabus includes a form to withhold parent permission. Copies of the syllabus will be available during Back-to-School nights and sent home with students.

Teachers send home a notice before showing a movie approved by the committee. A form to withhold parent permission will be included. Parents shall be informed in writing if controversial or sensitive media is used for student viewing, regardless of Motion Picture Association of America (MPAA) film rating.

Parents who wish to withhold permission for students in grades 6-8 to see PG-13 movies or for students in grades 9-12 to see R-rated movies for the entire school year should complete the "opt-out" form that comes home with students during the first weeks of school.

Students may decline to view a film approved by our committee, even without a signed form from a parent. A parent may schedule an appointment to preview an "R" or "PG-13" District-approved video to be shown in their child's classroom by contacting the teacher. Any students who do not view a movie will be entitled to an appropriate and comparable alternative assignment.

- No movies rated X or NC-17 by the motion picture industry are shown at any grade level.
- No movies rated R may be shown to students in grades K-8.
- No movies rated PG-13 may be shown to students in grades K-5.
- Movies covered by Board Policy 6162.1 are those rated PG-13 for grades 6-8 and rated R for grades 9-12.
- R-rated videos are not assigned as homework or extra credit in grades 9-11.
- Any R-rated video approved for grade 12 homework or extra credit may only be used for that purpose.

## **Student Use of Technology**

The Elk Grove Unified School District (EGUSD) recognizes that technology owned or otherwise provided by the district as necessary for instructional purposes, including network and Internet services offers a wide variety of opportunities to further educational goals and objectives and therefore provides technology services and network access to its staff and students. Access to these vast resources and information is an educational opportunity requiring responsible use by each individual. As such, every EGUSD user should act in an ethical and legal manner consistent with district goals and objectives and should conform to educationally appropriate use. Please reference Board Policy 6163.4 for complete information.

Users of EGUSD technology and network services should remember that the level of confidentiality on district-owned computers may not be the same as that expected when using personally owned equipment or Internet services. Electronic communications, files and Internet records may be examined for educational and administrative purposes and to verify that acceptable use guidelines are being followed.

EGUSD has taken reasonable steps to ensure that technology services and network use is primarily for activities that support district goals and objectives. While EGUSD has deployed Internet content filtering technology in the interest of keeping harmful and inappropriate content from being accessed, Internet content filtering is not perfect and it may be possible for users of the Internet to access information that is intended for adults. Likewise, computer security cannot be made perfect and it is possible that a determined user can make use of computer resources for inappropriate purposes. EGUSD believes that the benefits of Internet access in the form of information resources and opportunities for collaboration far exceed any disadvantages. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow.

The use of the EGUSD technology, network services, and the Internet is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and the Acceptable Use Agreement. EGUSD reserves the right to suspend access at any time, without notice, for any reason, or revoke access at any time for inappropriate conduct. The use of the Internet, network, and technology services are strictly limited to educational purposes. EGUSD expects all students to use technology responsibly in order to avoid potential problems and liability. EGUSD may place reasonable restrictions on the sites, material, and/or information that students may access through EGUSD technology services and network. Each student authorized to use EGUSD technology services and network and their parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement online via Synergy.

Inappropriate Technology/Network/On-Line conduct includes, but it not limited to::

- Using EGUSD technology or network services for illegal activities, including unauthorized installation, use, storage, or distribution of copyrighted software or materials in violation of copyright laws.
- Unauthorized installation or use of any software or hardware not belonging to, or properly licensed by EGUSD (e.g., games, applications, operating systems, "shareware", computer components, and peripherals).
- Accessing, posting, submitting, publishing or displaying harmful or inappropriate matter that is threatening, libelous, defamatory, obscene, disruptive, sexually explicit, or that could be construed as harassment or disparagement of others ("cyber bullying") based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. (Penal Code Section 313(a).)
- Bullying, harassing, intimidating, threatening other students, staff, or other individuals.
- Using EGUSD technology or network services for private business, commercial enterprise, or for political activities.
- Use of another individual's name, user account, or password.
- Allowing another user access to my account, sharing electronic account passwords, leaving passwords available in obvious locations, or leaving "signed on" or "logged on" computers unattended.
- Disclosure, use, or dissemination of personal identification or "contact information" (of another student, staff member, or other person) when using electronic communication. (Students are cautioned not to disclose personal information by any means to individuals located through the Internet without the permission of staff members and are urged to discuss on-line privacy issues with their parents or guardian. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.)
- Reading or accessing other users' electronic mail, chat messages or files. (Collaborative efforts will have appropriate and identified locations and/or resources for sharing files and information.)
- Attempting to interfere with other users' ability to use technology resources, send or receive electronic mail, deleting, copying, modifying, or forging other users' mail or files.
- Sending or exchanging messages that are inconsistent with school or district policies, or this Acceptable Use Agreement.
- Using encryption, encoding, or passwords to deliberately conceal or hide email or files.

- Distributing electronic media files in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system (e.g., downloading extremely large files; sending/distributing mass electronic messages or chain letters; downloading of video and audio files not directly related to district goals; excessive chat or instant message use for non-educational purposes).
- Intentionally uploading, downloading, or creating malware.
- Attempting to vandalize, harm, intentionally disrupt, tamper with, intercept, or destroy EGUSD technology, district operations, equipment, data, or materials including use and/or possession of “hacking” tools.
- Attempting to bypass, circumvent, or disable: network security, virus protection, or Internet content filtering; including, but not limited to the use of Internet anonymizers to disguise user/computer origin or content.
- Manipulating the data of another user, school, or EGUSD resource.
- Unauthorized access to servers, computer systems, or network equipment.
- Use or connection of any person (non-district) equipment to the EGUSD network.
- Engage in or promote any practice that is unethical or violates any law, Board policy or administrative regulation, or this Acceptable Use Agreement.

### **EGUSD Chromebook Agreement**

EGUSD provides Chromebooks for all students in grades 1-12. Chromebooks have become critical for instruction and are to be treated like instructional materials. Students are to bring Chromebooks to and from school every day, just like books. It is the responsibility of the student to ensure the Chromebook is fully charged each day. As with any borrowed school property (textbook or sports equipment), the Chromebook checked out to the student is the responsibility of the legal parents/guardians and the student to ensure the safety and security of the device at home. In instances of non-normal wear and tear, the family may be charged for repairs and/or replacement. The legal parents/guardians and the student are responsible to work with the school site to recover the cost of repair or replacement (BP 6163.4 and AR 5125.2). When directed by the school site or prior to unenrolling a student from the District, the Chromebook must be returned in similar condition to which it was received.

### **Web & Social Media Page Creation**

Access to the Internet through our network and creation of a web page using our network or server and as part of the educational program is a limited forum, similar to the school newspaper, and the District will exercise its rights within the law to regulate speech within that forum. District administration, building principals, and classroom teachers may restrict speech that is obscene, libelous, slanderous, or likely to incite students. Any language that creates a clear and present danger to the operation of the schools, or otherwise interferes with the educational mission of our District, also may be restricted. [Education Code Section 48907] The District will not restrict a student’s speech on the basis of a disagreement with the opinions a student expresses. Web pages are defined as actual HTML pages, blog pages, portal entries or other representation/depiction on the World Wide Web.

The following guidelines must be followed when staff design web pages for display, use web pages on the Internet in connection with their work, or post or allow the posting of student web pages or student work:

- Web pages must support course objectives and be educationally informative.
- First and last names of students, without photos, may be posted to a district web page or official social networking web page, unless the student has an opt-out form on file requesting that their photo or name not appear on web pages.
- Images (photos, videos, etc.) of students without names may be posted to a district web page or official social networking web page, unless the student has an opt-out form on file requesting that their photo or name not appear on web pages.
- To post images of students with their first and last name on the district website or official social media pages, parent/guardian written permission must be obtained first.. The page also must be approved by an administrator.
- Administrator approval must be obtained before a video is posted containing students and before a video conferencing session involving students begins. Videos are required to follow the same guidelines in using names and student images.
- Student work may be published on a web page if both the student and their parent/guardian provide written permission.

- Electronic student newspapers are required to follow the same requirements.
- Students' mailing addresses, email addresses, and/or phone numbers shall not be posted in any public web space or private web space unless parent/guardian written permission is obtained before the information is posted. One exception to this is in the case of Technology Services and Superintendent's Cabinet approved Application Service Providers (ASP's). Student data may be loaded or transferred to an ASP system in order to meet district or school needs if the application/system, the ASP vendor, and associated security measures have been approved by the Superintendent's Cabinet and Technology Services.
- Any use of copyrighted material or the intellectual property of others on official websites/pages must be authorized in advance by the owner of the material or permitted by applicable law (e.g., fair use of educators). Social media web pages and blogs which allow commenting are required to be moderated.
- Material placed on a District web page is expected to meet academic standards of proper spelling, grammar, and accuracy of information. The following shall be adhered to regarding Student Web Pages:
  - Students will receive instruction on the design of web pages.
  - A teacher or administrator may authorize the posting of student web pages (and/or student work) that support course objectives or are educationally informative on an Elk Grove Unified School District web page if student and parent/guardian written permission is obtained before posting. Additionally, any student work that contains photos or videos of other students must comply with requirements of this regulation prior to posting.

### **Digital Citizenship**

We are committed to ensuring that all students learn what it means to be good digital citizens. With that in mind, we have adopted curriculum and programs to support students in making good choices in their use of social media, and to empower them to act responsibly, safely, and ethically online.

The following information includes details about some of the actions we have taken to keep our children safe in their online communities:

- Incorporating cyberbullying resources into the District's Anti-bullying Initiative.
- Facilitating Digital Citizenship workshops for families through the EGUSD Family and Community Engagement Department.
- Maintaining an internet filtering solution designed to comply with Children's Internet Protection Act (CIPA) guidelines.
- Managing a Digital Citizenship website with extensive resources to help parents and children use the internet safely, effectively and ethically. [blogs.egusd.net/digitalcitizenship](http://blogs.egusd.net/digitalcitizenship)
- Offering professional development for staff on the skills necessary to make safe, lawful and appropriate use of the internet in an educational environment.
- Providing District-approved digital citizenship/internet safety curriculum for grades K-12.

### **Mobile Communication Devices**

"Mobile Communication Device" means any portable electronic device capable of transmitting or receiving data in the form of a voice, text message, or capable of accessing the Internet ("Mobile Communication Device"). The Governing Board recognizes that the use of Mobile Communication Devices, including cell phones, smartphones, smart watches, earbuds, or other like devices, and District issued devices on campus may be beneficial to student learning and well-being, but can also be disruptive of the instructional program in some circumstances. The Board permits limited use of Mobile Communication Devices on campus in accordance with law and the following policy.

When a student uses a Mobile Communication Device in an unauthorized manner, the student may be subject to behavior interventions, including up to formal discipline, and a district employee may confiscate the device. Unauthorized use includes but is not limited to the use of a camera, video, or voice recording to function in a way or under circumstances which infringe upon the privacy rights of others. [E.C. 51512]

A school administrator may search a Mobile Communication Device in accordance with BP/AR 5145.12 - Search And Seizure, if they have a reasonable suspicion that a search of a student's Mobile Communication Device will turn up evidence of the student's violation of the law or school rules.

A student may also be subject to discipline, in accordance with law, Board policy, and administrative regulation for on-campus or off-campus use of a Mobile Communication Device which poses a threat or danger to the safety of students, staff, or district property, constitutes threats, bullying, or harassment of students or staff in way that impacts the school environment, or substantially disrupts school activities or the school environment. (BP/AR 5131 - Conduct, BP/AR 5144.1 - Suspension And Expulsion/Due Process)

The Superintendent or designee shall inform students that the district will not be responsible for a student's Mobile Communication Device which is brought on campus or to a school activity and is lost, stolen, or damaged.

The Superintendent or designee shall prepare regulations for the administration of this Board Policy.

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### **Alternative Schools**

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.
- Maximize the opportunity for students to develop the positive values of selfreliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.
- Recognize that the best learning takes place when the student learns because of his desire to learn.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

### **Our Alternative School Programs**

- Jessie Baker School (K-Adult Transition Program/ATP)
- Calvine High School (9-12)
- Elk Grove Unified Charter School (7-12)
- Rio Cazadero High School (9-12)
- William Daylor High School (9-12)

### **Individualized Instruction**

If your child has a temporary disability preventing him/her from attending regular class, the District will provide alternative instruction when possible. [E.C. 48206.3, 48208, 48980 (b)]

### **EGUSD Independent Study Program (ISP)**

Our Independent Study Program (ISP) is an educational program that provides instruction based on the state-adopted content standards by certificated teachers. Parents or guardians may select an instructional program that best suits their

child's needs and should contact their home school's principal to inquire about an ISP program available at Las Flores: Las Flores High School (9-12) and the EGUSD Virtual Academy (K-8).

### **Expanded Learning**

The California Department of Education defines expanded learning to mean before school, after school, during the summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that all Expanded Learning programs are pupil-centered, results-driven, include community partners, and complement - but do not replicate - learning activities in the regular school day and school year.

#### **Current Expanded Learning Afterschool Programs in EGUSD**

The After School Education and Safety (ASES), 21st Century Community Learning Centers (21st CCLC), and After School Safety and Enrichment for Teens (ASSETs) Programs are state and federally funded expanded learning programs. Grants are administered by the California Department of Education and are intended to provide safe and educationally enriching alternatives for children and youth during non-school hours.

The Expanded Learning Opportunities Program (ELO-P) provides additional funding to support before and after school programs, extended summer offerings, and intersessional programs for students in grades TK-6. The funding, authorized by AB 130, has enabled the District to expand before and after school programs for grades 1-6 to all elementary sites and will enable additional opportunities for transitional kindergarten (TK) and kindergarten over the next few years. Parents are encouraged to speak with their school about expanded learning opportunities.

The ASES, 21st CCLC, ASSETs and ELO-P programs are Expanded Learning Programs designed to assist Elk Grove students and families after school and/or during the summer. This involves a partnership between home and school for the academic success of students and for the benefit of the entire family.

There are several components in these grant and state-funded Expanded Learning Programs:

- Educational and Literacy Component that includes tutoring/ homework assistance in the core subjects (language arts, math, history/ social science, and science).
- Educational Enrichment Component that offers students engaging activities in a variety of areas which may include visual and performing arts; physical activity; career technical education; prevention and intervention strategies; science, technology, engineering, and math; and more.
- Nutritious snacks or meals offered daily that meet requirements in CA Education Code Section 49430.

Programs are designed to assist TK through 12th grade students and their families by providing students with a place to study and learn after the school day while supporting family involvement with their student's education. After school programs have been in operation since 2002 in our District and have become part of our educational structure. ASES/21st CCLC/ASSETs Expanded Learning Programs are located at 17 elementary, 3 middle schools, and 3 high schools that serve low income neighborhoods and ELO-P programs operate on all elementary campuses.

### **Elk Grove Adult and Community Education (EGACE)**

Elk Grove Adult and Community Education (EGACE) has a long history of offering quality education and workforce development programs for adults eighteen years or older.

EGACE offers classes in English as a Second Language (ESL), High School Diploma, High School Equivalency, Career Technical Education (CTE), Adult Basic Education (ABE), Workforce Training and Always Learning community education. With our program you can:

Earn your high school diploma or GED®

Brush up on your reading, writing, speaking, math, or computer skills to prepare for college, career training, or a job by taking our Academic, College and Career Preparation classes.

Take English as a Second Language classes from beginning to advanced levels at the EGACE main campus.



Prepare for your naturalization interview with EGACE citizenship preparation classes.

EGACE is home to Sacramento Works Job Center, South County. Job Center services range from basic to individualized job coaching that meet each individual's unique employment needs. Job Center Services include:

Individualized and basic employment services

Refugee support service

Youth Employment services (18-24 years old)

Job search and application assistance

Free walk-in typing and alphanumeric/data entry tests

Employer hiring events

Computer lab with ability to upload, scan, fax and copy documents

Short term financial assistance (to those who qualify)

On site access to CA Department of Human Assistance (DHA), CA Department of Rehabilitation (DOR) and Veteran Services

For more information, visit <https://egace.egusd.net/> or in person at:

8401-B Gerber Road, Sacramento, CA 95828

Phone: (916) 686-7717

E-mail: [adulthoodinfo@egusd.net](mailto:adulthoodinfo@egusd.net)

## **STUDENT PROGRAMS AND SERVICES**

### **Services to Students With Disabilities**

If you have reason to believe your child (ages 0 to 21) has a disability requiring special services or accommodations, you should inform school officials. Your child will be evaluated to determine whether he/she is eligible for free special instruction or services. The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state or enrolled in public or private schools. [E.C.56020 et. seq., 56040, 56301; 20 U.S.C. 1412; 35 C.F.R.300.111]

### **Early Childhood and Pre-Kindergarten Education Programs**

We are committed to providing opportunities for pre-kindergarten early childhood education by offering several programs that help 3 and 4-year old children get ready for transitional kindergarten and kindergarten. The programs are funded from different sources including Head Start and California Department of Education (state preschool) with requirements varying based on the funding source.

Head Start, Title I, and State Preschool programs are free to income eligible families with the submission of income documentation and all necessary documents. Through our partnership with First 5 Sacramento, the district provides parent education and playgroups for children 0-3 years old. Champions and CDI are fee based Preschool programs. Parent-Child Playgroups is a parent participation program for family members and children from ages 0-3 years old that is free and funded through the First 5 Sacramento partnership.

### **Title I Program**

Title I is a federal program that provides additional funding and support to lower income schools to assist students in attaining proficiency on state academic standards and assessments. We support many important strategies for student success with Title I funds, including preschool, after school instruction, academic intervention, professional development, parent involvement and education, and the homeless student program. For more information on Title I, you may contact your child's school or School Improvement Support at (916) 686-7712.

### **English Learner Program (EL)**

Our goal is to prepare all students for a successful college and career experience after high school graduation. To support the unique needs of English learners (EL) toward this goal, legally mandated designated and integrated English Language

Development (ELD) instruction is provided to all TK-12 EL students in our district. The focus of the instruction is on language acquisition through the use of the CA English Language Development Standards and evidence-based instructional strategies proven successful and differentiated for each student's level of English language proficiency in speaking, listening, reading, and writing. While developing fluent English language skills, all EL students receive instructional support in learning the core content of their particular grade level. Parents or students who would like more information regarding their school's ELD program may contact their school administrative office.

### **Structured English Immersion (SEI)**

Students who score at less than reasonable fluency receive an SEI program of instruction and are taught overwhelmingly in English. Some assistance may be provided in the primary language. Students are taught ELD and other core subjects by authorized teachers using district adopted textbooks and supplementary materials. Instruction is based on ELD and grade-level content standards.

### **English Language Mainstream (ELM)**

Students who score at reasonable fluency in English receive an ELM program of instruction. They are taught ELD and other core subjects by authorized teachers using district adopted textbooks and supplementary materials. Instruction is based on ELD and grade-level content standards. Students receive any additional instruction needed for classification as fluent English proficient.

English Fluency Level Parent Communication Parents are notified annually of their child's English fluency level and program placement. For more information, please contact your school site principal, EL Coordinator or the Department of English Learner Services at (916) 793-2953.

Parents may request the language acquisition program that best suits their child. (EC § 310(a).)

If a preferred program is not offered by the school, parents may make a request to establish a new language acquisition program using the form below. If the school receives a sufficient number of requests, the school will review the feasibility of the request and provide a response to the school community. Parent/guardians or school district employees on behalf of parents of our students, in compliance of California Proposition 58: Education for a Global Economy, can enter their request at <https://goo.gl/forms/TfpMQlgKdeXE9AD42>.

Interpreting services for school-related issues are provided for parents of English Learners. For more information, please check with your school site principal or EL Coordinator.

### **Native American Education Program**

The Native American Education Program provides supplementary education services for eligible Native American and Alaska Native students. These services include academic assistance; presentation of Native American cultural classes during the regular day, after school, and during summer; college/career sessions and information; outreach to students who have not met grade level requirements and are at risk of retention; and family engagement. For more information, please call the Educational Equity Department at (916) 831-2041, email [jmhoagle@equsd.net](mailto:jmhoagle@equsd.net), or visit the [Native American Education Program webpage](#).

### **Foster Youth Services**

Our Foster Youth Services (FYS) Program strives to address the unique educational needs of youth in foster care by working collaboratively with youth, caregivers, schools, placement agencies, and other service providers. Youth in foster care are likely to suffer interruptions and gaps in education primarily because of abuse or neglect that resulted from complex family, social, and environmental conditions out of their control. Foster youth often experience multiple changes in home placements and interruptions in school.

To address the needs of students in foster care, our FYS program provides:

- Assistance with immediate enrollment and timely transfer of school records;
- Academic support and tutorial services, as funding permits;
- Educational case management services and access to school and community resources;

- Independent living skills workshops, resources, field trips, and transitional support;
- A single point of contact for families, agencies, and schools working with students in foster care.

For more information about our Foster Youth Services Program, please contact the FYS Program Specialist at (916) 686-7568 or [fys@egusd.net](mailto:fys@egusd.net).

Since 2004, California legislation has enacted educational provisions that promote school stability and success for children and youth in foster care. As a guiding principle, all educational and school placement decisions for foster youth shall be made to ensure that each student:

- Has the opportunity to meet the same academic achievement standards to which all pupils are held;
- Is placed in the least restrictive educational programs;
- Has access to the academic resources, services, extracurricular and enrichment activities as all other pupils [E.C. 48850].

The following is a summary of California Education Code related to students in foster care:

- Right to remain in “school of origin” [E.C. 48853.5]
  - Students have the right to stay in the same school after they move to a new foster care home.
  - The “school of origin” can be:
    - The school attended when you first entered foster care;
    - The school most recently attended; or
    - Any school attended in the last 15 months that the student feels connected to.

If transitioning from elementary school to middle school or from middle school to high school, students have the right to transition to the same school as their classmates. If there is any disagreement about which school the student will attend, they have the right to stay in their school of origin until the disagreement is resolved.

- Right to immediate enrollment in school [E.C. 48853.5] Students have the right to immediately enroll in school and begin attending classes, even if they do not have the paperwork normally required for enrollment (such as birth certificate, transcript, or IEP) or did not check-out from their previous school. Education records must be sent within two business days to the new school after receiving a school records transfer request.
- Right to partial credits for high school students [E.C. 51225.2]

If the student changes schools during the school year, they have a right to partial credits in all classes that they are passing. The new school must accept the partial credits issued by the previous school. After changing schools, students have the right to enroll in the same or similar classes at their last school. Schools cannot require a student to retake a class or part of a class that they have already completed with a passing grade, if it would make them off-track for high school graduation. Students have the right to take or retake any class that they need to go to a California State University or University of California. Grades cannot be lowered because of absences related to a court hearing, placement change, or a court-related activity.

#### **Foster Youth Graduation Rights [E.C. 51225.1]**

- Students have the right to stay in high school for a fifth year to complete district graduation requirements, even if they are over 18.
- If a student is behind on credits, and they transferred schools after 10th grade, they may be eligible to graduate under AB 167/216 by completing only the state graduation requirements instead of the school district’s requirements.
- If the student is determined eligible, the decision of whether to graduate under AB 167/216 is made by the student’s education rights holder.

#### **Foster Youth School Discipline Rights [E.C. 48853.5]**

- The student’s attorney and social worker must be notified of all suspensions, extension of suspension meetings, manifestation determination meetings, involuntary transfers, expulsion hearings, and removals from charter schools.

- The student's attorney and social worker must be invited to a meeting before a suspension can be extended beyond 5 days.
- If the student is in special education, the student's attorney and social worker must be invited to a manifestation determination meeting to decide whether the behavior was related to the student's disability.
- If the student is facing a possible expulsion, the student's attorney and social worker must be notified.
- At a formal hearing, the student has the right to be represented by an attorney before being expelled.

#### **Foster Youth Right to School Records [E.C. 49076]**

- The student's social worker/probation officer and education rights holder can access school records.
- The student's Foster Family Agency, Short-Term Residential Treatment Program, or caregiver who has direct responsibility for the care of the student can access school records.

#### **Homeless Education Program**

Children and youth who are experiencing homelessness are entitled to equal access to the same free and appropriate public education provided to all children and youth. The District serves students identified as homeless under the federal McKinney-Vento Homeless Assistance Act through the EGUSD Student and Family Empowerment Office (SAFE). Students may be eligible for special assistance and services if they lack a fixed, regular, and adequate nighttime residence, such as staying in a hotel/motel or shelter; sharing a house or apartment with others due to loss of housing, economic hardship, or a similar reason; or living in a car, campground or recreational vehicle. This includes students who are unaccompanied youth not in the care or custody of a parent or guardian and runaways.

In order to remove barriers and reduce the hardships students who are experiencing homelessness face, Student and Family Empowerment Office (SAFE) staff may provide or assist with the following:

- Enrollment assistance—determine school of residence and school of origin; assist with gathering and transferring records; make appropriate placements and mediate disputes regarding enrollment of homeless students.
- Direct services—provide backpacks, school supplies, hygiene items, and clothing.
- Case management—serves as liaison with schools and other service providers; provides information on educational options and community resources, including shelters, housing programs, food closets, public assistance, health and mental health care, and other programs and services based on the unique needs of students and families.
- Academic support—notify school counselors of students eligible for a Graduation Exemption determination and/or FAFSA/CADAA homeless verification letter, expedite assessments, and refer to available tutoring and school counseling services.
- Transportation—homeless students whose nighttime residence is outside the attendance area of their school of origin may be provided with transportation to and from school. Such transportation may include bus passes or mileage reimbursement.

If, during the school year, a student becomes homeless, the student may continue in the school of origin for the remainder of the school year and through the duration of their homelessness.

#### **Additional State Laws Regarding Homeless Students**

California State Law AB 1806 contains mandates with regards to partial credit, expulsions, and modified graduation requirements under certain circumstances for youth experiencing homelessness. This bill requires a school district to exempt a homeless student from coursework and other requirements that are in addition to statewide requirements when a student changes schools due to homelessness after their second year of high school and cannot reasonably complete the District requirements by the end of their fourth year as determined by the district. A student who is eligible for the graduation exemption and their educational rights holder must:

- Attend a Graduation Exemption Determination Meeting with the school counselor and obtain the signatures of the student, educational rights holder, school counselor, principal, and the District's homeless liaison on the Graduation Exemption Determination form, indicating all who have signed agree to the alternative graduation plan

and documenting the student and educational rights holder have been informed of how the alternative plan will affect admission to postsecondary schools.

- Be informed of the option to remain in school for a 5th year, and how staying the 5th year will affect postsecondary school admission.

California State Law SB 177 requires the immediate enrollment of homeless children and youth, deems homeless students to meet residency requirements for interscholastic sports immediately upon enrollment and requires public notice of the educational rights of homeless children and youth are distributed in schools.

California State Law AB 1068 gives unaccompanied youth age 14 and over the right to access and consent to disclose their school records and extends these rights to caregivers who enroll students in school using California's caregiver authorization affidavit. In addition, AB 1068 prevents schools from releasing directory information of students experiencing homelessness, unless a parent/guardian expressly consents.

California State Law SB 445 permits students whose homeless status changes during the school year so that they are no longer homeless to remain at their school of origin for a specified time: high school students may continue in their school of origin through graduation and students in grades kindergarten and 1-8 may continue in their school of origin through the duration of the academic year.

California State Law AB 309 pertains to the CalFresh Supplemental Nutrition Assistance Program (SNAP) and clarifies that there is no minimum age requirement for unaccompanied homeless youth to apply.

California State Law AB 652 clarifies that a child/youth who is homeless or an unaccompanied minor, is not, in and of itself, a sufficient basis for reporting child abuse or neglect, as defined by the McKinney-Vento Act.

These laws and the District's programs serving homeless children and youth focus on student support, safety, school stability, academic progress and graduation.

### **Homeless Student Questionnaire and Website Posting Requirements**

AB 27 and SB 400 require school districts to annually administer a housing questionnaire, developed by the California Department of Education (CDE), to parents and to unaccompanied youths. The EGUSD housing questionnaire is translated into the District's primary languages for parents, guardians, and/or an unaccompanied youth, and hard copies of the housing questionnaire will be made available. A sample copy of the EGUSD Housing Questionnaire is included in this handbook's Appendix and on the District's website. Elk Grove Unified must collect the completed housing questionnaires and annually report to the CDE the number of enrolled homeless students and unaccompanied youths.

### **Homeless Enrollment Dispute Resolution Process**

Complaint forms are available at the school, but the form need not be used to make a complaint. Homeless students are to be maintained in their school of origin whenever feasible, unless the parent prefers the student attend their school of residence. If a dispute arises over school selection or enrollment in a particular school, the student shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. [42 U.S.C. 11432]

If, after enrollment, it is determined that a student is not homeless as defined in the law, the student may be dis-enrolled and the District will follow policies in place to address fraud.

A written explanation of the school's decision regarding school selection or enrollment shall be provided by the school if a parent, guardian or unaccompanied youth disputes a school selection or enrollment decision, including the right to appeal. He/she shall also be referred to the District liaison. [42 U.S.C. 11432]

The District liaison shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. [42 U.S.C. 11432] The liaison shall provide the parent/guardian a copy of the District's decision, dispute form and a copy of the outcome of the dispute.

If a parent/guardian or unaccompanied youth disagrees with the liaison's enrollment decision, he/she may appeal the decision to the Superintendent or designee. The Superintendent or designee shall make a determination within five working days. If the dispute remains unresolved at the District level or is appealed, then the District homeless liaison shall forward all written documentation and related paperwork to the homeless liaison at the Sacramento County Office of Education (SCOE).

SCOE's homeless liaison will review these materials and determine the school selection or enrollment decision within five working days of receipt of the materials and will notify the District and parent of the decision.

If the dispute remains unresolved or is appealed, the SCOE homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. Upon the review of the District, SCOE and parent information, the California Department of Education will notify the parent of the final school selection or enrollment decision within ten working days of receipt of materials.

For more information, please contact the District's Homeless Liaison or the nearest SAFE Center. See contact information below:

**EGUSD Homeless Liaison**

- Tami Silvera, Program Specialist
- (916) 686-7568

**SAFE (Student and Family Empowerment ) Office**

- Eastside SAFE Center (all schools east of Hwy 99)
  - David Reese SAFE Center (916) 392-9081
- Westside SAFE Center (schools west of Hwy 99)
  - Valley SAFE Center (916) 681-7577

**LGBTQ+ Programs and Services**

The Youth Development Office provides district-wide support to EGUSD's LGBTQ+ students, staff and families. The Youth Development Office staff facilitate awareness building training on LGBTQ+ issues, provide district-level coordination and support for campus Gender Sexuality Alliance Clubs (GSA) and other site-based LGBTQ+ programs, and consult with EGUSD school staff on creating LGBTQ+ inclusive and affirming campuses and classrooms.

**Student Success and Opportunity Act (AB1266) and Gender Support Plans**

Under the Student Success and Opportunity Act (AB1266) students have the right to participate in sex-segregated school programs, activities, and use facilities consistent with their gender identity, without respect to the gender listed in a pupil's records. Additionally, it is the policy of the State of California to afford all persons in public schools, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, equal rights and opportunities in the educational institutions of the state. (Education Code Section 200.)

Any student or family, regardless of age and grade, can request a Gender Support Plan. Gender Support Plans create shared understandings about the ways in which the student's authentic gender will be accounted for and supported at school. School staff, caregivers and the student work together to complete the plan. Any student or family who would like to discuss a Gender Support Plan should reach out to their school Principal or a Counselor to request a meeting. If you have questions about Gender Support Plans or any other LGBTQIA+ programs please contact the Youth Development Office at (916) 686-7568.

**STUDENT ACADEMIC PROGRAMS**

**Advancement Via Individual Determination (AVID)**

AVID's mission is to close the opportunity gap by preparing all students for college readiness and success in a global society. AVID is now offered at all 61 of our comprehensive elementary, middle, and high schools, starting the 2022-2023

school year. In addition, we added AVID Excel to James Rutter Middle School - a branch of the AVID system that specifically focuses on our English Learners.

AVID is an in-school academic support program for students. In the Elementary level, AVID Elementary students take structured notes and answer and ask high-level questions that go beyond routine answers. In the Secondary level, for one period a day, students receive the additional academic, social, and emotional support that will help them succeed in their school's most rigorous courses. Secondary students apply to participate in the AVID program; if your student is interested in participating in AVID, please check the school's website for the coordinators contact information.

### **Honors, Advanced Placement (AP) and International Baccalaureate (IB)**

Honors and AP courses are offered at the secondary level and all students are strongly encouraged to challenge themselves through enrollment in Honors, Advanced Placement, or International Baccalaureate (Middle Years or Diploma program at Harriet Eddy MS or International Baccalaureate courses at Laguna Creek HS).

Successful completion of Honors/AB/IB may result in extra grade point calculations on the student's GPA and in earning college-credit upon successful performance on AP/IB exams. For information about the Honors, Advanced Placement, or International Baccalaureate classes, please contact your school principal or school counselor.

### **2024-2025 AP/Advanced Placement Courses**

Taking AP courses in high school could give you an advantage by letting you:

- Earn College Credit—Your AP score could earn you college credits before you even set foot on campus.
- Earn Advanced Placement—Your AP score can let you skip introductory courses in college.
- Save Money and Time—Earning credit or placement can open up time on your college schedule or even let you graduate early.
- Stand Out to Colleges—"AP" on your high school transcript shows colleges you've tackled college-level work.

More information about 2024-25 AP/Advanced Placement can be found at <https://apstudents.collegeboard.org/what-is-ap>

### **Career Technical Education (CTE) Academies, Pathways, and Programs:**

EGUSD's Career Technical Education provides opportunities for EGUSD students to prepare for college, career and life. CTE offers a Linked Learning approach that integrates rigorous academics, technical skills, relevant real-world experiences, work-based learning opportunities, and wrap-around student support to help students develop the 21st-century skills and habits of mind they need to succeed after graduation. Within a Linked Learning approach, secondary education offers clear connections to post-secondary education/training and purposeful involvement of local business and industry. CTE engages students through a blend of four Linked Learning components:

- Rigorous Academic Study: A-G-approved academic classes that are integrated with career themes and work-based learning opportunities.
- Relevant Career Technical Education (CTE): A three-year sequence of CTE courses related to a career focus area featuring project and inquiry-based curricula and such real-world experiences as community service, interaction with business and industry, and field trips to colleges.
- Wrap-around Student Support: Development of strong relationships and systems of support in the "school-within-a-school" atmosphere of an academy, along with critical 21st-century skills aligned with EGUSD's Graduate Profile.
- Work-Based Learning Opportunities: Partnerships with local business and industry leaders who contribute their expertise by speaking to classes, mentoring, hosting industry tours, job shadows and internships; and participating in advisory meetings.

We offer Career Connected Learning in three settings: academies, pathways and satellite programs:

- California Partnership Academy (CPA): CPAs provide an intensive level of implementation of Linked Learning within a small learning environment – like a school within a school. Academies feature cohort scheduling in order

to build a learning community among teachers and students and support curriculum integration: Students will be scheduled into several common core academic and CTE courses, while teachers may teach two or three courses within the academy. All CPAs include at least one CTE pathway and teachers develop cross-curricular projects around particular career themes.

- **CTE Pathways:** California identifies 15 CTE industry sectors from Agriculture to Transportation. Thirteen industry sectors are represented in EGUSD. Each industry sector is further broken down into more focused pathways. For example, the Public Services Sector includes three pathways: Emergency Response, Legal Practices, and Public Safety. In EGUSD, a CTE pathway is a coherent, three-course sequence of rigorous career technical courses, commencing in tenth grade and ultimately leading to postsecondary pathways, associate degree, baccalaureate degree, industry-recognized certificate, and/or professional licensure. All EGUSD CTE pathways are aligned with a state industry sector and pathway.
- **Satellite Programs:** A CTE satellite program is a single intensive training program comprising at least 300 hours of study. In EGUSD, CTE satellite programs are open to 12th grade students throughout the District. EGUSD's Satellite programs are typically offered at the end of the school day or after school in order to allow students to travel to and from their home site. Most Satellite programs provide students with the opportunity to earn an industry-recognized credential or early college credits.

To explore Career-Connected Learning and EGUSD's academies, pathways and programs visit

<https://exploreccc.egusd.net>

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## **STUDENT ASSESSMENT**

All students benefit from instruction guided by assessment results (diagnostic, formative, interim, and summative) and continuous programmatic evaluation.

### **Standardized Assessment and Testing**

California students take several mandated statewide tests. These tests provide parents, teachers, and educators with information about how well students are learning core academic skills and becoming college ready. Teachers use this information, along with formative, progress monitoring assessments, to help prepare instruction based on the needs of each student. Results are also used for local, state, and federal accountability purposes.

### **CAASPP (California Assessment of Student Performance and Progress)**

CAASPP is California's statewide testing program which consists of the following assessments:

**SBAC (Smarter Balanced Assessment Consortium)** The Smarter Balanced Assessments in English language arts/ literacy (ELA) and math are administered in grades 3-8 and 11 to measure what students know and can do. These computer-adaptive assessments include a variety of item types like multiple-choice, constructed response, technology-enabled/enhanced items, and performance tasks. In grade 11, results can be used as an indicator of college readiness.

### **CAST (California Science Tests)**

The computer-based California Science Test (CAST) measures students' understanding of the California Next Generation Science Standards (NGSS). The test is administered in grades 5 and 8 and once during high school—typically grade 11.

### **CAA (California Alternate Assessments)**

The computer-based California Alternate Assessments (CAA) in ELA and math are administered to students with severe cognitive disabilities in grades 3-8 and 11. Test items are aligned with state standards and are based on the Core Content Connectors. The CAA for Science is administered in grades 5 and 8 and once during high school—typically grade 11.



*Pursuant to California Education Code 60615, parents may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.*

### **ELPAC (English Language Proficiency Assessments for California)**

The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners (ELs), and a second for the annual summative assessment to identify students' English Language Proficiency level and to measure their progress in learning English. Within 30 days of enrollment in a California school, a student who speaks a primary language other than English, has not taken the ELPAC before, and has not been classified before as an English learner will be given the Initial ELPAC Assessment, based on answers provided on the Home Language Survey. The Initial Assessment identifies students as either an English learner who needs support to learn English or as initially proficient in English. The ELPAC consists of four domains: Listening, Speaking, Reading, and Writing. Parents and guardians cannot opt their child out of the ELPAC. State and federal laws require that all students whose primary language is other than English be assessed for ELP.

Students with the most significant cognitive disabilities may be assessed using the Alternate ELPAC if it has been specified in the student's IEP. The Alternate ELPAC assessments provide greater flexibility and increased access in assessing ELP.

### **PFT (Physical Fitness Test)**

This test is used to assess the physical fitness of students in grades 5, 7, and 9. It consists of assessments in five fitness areas: Aerobic Capacity, Abdominal Strength & Endurance, Trunk Extensor Strength & Flexibility, Upper Body Strength & Endurance, and Overall Flexibility. Student participation is recorded and required for each component—students with disabilities participate in the fitness areas as specified by their IEP. Student performance is reported to students and parents/guardians as a raw score for each respective component.

### **College Entrance and Placement Exams**

We also support preparation for college entrance and placement exams. The PSAT 8/9, PAST 10, and PSAT/NMSQT are offered several times during the year at various locations. Information and opportunities for AP exams, as well as the SAT and ACT, are offered several times during the year. Please call your school counseling office for information about requirements, deadlines to register, and testing dates and locations. More information on the PSAT, SAT, and AP can be found at [www.collegeboard.org](http://www.collegeboard.org).

- ACT (American College Testing)
- AP (Advanced Placement)
- PSAT (Preliminary Scholastic Aptitude Test)
- NMSQT (National Merit Scholarship Qualifying Test)
- SAT (Scholastic Aptitude Test)

### **Tests/Surveys on Personal Beliefs**

Unless required by law, your child will not be given any test, questionnaire, survey, examination, or marketing material containing questions about their or their parents' or guardians views on the following:

- political affiliations or beliefs of the student or the student's parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or student's parent; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Prior notification and written permission of the parent or guardian applies to any exception to this rule. Parents have the right to review any survey or educational materials related to the survey on any of the above items. We have developed policies relating to surveys and personal information. [E.C. 51513, 60614; PPRA, 34 C.F.R. 98; NCLB, 20 U.S.C. 1232h(b)]

### **Student Surveys, Tests and Questionnaires Regarding Sexual Attitudes and Practices**

The law also authorizes us to use anonymous, voluntary, and confidential research and evaluation tools to measure 7th through 12th grade students' health behaviors and risks. These tools may include tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes concerning or practices relating to sex. We must notify parents/guardians in writing before any such test, questionnaire, or survey is administered, and provide you with an opportunity to review the materials and request in writing that your child not participate. If a school receives a written request from the parent or guardian excusing a student from this activity, the student may not be subject to disciplinary action, academic penalty, or other sanction. Additionally, an alternative educational activity must be made available to the student. [E.C. 51938(c) and 51939]

### **PROMOTION, RETENTION, GRADUATION and HIGHER EDUCATION**

Our curriculum is based on rigorous state standards and benchmarks in math, reading, and writing. The standards indicate the skills students need at each grade level. They also help teachers prepare lesson plans and parents monitor their child's learning of the skills required for that grade level.

Students are promoted to the next grade level or, in the case of high school, pass the course with 95% or higher, demonstrating mastery of the standards addressed. If a student is identified as being at risk of retention, several factors are reviewed, including teacher evaluations of the student performance on standards, grades, test scores, attendance, and other academic indicators.

In first, second and third grades, reading proficiency is the prime factor in identifying students for retention. In grades four through eight, retention identification is based primarily on reading proficiency, English language arts, and mathematics. We strive to notify parents as early as possible if their student is at risk of retention. At risk students are given opportunities for remedial instruction, with priority given to those who have been retained. For questions about promotion or retention, contact your school's principal.

### **EGUSD Graduation Requirements**

We offer every student a high-quality education. Our graduation requirements exceed those at most school districts in California. The high school graduation requirements represent the minimum students must take to earn a diploma. Students are highly encouraged to enroll in A-G courses that prepare them for college or university entrance.

### **Comprehensive High School Course Completion Requirements**

In order to graduate from the district, students in comprehensive high schools must earn a minimum of two hundred-twenty (220) credits, in grades nine (9) through twelve (12), complete all required courses and a Validating Experience (as defined in this regulation), demonstrating College and Career Readiness.

To obtain a high school diploma, students shall complete the coursework identified below in grades 9–12. Courses taken in EGUSD Middle Schools that have the same course codes and requirements as high school courses shall be granted high school credits toward graduation. Grades for such classes will not be counted toward high school grade point average.

Continuation high school and comprehensive high school students will have different sets of credit and course requirements for graduation.

### **Credit and Course Requirements for Comprehensive High School Students**

- Forty (40) credits of English.

- Thirty-five (35) credits of social science including World Geography; United States History; World History; American Government, and Economics.
- Twenty (20) credits of Physical Education, unless the student has been exempted pursuant to the Education Code or effective July 1, 2007, is mandated to enroll in additional Physical Education classes due to failure to meet state fitness standards.
- Thirty (30) credits of Mathematics\* including Math I, and thirty (30) credits of Science, including Life and Physical Sciences; **or** Forty (40) credits of Mathematics\*, including Math I, and twenty (20) credits of Science, including Life and Physical Sciences.
- Ten (10) credits of World Language\* and ten (10) credits of Visual and Performing Arts; **or** twenty (20) credits of the same World Language\*.
- Five (5) credits of Health.
- Five (5) credits of Technology\*.
- Thirty-Five (35) elective credits[SB1] .

\*Students may demonstrate proficiency in identified subject areas through specific district proctored assessments.

### **Validating Experience**

We believe it is important for students to validate their educational experience and demonstrate College and Career Readiness. In order for students to demonstrate College and Career Readiness, and graduate from EGUSD, students must pass ten (10) credits in one (1) of the following in their Senior Year:

AP/IB Course;

JROTC Senior Course;

AVID Senior Seminar;

Math Course; or

Career Technical Education (CTE) Capstone Course;

Alternatively, seniors may also demonstrate College and Career Readiness and graduate by the following:

Meeting UC/CSU A – G requirements; or

Earning a Seal of Biliteracy.

### **Credits for Work Experience**

Seniors may enroll in a maximum of twenty (20) credits of work experience (ten [10] per semester) in their junior or senior year. Students may earn up to a maximum of forty (40) credits of work experience during their junior and senior year combined.

### **Credits for Teachers' Aides**

1. Schools shall limit the number of teachers' aides (TA) per teacher/department
2. Unless approved by the principal, students may not earn more than ten (10) TA credits during high school.
3. Unless approved by the site principal, only juniors and seniors may work as TA's.
4. Teachers' aides and work experience may not be taken concurrently.

### **Continuation High School Graduation Requirements**

Our credit guidelines for continuation high school operate on the philosophy that students will earn credits through satisfactory completion of course objectives as demonstrated in coursework and assessments assigned by classroom teachers. The special nature of continuation education also provides the opportunity for students to earn credits through completion of project contracts. The issuance of credits and the corresponding credit options are provided as a direction to site administrators and teachers. Granting of any credit in variance with the credit guidelines must be authorized in advance by written approval of the Assistant Superintendent of Secondary Education and site principal.

Specific credit and course requirements for continuation students in the class of 2022 and thereafter are:

- English: 40 Credits
- Mathematics\*: 30 Credits (includes Math 1) Life Science: 10 Credits
- Physical Science: 10 Credits US History: 10 Credits World History: 10 Credits
- American Government: 5 Credits Economics: 5 Credits
- World Geography: 5 Credits Physical Education: 20 Credits World Language\*: 10 Credits,
- and/or 10 Credits Visual/Performing Arts, and/or 10 Credits Career Technical Education Health: 5 Credits
- Technology\*: 5 Credits
- Electives: 55 credits

Total credits: 220

\*Students may demonstrate proficiency in identified subject areas through specific district proctored assessments. Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

### **Exemptions from District-Adopted Graduation Requirements**

District students are required to complete graduation course requirements as specified earlier, including the requirements imposed by Education Code 51225.3 and those adopted by the Board. However, a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers into the district or between district schools any time after completing the second year of high school, or a newly arrived immigrant student who is in the third or fourth year of high school and is participating in a newcomer program, shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school. Within 30 days of the transfer or of the commencement of participation in a newcomer program, as applicable, the Superintendent or designee shall notify any eligible student of the availability of the exemption and whether the student qualifies for it. (Education Code 51225.1)

### **Retroactive Diplomas**

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

In addition, the district may retroactively grant high school diplomas to former students who: (Education Code 48204.4, 51430, 51440)

1. Departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure. Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code 48204.4. In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the United States or through online or virtual courses.
2. Were interned by order of the federal government during World War II or are honorably discharged veterans of World War II, the Korean War, or the Vietnam War, provided that they were enrolled in a district school immediately preceding the internment or military service and did not receive a diploma because their education was interrupted due to the internment or military service in those wars. Deceased former students who satisfy these conditions may be granted a retroactive diploma to be received by their next of kin.

3. Are veterans who entered the military service of the United States while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school.
4. Were in their senior year of high school during the 2019-20 school year, were in good academic standing and on track to graduate at the end of the 2019-20 school year as of March 1, 2020, and were unable to complete the statewide graduation requirements as a result of the COVID-19 crisis.

### **Honorary Diplomas**

An honorary high school diploma may be granted to:

1. An international exchange student who has not completed the course of study ordinarily required for graduation and who is returning to the student's home country following the completion of one academic school year in the district. (cf. 6145.6 - International Exchange)
2. A student who is terminally ill.

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code 51225.5)

### **Requirements For Students Living in Active Duty Military Households; Former Juvenile Court School Students; Homeless Students and Foster Youth; and Migratory and Newly Arrived Immigrant Students**

State law gives students living in a household of a parent who is an active duty member of the military, former juvenile court school students, homeless students and foster youth, and migratory and newly arrived immigrant students participating in a "Newcomer Program" modified graduation requirements under certain circumstances. State law also requires a school district to exempt such students from coursework and other requirements that are in addition to statement requirements when a student changes schools after their second year of high school and cannot reasonably complete the District requirements by the end of their fourth year, as determined by the district. Students who are eligible for the graduation exemption and their parent/guardian must:

- Attend a Graduation Exemption Determination Meeting with the school counselor and obtain the signatures of the student, parent, school counselor, and principal on the Graduation Exemption Determination form. Doing so is indication that all who have signed agree to the alternative graduation plan and documenting the student and parent/guardian have been informed of how the alternative plan affects admission to postsecondary schools.
- Be informed of the option to remain in school for a 5th year, and how staying the 5th year affects postsecondary school admission.

### **California High School Proficiency Examination (CHSPE)**

The California High School Proficiency Examination (CHSPE) provides an opportunity for eligible persons to demonstrate their proficiency in the basic requirements and earn the legal equivalent of a California high school diploma. The fee-based CHSPE is given two times each year at approximately 75 sites throughout the state. Current enrollment in high school is not a requirement; however, at the time the test is taken, the registrant must be either: (1) sixteen years of age; (2) have completed one year of enrollment in grade ten; or (3) will have completed one year of enrollment in grade ten at the end of the semester during which the next exam is administered. Those who pass the CHSPE are awarded a Certificate of Proficiency, which is equivalent by law to a California high school diploma. However, the Certificate of Proficiency is not equivalent to completing all course work required for graduation from high school. For general or registration information,, call (866) 342-4773 or visit [www.chspe.net](http://www.chspe.net).

### **Diploma State Seals**

#### **State Seal of Civic Engagement**

Beginning with the class of 2023, seniors are eligible to earn the State Seal of Civic Engagement that can be affixed to their transcript, diploma, or Certificate of Completion. Seniors earn the designation by demonstrating excellence in civic learning, participation in civics-related projects, contributions to their community, and an understanding of the United States Constitution, the California Constitution, and the American democratic system.

### **Golden State Seal of Merit**

The Golden State Seal Merit Diploma was established in 1997 to provide recognition to public school graduates who have demonstrated a superior level of performance in English, mathematics, science, and U.S. History on Smarter Balanced Summative Assessments, course grades, and/or results from assessments produced by private providers.

### **California State Seal of Biliteracy**

The State Seal of Biliteracy award was established in 2011 to provide recognition to students who have demonstrated fluency in two or more languages by high school graduation. Fluency in English is demonstrated by completing all English-language arts (ELA) requirements for graduation with an overall GPA of 2.0 or above and by passing the Smarter Balanced Summative Assessment in ELA at the “standard met” level in grade 11. Students whose Primary Language is not English must also demonstrate proficiency on the English Language Proficiency Assessments for California (ELPAC).

Proficiency in a language other than English is demonstrated by: (1) successfully completing a four-year high school course of study in a foreign language with an overall GPA of 3.0 or above; (2) passing an SAT, Advanced Placement or International Baccalaureate exam; or (3) passing a locally approved assessment that meets the rigor of an AP exam and tests all modalities of communication in the language. Additional recipients will be awarded the seal as official scores are received from test vendors.

### **CSU & UC Admissions Requirements**

The University of California (UC) has two additional paths to eligibility for graduating California high school seniors who plan to attend have met the minimum requirements (at least 15 A - G courses completed with a grade of C or better and a GPA of at least 3.0 in these courses) and aren't admitted to any UC campus to which they apply. These students will be offered a spot at another UC campus if space is available, provided:

1. Because the UC no longer considers SAT or ACT scores as a factor in admissions decisions, Admission by Examination has been suspended.
2. Eligibility in the Local Context (ELC)—The students must rank in the top nine percent of their graduating class at a participating California high school.
3. Eligibility in the Statewide Context (SWC)—The students rank in the top 9 percent of California students according to our updated [Statewide Index](#).

The following website links provide information regarding University of California admission requirements:

- <https://admission.universityofcalifornia.edu/index.html>
- <https://admission.universityofcalifornia.edu/admission-requirements/freshman-requirements/>

The California State University (CSU) system has “a-g” standards. Most applicants who are admitted meet the standards in each of the following areas:

- [Specific high school courses \(referred to as the “a-g” courses\)](#)
- [Grades in “a-g” courses and test scores](#)
- [Graduation from high school](#)
- The California State University (CSU) no longer uses ACT or SAT examinations in determining admission eligibility for all CSU campuses. If accepted to a CSU campus, ACT or SAT test scores can be used as one of the measures to place students in the proper mathematics and written communication courses.

The following website link provides more information regarding the California State University admission requirements: [www.calstate.edu/apply](http://www.calstate.edu/apply).

## **University Partnerships**

We have partnerships with California State University, Sacramento (CSUS) and the University of California, Davis (UCD) to increase the number of our graduates earning degrees. Part of the agreement states that UCD and CSUS counselors are available to our students. We also work closely with Cosumnes River College, which offers classes to help high school students prepare for college. Post-secondary education financial assistance information is available at each high school. Translators and translated financial aid materials are available to those families whose primary language is not English.

## **Early College Credit**

Opportunities may be available for students to enroll in enrichment courses offered by local community colleges or California State University, Sacramento, that may be taught on the high school campus or at individual colleges. For more information about these dual enrollment opportunities, students should contact their school counselors. Students are required to gain prior approval from their high school counselor/principal for dual enrollment opportunities. Students may also have the opportunity to earn early college credits within their CTE Pathway/Academy courses through high school articulation agreements with regional community colleges.

## **California Colleges- College and Career Planning Platform**

California Colleges' Tool for Students and Families DREAM to REALITY with [www.CaliforniaColleges.edu](http://www.CaliforniaColleges.edu) (CCGI) , an all-inclusive, one-stop location to guide you and your child through the process of college and career decision-making and planning for life after high school. We have adopted this college-and career-planning website for students in grades 7-12.

The website provides tools for exploring how student interests can guide academic preparation for college, career decision-making, and early financial planning. Additionally, this platform allows for collaborative relationships with college and career support programs and/ or post-secondary institutions. All students in 7th-12th grade have an account. To access their accounts, students should visit EGUSD ClassLink Portal and click on the California Colleges icon.

All educational rights holders can also create an account and gain access to their student's individualized college and career plan. For specifics concerning how to register as a student or educational rights holder, please see your student's school counselor,

## **Cal Grant GPA Submission**

The Cal Grant is a need and merits-based form of financial aid distributed by the State of California. It's available to college-going students (includes 1-year and 2- year vocational and career technical training programs). Education Code 69432.9 deems all high school seniors (except students who opt-out) to be Cal Grant applicants. It requires school districts to electronically submit GPAs on their behalf to the California Student Aid Commission (CSAC) for award consideration. Along with the GPA, the electronic submission includes other identifying information to help match students with their Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA). Students, or the parents/guardians of minor students who wish to opt out of the electronic submission, must notify their school counselor by September 15th of their senior year. We submit GPAs to CSAC on or before the October 1st deadline of each year.

## **SCHOOL PERFORMANCE DATA**

### **California Dashboard**

The California School Dashboard is a state run website that features easy-to-read reports on multiple measures of school and district success, including test scores, graduation rates, English learner progress, college/career readiness, suspension rates, and chronic absenteeism rates. The Dashboard is part of California's school accountability system based on 2013's Local Control Funding Formula. It is designed to provide parents and educators with meaningful information, so they can participate in decisions to improve student learning.

### **School Support and Improvement Activities**

Each year, the California Department of Education (CDE) notifies Districts with schools identified for comprehensive support and improvement or targeted support and improvement as required in Section 1111(d) of the Every Student

Succeeds Act (ESSA). Districts and their identified schools are encouraged to use the California School Dashboard to identify district and school strengths and areas for improvement in preparation for implementation of comprehensive support and improvement requirements during the school year.

### **CSI, TSI and ATSI**

ESSA requires states to identify their lowest performing schools for different levels of support. In California, lowest performing schools are identified in the following ways:

- Comprehensive Support and Improvement (CSI)
- Targeted Support and Improvement (TSI)
- Additional Targeted Support and Improvement (ATSI)

Each of these categories has different criteria, requirements, and activities for supporting the schools. All categories of support include developing a site plan with input from school leaders, teachers, and parents. The plan must include evidence-based interventions dependent on a needs assessment. In the Elk Grove Unified School District, these requirements are fulfilled by developing a Site Local Control Accountability Plan (LCAP) on an annual basis. Schools may exit CSI, TSI, and ATSI annually if they no longer meet the criteria.

### **School Accountability Report Cards (SARC)**

California public and nonpublic, nonsectarian schools annually provide information to the community to allow public comparison of schools for student achievement, environment, resources, and demographics. Both a long detailed format and a short executive summary are posted for parents to learn more about the schools in our community. The current School Accountability Report Card (SARC) is available online at the [Elk Grove Unified School District website](#).

Each school's SARC summarizes the school's mission, goals, and accomplishments. It also highlights the school's unique programs. In addition, state law requires that the SARC contain all of the following: demographic data, school safety and climate for learning information, academic data, school completion rates, class sizes, teacher and staff information, curriculum and instruction descriptions, postsecondary preparation information, and fiscal and expenditure data.

Federal law, the Every Student Succeeds Act, requires that SARCs contain reports concerning the "adequate yearly progress" of students in achieving state academic achievement standards; graduation rates at the secondary level; and the extent to which teachers hold full credentials.

A hard copy of these reports can be requested by visiting your child's school office. Additionally, these reports have been translated in Spanish, Hmong and Vietnamese at schools with large populations of families who speak these languages. Any questions regarding the SARCs can be answered by your child's principal or by contacting School Improvement Support at (916) 686-7712.



## **PART II - Student Health and Wellness**

### **Student Health and Wellness**

EGUSD takes a comprehensive approach to overall health, recognizing that healthy bodies and minds contribute to increased academic performance, improved attendance and positive behavior for healthy learning. In recognizing the link between student health and learning, the district promotes healthy eating and physical activity, as well as opportunities for students to further develop their social, emotional and psychological well-being. The following eight components contribute to the health and well-being of students.

- Health Education
- Physical Education
- Health Services
- Nutrition Services (See Part III)
- Mental Health and Social Services
- Healthy and Safe School Environment
- Health Promotion for Staff
- Family and Community Involvement (See Part III)

More information about these components can be found on our website at [Healthy Body, Healthy Mind, Healthy Learning](#).

### **Social and Emotional Learning and Mental Health**

Elk Grove Unified recognizes Social Emotional Learning as a part of [High Quality Instruction](#). Social Emotional Learning helps students understand different ideas, share perspectives, build relationships and increase skills for maintaining positive mental health.

For students who would benefit from more targeted support with their social-emotional well-being, student mental health services are available through Student Support & Health Services at (916) 686-7568. [E.C. 49428] For access to community-based mental health supports, families may contact Care Solace at [www.caresolace.com/site/egusdfamilies](http://www.caresolace.com/site/egusdfamilies).

### **Immunizations**

EGUSD cooperates with the local health officer to control and prevent communicable diseases in school-age children. Per the immunization law known as SB 277, effective January 1, 2016, exemptions based on personal beliefs will no longer be an option for the vaccines that are currently required for entry into school in California. Personal beliefs exemptions on file for a child already attending school will remain valid until the child reaches the next immunization checkpoint at kindergarten (including transitional kindergarten), or 7th grade.

A student may not be admitted to school unless they have been fully immunized against Diphtheria, Pertussis (whooping cough), Tetanus, Poliomyelitis, Measles, Mumps, Rubella, Hepatitis B and Varicella. The required immunizations are available from the Sacramento County Department of Public Health or a physician.

Students who do not present evidence of inoculation (for any of the diseases listed in Health & Safety Code 120335) shall be excluded, and the parent or guardian will be notified that they have two weeks to supply evidence either that the student has been properly immunized, or that the student is exempted from the immunization requirement. [Pursuant to Section 120365 or 120370 of the Health and Safety Code].

Parents will be notified and asked to take their child to the student's usual source of medical care to obtain the immunization. If no usual source exists, the parent or guardian will be referred to the county health department, or if eligible, the immunization may be administered at one of our immunization clinics.

Your student must be immunized against certain diseases before being admitted to school, unless formally exempted for medical reasons. Students who had a signed waiver based on religious or personal beliefs on file before January 1, 2016 are exempt from the immunization requirement until they complete the "grade span" they were in as of January 1, 2016.

Grade spans are:

- (1) birth through preschool.
- (2) transitional kindergarten through 6th grade.
- (3) 7th through 12th grade.

Students entering our schools for the first time after January 1, 2016 are no longer exempt from immunizations based on their religious or personal beliefs. Students who had a medical exemption issued before January 1, 2021 will be allowed continued enrollment until they enroll in the next grade span. [H.S.C. 120372(a)]

As of January 1, 2021, the District will only be allowed to accept medical exemptions submitted on the standardized, statewide certification form developed by the California Department of Public Health. The student's licensed physician or surgeon must complete and submit medical exemptions directly to the California Immunization Registry. [H.S.C. 120372(a)]

Documented proof of immunization is required upon admission. Consistent with applicable laws, unless a student provides or has on file with the school a recognized medical exemption, we shall exclude a student who is not properly immunized. We will notify the parent/guardian to supply evidence that the student is properly immunized or is exempt from immunization for medical reasons. For more detailed information regarding student immunizations, please refer to the website of the [California Department of Public Health, Immunization Branch](#). For questions regarding school-age immunization requirements for your student, please contact your school nurse.

### **Dental Screening and Oral Health Information**

California law requires proof of a dental screening by May 31 of a student's first year of public school, whether it is kindergarten or first grade. California Education Code Section 49452.8, went into effect in 2007. The goal of the law is to establish dental care for every child.

The screenings will identify children who need further examination and dental treatment. SB 379 allows schools to provide on-site oral health screenings to fulfill the Kindergarten Oral Health Assessment (KOHA) with passive consent.

**Parents/guardians must notify the school in writing that they do not want their student screened.** Primary teeth, also known as milk or baby teeth, play a vital role in eating, speaking, and smiling for children. They also hold space in the jaws for permanent teeth growing under the gums. Problems with primary teeth often cause pain and swelling which can distress the child and interfere with the ability to chew or speak properly.

Oral health is a valuable asset to a child's overall health and learning. Oral health includes:

- Teeth
- Gums
- Hard and soft palate
- Mucosal lining of the mouth and throat
- Tongue
- Lips
- Salivary glands
- Chewing muscles
- Jaw

Early and thorough oral examination can detect the early signs of nutritional deficiencies, as well as a number of systemic diseases.

The screening must be done by a licensed dentist or other licensed or registered dental health professional within 12 months of enrollment. If a dental check-up cannot be obtained, parents may be excused from this requirement by filling out a form stating that the oral health assessment could not be completed because of one or more of the following reasons:

- Completion of an assessment poses an undue financial burden on the parent or legal guardian.
- Lack of access by the parent or legal guardian to a licensed dentist or other licensed or registered dental health professional.
- The parent or legal guardian does not consent to an assessment.

We adhere to the same privacy requirements per the [California Department of Education](#).

Parents who have questions about the dental screenings can call our Student Support & Health Services Department at (916) 686-7568. For additional support in accessing a dentist, call the toll-free telephone number to obtain eligibility requirements and request an application:

Early Smiles Sacramento: (916) 572-4860

Medi-Cal: (800) 322-6384

Child Health and Disability Prevention Program: (916) 875-7151

Sacramento County Public Health Department: (916) 875-5947

### **Physical Exam—First Grade**

State law requires that for each child enrolling in the first grade, the parent or guardian must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file a waiver with the school district stating the reasons you are unable to obtain such services. Your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. [E.C. 49450; Health and Safety Code 124085, 124100, 124105]

These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For more information, contact Sacramento County CHDP at (916) 875-7151.

### **Medication**

Students with a medical disability that requires a physician-prescribed medication taken during the school day must follow California Education Code Section 49423, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990.

Whether the prescribed medication is of limited or permanent duration, students are entitled to seek assistance from the district in meeting their medication needs when they are under our care, custody, or control. The provision includes regular school hours, plus field trips, sporting events, and other off-campus, school-sponsored activities.

Before medication assistance can be provided, even for students with Individualized Education Plans (“IEPs”) or “504 Plans,” a Medication Assistance Authorization form (“authorization”) must be executed by at least one parent/legal guardian and the student’s duly authorized physician or surgeon. A new authorization is required at the beginning of each school year or any time there is a change in medication directives, such as a change in medication, dosage, timing, or frequency. The parent/legal guardian must immediately notify us of any change in medication directives.

Until the school receive an updated authorization signed by the parent/legal guardian and physician or surgeon, we will continue the directives in the existing authorization unless:

- (a) there is evidence the student’s health may be endangered by the continued use of the existing medication directive.
- (b) the parent/legal guardian provides a written statement that medication assistance is to cease or be suspended until the new authorization can be provided.

All medication must be provided to the district by a parent/ legal guardian. We store the medication and dispense it in compliance with the medication directive. All medication supplied to us must be in its original labeled form (i.e., in the original prescription bottle, sealed package, etc.) as received from the physician, pharmacist, or store. State law provides that students may carry and self-administer prescription auto-injectable epinephrine and inhaled asthma medication upon the school's receipt of specified written confirmation and authorization from the student's physician, surgeon, and parent/guardian. [E.C.49423 and 49423.1] Except for personal asthma inhalers and personal epi-pens, a student may not independently possess medication during the school day or while on district property. There are no exceptions to this requirement due to health and safety concerns, including the potential theft of the medication or the potential for sharing/use of the medication by other students who may then suffer unexpected allergic or other negative reactions. Any student possessing medication, or providing medication to another student, may face disciplinary action.

Medical Disability means any mental or physical condition limiting a student's ability to engage in major life activities, such as eating, breathing, hearing, speaking, learning, or performing self-care, or who otherwise is subject to a medical disability or condition for which medication has been prescribed by a physician.

Medication means any current (unexpired) prescribed medication, as well as over-the-counter remedies (such as aspirin, decongestant, eye drops), and nutritional/herbal supplements.

Assistance means the providing of the child with medication in accordance with a physician's written instructions or directives, when the child presents themselves at the agreed time, or in response to urgent or emergency circumstances. Except as otherwise legally required, assistance may be provided by a district employee other than a nurse or licensed or trained medical care provider. Any emergency assistance provided to a student will be promptly brought to the attention of the parent/guardian. All additional reports of emergency assistance will keep with governing laws and district policies and procedures. At the end of the current school year, all medications must be picked up by the parent within five working days. Medication that is not retrieved by a parent/guardian will be destroyed per safety regulations.

#### **Notice to School of Non-Episodic Condition**

The parent or legal guardian of any public school pupil on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of:

- the medication being taken.
- the current dosage.
- the name of the supervising physician.

With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. The Superintendent of each school district shall be responsible for informing parents of all pupils of the requirements of this section. [E.C. 49480-49480. Article 6]

#### **Private Duty Nurses**

Parents who provide a private duty nurse for their child at school must notify both our Student Support and Health Services Department at (916) 686-7568, and their child's assigned school site, in order to comply with our procedural guidelines. Specific guidance will be given upon notification..

#### **Physical Examination Exemptions**

If you want your child to be exempt from physical examinations at school, you must file a written statement with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, they will be sent home and shall not be permitted to return to school until school authorities are satisfied that any contagious or infectious disease does not exist. [E.C.48980, 49451]

#### **Sun Protection**

Students, when outdoors, can wear sun protective clothing such as hats. Students may also apply sunscreen during the day without a doctor's note or prescription. [E.C. 35183.5]

## **Vision and Hearing Appraisal**

Vision and hearing will be checked by a credentialed school nurse in grades transitional kindergarten, kindergarten, second, fifth, and eighth. A credentialed school nurse or audiologist will screen students unless you present to the school a certificate from a physician or optometrist verifying prior testing, or a letter stating it violates your faith in a recognized religious belief. [E.C. 49455, 49452]

## **Covered California Insurance**

By law, most people are now required to have health insurance or pay a penalty when they file their taxes. Through Covered California, a program from the state of California, qualified legal residents of California and their families can compare health insurance plans and enroll in the one that works best for their needs and budget. Financial assistance is available to qualifying individuals and families to help pay health insurance premiums.

The federal government may pay a portion of the health insurance premium. Individuals and families may also qualify for Medi-Cal benefits. The open-enrollment period for Covered California health insurance plans happens once a year. Once the open-enrollment period closes, you may enroll in a Covered California health plan only if you have a qualifying life event that makes you eligible to apply. Some examples of qualifying life events are:

- losing your health coverage.
- getting married.
- moving outside your plan's coverage area.
- having a baby and turning 26.

Undocumented and non-citizen or permanent-resident parents who apply for their eligible children or dependents do not need to fear that doing so will result in deportation or other immigration-related actions.

For more clarification, read the Immigrations and Customs Enforcement memo on health enrollment and immigration in [English](#) and in [Spanish](#).

To see if you qualify, visit [www.coveredca.com/special-enrollment](http://www.coveredca.com/special-enrollment).

To enroll during this time, you must apply within 60 days of your qualifying life event.

Visit [CoveredCA.com](http://CoveredCA.com) to learn more, compare health insurance plans, choose the one that best fits your needs and enroll online. For free, confidential, in-person help, in your area, visit [www.CoveredCA.com/find-help](http://www.CoveredCA.com/find-help) or call (800) 300-1506 or Sacramento Covered at (916) 414-8333.

## **Awareness and Prevention Programs**

### **Comprehensive Sexual Health and HIV/AIDS Prevention**

Written and audiovisual educational material will be used in the California Comprehensive Sexual Health and HIV/AIDS Prevention curriculum. Upon request, these materials are available for inspection before instruction begins.

You have a right to request, in writing, that your child not participate in the curriculum. You may also withdraw this request at any time. School districts must ensure that all pupils receive comprehensive sexual health instruction from adequately trained personnel in appropriate courses. In our district, highly qualified teachers provide such instruction.

If a guest speaker gives a presentation or presents at an assembly, parents are given the dates and names of the guest speaker/organization at least 14 days before the dates of the presentation. This instruction will emphasize sexual abstinence and abstinence from intravenous drug use as the most effective means for HIV/AIDS prevention and avoiding the spread of sexually transmitted diseases. The instruction will also assist students in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities.

Parents will be notified in writing and given the opportunity to review the material. Parents can request in writing that their child not participate in any or all of the above activities. Copies of Board Policy 6142.1 and Education Code Sections

51938, 51933 and 51934 can be requested from the district by contacting the Curriculum/Professional Learning Department at (916) 686-7757. The Education Codes can also be found online at [leginfo.legislature.ca.gov](http://leginfo.legislature.ca.gov). [E.C. 51933, 51934, 51938]

### **Suicide Prevention**

Suicide prevention is the collective effort of school and community resources to support our students. Saving lives often begins with asking a question. EGUSD has school counselors, school social workers, school psychologists, and mental health therapists available at our schools. They have been trained to assess suicidal ideation and respond appropriately to the level of threat identified. It is our top priority to ensure the safety of the students in our schools. Please use our counselors, psychologists, and mental health therapists as resources, in addition to the information provided on our website.

### **Bullying Prevention**

Because student safety is one of our top priorities, we do not allow any behaviors that infringe on the security or emotional or physical well-being of any student. EGUSD have developed strategies for bullying prevention and intervention to help keep students safe and ensure a healthy learning environment. Elk Grove Unified has an extensive board policy on bullying that covers a variety of areas, including cyberbullying, bullying prevention, intervention, complaints and investigation, discipline, and enforcement mechanisms.

### **Student in Crisis: What to Do**

Ask the difficult question. "Have you had thoughts about killing yourself?" Paraphrase what you are hearing the student say. This will support your ability to monitor how accurately you are understanding what the student is saying.

*For example, "I understand when you say that you aren't sure if you want to live or die, but have you always wanted to die? Well, maybe there's a chance you won't feel that way forever. I can help."*

When interacting with a student in crisis, the following may be helpful strategies:

- Base the foundation of your relationship on honesty and trust.
- The student could be in a state of distress and confusion, so modeling and maintaining a sense of calm is essential.
- Providing information about a current or upcoming life transition can help lessen anxiety.
- Remember, your job is not to act in the role of the mental health professional.
- Maintain visual contact with student at all times.
- Always provide a student with a 24-hour crisis number (see below). Have them put the contact information into their phone if possible.
- Connect the student with a counselor, administrator or mental health professional immediately. School and Community Resources: EGUSD Counselors, School Psychologists, School Social Workers and Mental Health Therapists.

— EGUSD Prevention Information & Resources

- [Bullying and Cyberbullying Prevention](#)
- [Suicide Prevention](#)
- [Catapult EMS - \(Anonymous Bully & Threat Reporting\) How to Report Link](#)

— Local Suicide Prevention Crisis Line (916) 368-3111 National Suicide Prevention Lifeline 988

— [Sources of Strength](#)

— [Know the Signs](#)

— [American Foundation for Suicide Prevention](#)

— [NAMI Sacramento](#)

- Be aware of the identified individuals on your site who are working with you to provide more long-term professional support.

- The wider your network of support, the more effective you will be in managing the crisis for the student, family, and others.

### **Student In Crisis: Communication**

- Staff will connect and communicate with administration and Crisis Team on-site to determine level of risk.
- Crisis Team and Administration will contact the district director for consultation and support, law enforcement or protective services, inform the parent or guardian, and identify staff members to monitor student.

### **Student in Crisis: What to Avoid When Helping**

- In an effort to provide support, be careful that you are not providing your opinions. Do your best to avoid being impatient, judgmental, or shocked.
- Be careful not to minimize the student's experience but do not overreact, as it may cause the student to shut down.
- Do not promise secrecy in an effort to glean information regarding the crisis.
- Do not offer unrealistic reassurances.

### **Student Crisis: Warning Signs**

Warning signs are observable behaviors that may signal the presence of suicidal thinking. They might be considered "cries for help" or "invitations to intervene." EGUSD encourages staff to follow their instincts. It is not overreacting. Please communicate with your counselor or mental health professional on site if you observe behaviors that concern you. Some examples include:

- Feelings of sadness, hopelessness, helplessness
- Changes in sleep patterns or eating habits.
- Significant changes in behavior, appearance, thoughts, and/or feelings.
- Change in school attendance/ tardies.
- Social withdrawal and isolation.
- Suicide threats (direct and indirect).
- Suicide notes and plans.
- History of suicidal ideation/ behavior.
- Self-injurious behavior.
- Preoccupation with death
- Making final arrangements (e.g., giving away prized possessions, posting plans on social media, sending text messages to friends).

### **Student Behavior Management and Support**

#### **Positive Behavior Interventions and Supports (PBIS)**

Positive Behavior Interventions and Supports is an integral part of our commitment to student learning and behavioral health. PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students on a school site to achieve social, emotional, and academic success. PBIS is a framework implemented by explicitly teaching expected behaviors, engaging students in the school community, acknowledging appropriate behaviors, and re-teaching and applying restorative practices as needed.

PBIS is a data-driven, team-based system that enhances the capacity of schools, families, and communities to respond to the unique needs of each student. This Multi-Tiered System of Supports (MTSS) focuses on creating and sustaining universal/school-wide (all students), targeted (small group), and intensive (individual) systems of support that improve the academic and social/emotional outcomes for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

Every school in our District has a PBIS team. Community and family members are critical members of this team. If you have a passion for helping create high-quality learning environments and positive school cultures, please consider this

option. If you would like to know more about PBIS at your area school or have questions, please contact the site administration.

### **Bullying Prevention in PBIS**

School-wide PBIS begins with the premise that all students should have access to support to prevent the development and occurrence of problem behavior, including bullying. To avoid stigmatizing any student, school-wide PBIS emphasizes what a student does and where it occurs. Instead of negatively labeling a student as a bully, victim, perpetrator, or aggressor, the emphasis is on labeling what the student does. Examples of behavior labeling include name-calling, teasing, intimidation, verbal aggression, and cyber-harassment. Bullying behavior is always described in the context or setting in which it occurs. For example: cyberspace, hallway, dance, field trip, bus, or other "setting".

### **Drug, Alcohol, Steroid and Tobacco Prohibition and Prevention**

Elk Grove Unified works to educate students on the dangers of drug and weapon possession through classroom and individual presentations by school staff, Safety and Security Division staff, and local law enforcement partners. EGUSD defines "tobacco and nicotine products" as a lighted or unlighted cigarette, cigar, pipe, or other smoking product or material, smokeless tobacco in any form and electronic cigarettes. "Electronic cigarettes" are defined as battery-operated or other electronic products designed to deliver nicotine, flavor and other chemicals by turning the substance into a vapor that is inhaled by the user, including, but not limited to electronic vaping devices, personal vaporizers, digital vapor devices, electronic nicotine delivery systems and hookah pens.

All students will abide by this prohibition as a condition of attendance. Any violations of district or school standards of conduct, rules and regulations, or state or federal laws regarding illicit drugs, alcohol, tobacco, and nicotine will be investigated. Violators will be subject to prosecution in accordance with local, state, and federal law. Additionally, students face district disciplinary action up to and including expulsion, and/or required to satisfactorily complete a drug abuse assistance program, tobacco cessation program, or rehabilitation program selected by the district in compliance with the law.

Students determined to have used or to be in possession of tobacco or nicotine products at school or school-related activities may be subject to discipline under district policy, Education Code 48900(h), and/or other applicable laws.

Students determined to have used or to be in possession of products at school or school-related activities that can be used to consume and/or use tobacco or nicotine products, including but not limited to "electronic cigarettes" as defined above, but which do not contain tobacco, nicotine, or any other controlled substance, may be subject to discipline under district policy, Education Code 48900(k), and/or other applicable laws. [E.C. 48901]

Secondary student-athletes and their parents/guardians must sign an acknowledgement form that they will adhere to all of the policies of the Student-Athlete/Parent Handbook. One of these policies states that student-athletes will not use tobacco, drugs, alcohol, steroids or any performance-enhancing drug. Students and parents must sign the form before the student-athlete will be allowed to participate in any contests. The form and policy are available online at [www.egusd.net](http://www.egusd.net). This notice is provided in compliance with the requirements of state and federal law as a part of our drug, alcohol, and tobacco prevention programs. The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs, alcohol or any form of tobacco or nicotine product on district premises or as a part of any of its activities is harmful and strictly prohibited.

EGUSD drug, alcohol, and tobacco education and prevention programs are designed to address the legal, social, and health consequences of drug, alcohol, and tobacco use and to provide students with effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco.

Information about any drug, alcohol, and tobacco counseling, rehabilitation, and re-entry programs available to students may be obtained by contacting their school. This information may include programs sponsored or maintained by various community groups or agencies. We neither support nor endorse any specific program, agency, or firm. The information is provided only to assist parents and students who may desire information about available resources.



## **Progressive Discipline and Disciplinary Practices**

A student may be disciplined, suspended, or expelled for acts enumerated in Progressive Discipline and Disciplinary Practices that are related to school activity or school attendance occurring at any district school or within any other school district, including, but not limited to, any of the following:

- While on school grounds.
- While going to or coming from school.
- During the lunch period, whether on or off campus.
- During, while going to, or coming from a school sponsored activity.
- For conduct which occurs after school hours and off district property, but which is reasonably likely to cause or causes a substantial disruption of a school activity or attendance. [EGUSD AR 5144.1]

## **Alternatives, Interventions and Progressive Discipline**

Elk Grove Unified has a defined and progressive set of interventions, remediations, and consequences that schools follow when a student misbehaves. They are outlined on the [EGUSD Disciplinary Matrix](#), which can be found in the Appendix of this handbook. The superintendent or principal may use their discretion to provide alternatives to suspension or expulsion to address student misconduct. [E.C. 48900(v), 48900.5] [EGUSD AR 5144]

- Parent Contact—verbal or written communication with the parent or guardian.
- Counseling—individual or group meetings of the student, which consist of teachers, counselors, administrators, parents, and the student to address the behavior issue and develop a plan of action to correct the student's behavior.
- Personal Responsibility—students participate in directed activities such as written apologies, restitution, school/community service, conflict resolution skills.
- Detention—Students participate in behavior modification for a period of 30 minutes to 1 hour during non-instructional time.
- Community Service—Students may be assigned work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs.
- Parent Conference—a formal meeting between the parents or guardians and school personnel to discuss the student's needs.
- In-School Suspension—assignment of student to separate supervised activity during the school day with the intent of correcting inappropriate activity.

## **Prohibition on Possession and Use of Tobacco and Nicotine Products**

District policy and the Education Code prohibit the possession, use, manufacture, distribution, or dispensing of tobacco and nicotine products at school or during school related activities. We define "tobacco and nicotine products" as a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and electronic cigarettes.

"Electronic cigarettes" are defined as battery-operated or other electronic products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user. E-cigarettes include but are not limited to:

- electronic vaping devices.
- personal vaporizers.
- digital vapor devices.
- electronic nicotine delivery systems.hookah pens.

Students determined to have used or to be in possession of tobacco or nicotine products at school or school related activities may be subject to discipline under district policy, Education Code 48900(h), and/or other applicable laws.

Students determined to have used or to be in possession of products at school or school related activities that can be used to consume and/or use tobacco or nicotine products, including but not limited to "electronic cigarettes" as defined

above, but which do not contain tobacco, nicotine, or any other controlled substance, may be subject to discipline under district policy, Education Code 48900(k)(1), and/or other applicable laws. [E.C.48901]

### **Grounds for Suspension or Expulsion**

A student shall not be disciplined, suspended, or recommended for expulsion unless the Superintendent, a designee, or the principal of the school in which the student is enrolled determines the student has violated one or more parts of an act as defined by any of the following subdivisions identified in Ed Code 48900:

- Acts of Violence [E.C. 48900(a)]
- Weapons and Dangerous Objects [E.C. 48900(b)]
- Drugs and Alcohol [E.C. 48900(c)]
- Sale of “Look-Alike” Controlled Substance or Alcohol [E.C. 48900(d)]
- Robbery or Extortion [E.C. 48900(e)]
- Damage to Property [E.C. 48900(f)]
- Theft or Stealing [E.C. 48900(g)]
- Tobacco [E.C. 48900(h)]
- Profanity, Obscene Acts, Vulgarity [E.C. 48900(i)]
- Drug Paraphernalia [E.C. 48900(j)]
- Willful Defiance or Disruption of School Activities [E.C. 48900(k)(1)]
- Possession of Stolen Property [E.C. 48900(l)]
- Imitation Firearm [E.C. 48900(m)]
- Sexual Assault or Sexual Battery [E.C. 48900(n)]
- Harassment of a Student Witness [E.C. 48900(o)]
- Prescription Drug Soma [E.C. 48900(p)]
- Hazing [E.C. 48900(q)]
- Bullying and Bullying by Electronic Act [E.C. 48900(r)]

\* Please see the Table of Education Codes Related to Discipline noted in the Appendix for more detail.

Students who commit these offenses may be suspended from school. Alternatively, they may be referred to the Superintendent’s designee with the recommendation for reassignment to an alternative program or expulsion and transfer to an alternative program.

Major acts of misconduct must be reported to the school administrator immediately after the incident and may result in the immediate removal of a student from the school following suspension due process procedures. Suspension is the removal of a student from the classroom for disciplinary reasons for a defined period of time by a teacher or school administrator.

There are two kinds of suspension:

1. On-campus suspension (by school/district teacher, administrator and/or designee)
2. Home suspension (by school/district administrators and/or designee)

Under due process procedures, the following may occur:

- A principal or designee may suspend a student for up to five days.
- A teacher may remove a student for the remainder of the class in which the misbehavior occurred and for the next day’s class.
- A suspension may be extended under certain conditions.

Students placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension. They may, however, be required to complete assignments and tests which will be made available to them through an intermediary.

Expulsion, as ordered by the Board of Education, is the removal of a student from all schools in the Elk Grove Unified School District for violating the California Education Code. The expulsion is for a defined period of time. An application for re-admission must be considered within a specified time period. State law provides for due process and rights to appeal any order of expulsion.

If a student's behavior is a threat to the safety, health, or emotional well-being of others, and previous methods of prevention and intervention have not been successful, that student may be suspended in accordance with state law and our policy.

Suspension may be imposed upon a first offense if the Superintendent, principal, or designee determines the student violated Education Code 48900(a)-(e), or if the student's presence causes a danger to persons. [E.C. 48900.5]

For all other acts and conduct for which a student is subject to discipline under Education Code 48900 through 48900.7, and which are not specifically listed or addressed under Education Code 48915(a) or 48915(c), a student may be recommended for expulsion where other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or where due to the nature of the student's conduct violation, the presence of the student causes a continuing danger to the physical safety of the student or others. [E.C. 48915(b) and (e)]

### **Behavioral Requirements for Participation in Graduation Ceremonies**

Students must demonstrate good citizenship to participate in the graduation ceremony. Any student who has received an off-campus suspension from school in the spring semester prior to graduation will be notified in writing that if a second off-campus suspendable event occurs, they will not be eligible to participate in the graduation ceremony.

Any senior student who receives an off-campus suspension within the last 20 school attendance days before the date of graduation may be denied the privilege of participating in the graduation ceremony, even if that off-campus suspension is the student's first off-campus suspension during their senior year. If a student receives an off-campus suspension that falls on the day of graduation practice or of the graduation ceremony, that student will not be allowed to participate in graduation. A senior student with a second off-campus suspension will be denied the privilege of participating in the graduation ceremony. In addition, a senior student may not attend the graduation ceremony while under off-campus suspension, even if the off-campus suspension is the first for the student during the senior year. Each high school student and their parent/guardian will receive annual notification of this policy. [B.P. 5127(a)]

### **Partnerships with Law Enforcement**

The Division of Safety and Security works in cooperation with the Sacramento County Sheriff's Department. This department also works closely with the Elk Grove Police, Sacramento Police, Rancho Cordova Police, and the Sacramento County Probation Department. Each comprehensive high school region has an assigned Sheriff's deputy or an Elk Grove PD officer as a School Resource Officer (SRO).

The SRO works with each region's high school, middle school, and elementary schools on-site staff to enforce laws and mentor our youth. Additional officers are dedicated to alternative education sites and assist at elementary and middle schools.

### **Interview of a Student by Law Enforcement**

Students can be interviewed by law enforcement officers while at school. In instances where law enforcement is involved, the principal or designee shall attempt to minimize disruption at the school and provide privacy to the student. School officials are required to make every effort to contact a parent or guardian at the time a peace officer requests to interview a student, unless directed not to by the peace officer.

For example, no notification will be made in the case of child abuse or neglect. The principal or designee may be present for the interview if allowed by the officer and with the student's approval. [B.P. 5145.11]

**Release of a Student to Peace Officer**

If a peace officer removes a student from school, the principal or designee shall take immediate steps to notify a parent or guardian, except when a student has been taken into custody as a victim of suspected child abuse or neglect. In such cases, the peace officer will notify the parent or guardian. [E.C. 48906; Penal Code 11165.6]

**Search and Seizure Policy**

The Search and Seizure Policy governs our authority to search individual students and their property and the student's responsibility to submit to searches. Under Board Policy 5145.12, school officials may conduct a search when there is a reasonable suspicion the search will uncover evidence that the student is violating the law or the rules of the school or district.

General inspections of school properties, such as lockers and desks, may be conducted on a regular, announced basis. Any items in a locker shall be considered the property of the student to whom the locker was assigned.

The school principal or designee may search the person of a student, the student's locker, backpack, purse or other belongings if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property or contraband. [U.S. Supreme Court Case: *New Jersey v. T.L.O.* (1985) 469 U.S. 325; B.P. 5145.12]

To ensure the safety of students and staff, schools may conduct random searches for weapons using metal detectors. We may use specially trained, non-aggressive dogs to detect the presence of substances prohibited by law or district policy. Dogs may be used in the inspection of lockers, vehicles, or personal property, but may not be used to search a person.

## Part III - Engaging Educational Partners

### Family Engagement with School and the District

Elk Grove Unified recognizes that parents and guardians are their child's most influential teachers. Continuous family engagement in a child's education contributes greatly to achievement and a positive school environment. To maximize the potential of family engagement on campus, each school:

- Develops programs and activities that enable parents/ guardians to actively participate in their child's education.
- Helps parents/guardians develop skills and home environments that support their child's growth as responsible members of society.
- Provides parents/guardians with techniques and strategies to improve their child's academic and social emotional learning at both home and school.
- Initiates consistent and effective two-way communication between the home and school. Provides training to teachers, administrators and other school staff that fosters effective and culturally sensitive communication with the home. [B.P. 6020 (a), E.C. 11500-11506, L.C. 230.8]

Parents and guardians have a key role in maintaining welcoming, safe campus environments that are conducive to learning and school rules are designed to teach children to be responsible, respectful, and safe. Parents and guardians are urged to review district and school standards of conduct and rules with their children at the start of each school year, with special emphasis during critical transitional years when children move from elementary to middle school, and from middle to high school. Reinforcing positive behavior and acknowledging children for demonstrating appropriate conduct is important. If parents or guardians spot a behavior problem, they should contact school staff, who will partner with them to find solutions.

EGUSD is committed to strong partnerships between home and school to establish and enforce appropriate standards of conduct for students. In the event of student misconduct, teachers, school or district personnel will contact parents first, unless the infraction is so serious that police notification is mandated. Assistance is available for parents or guardians who are dealing with difficult or out-of-control children.

Parents are given tools to empower them as they work toward modifying the behavior of their difficult children. To find out more, visit the webpage of [Student Support and Health Services](#).

### EGUSD SAFE (Student and Family Empowerment) Centers

Using the school site as a hub for service coordination, the our SAFE Centers assist students and families to improve educational, health, and social outcomes. Using a case management approach, the centers link students and families with resources that address their needs and goals.

SAFE Center staff assist parents, students, and educators throughout the District to identify and navigate the resources available in the community and on school campuses. Center staff refer families who need assistance to an array of services, including local clothing and food closets, medical and counseling providers, and dental and vision care.

SAFE Centers collaborate with community partners to bring programs and services to District families, including: Elk Grove Optimist/Kohl's Child Spree; Smiles for Kids Dental Clinic (sponsored by the Sacramento District Dental Society); Early Smiles and Carrington College dental hygiene programs (dental hygiene education and screenings); Vision to Learn vision care program (vision exams and glasses); holiday 'Celebrate the Season' programs; Sacramento Covered Health Navigators (connection to health insurance); and Sacramento County Department of Human Assistance (consultation with Human Services Specialists).

SAFE Centers coordinate the District's Homeless Education Program and Project A.C.T. The programs serve students and families experiencing homelessness. Students have eligibility rights based on federal and state laws governing the education of homeless children and youth. For more information, see the Homeless Education Program section in this handbook.

### **SAFE Centers**

- Eastside SAFE Center (all schools east of Hwy 99)
  - David Reese SAFE Center (916) 392-9081
- Westside SAFE Center (schools west of Hwy 99)
  - Valley SAFE Center (916) 681-7577

### **Parent Communication**

#### **Websites**

Our district website is [www.egusd.net](http://www.egusd.net) and to find each school's website, visit [Our Schools](#) found on our homepage..

#### **Synergy ParentVUE Portal**

EGUSD utilizes Synergy, by Edupoint for its Student Information System. Synergy has a fully integrated parent portal called ParentVUE. ParentVUE helps parents/guardians stay informed and connected by providing day-to-day insight into their child's academic experience. Parents will need to register for a ParentVUE account using an activation code and instructions available at each school or by calling the Department of Family and Community Engagement. Instructions on how to register and update information in the system are included on the activation code handout. If you lose your activation code or need another one, please contact your child's school. This portal is available on the web or mobile phone app.

ParentVUE Features:

- Single sign-on—one login for each parent, which allows access to all children associated with that parent or guardian, across the District in any grade or school
- Big picture information—ability to view attendance, immunization compliance, transcripts, graduation status, and more
- Ability to modify data—emergency contacts, physician and demographic information
- Real-time grades and assessment scores—view if your children are on track academically or may need extra help
- Class website access—know what is happening in your children's classroom(s)
- Assignments—view when new assignments are posted Customizable alerts – receive email notification for school events, attendance, discipline incidents
- Ability to stay connected with teachers—by communicating within Synergy or through email
- Web Portal and mobile app—available for use anywhere, anytime

Parents must register for a ParentVUE account one time only using a specialized code. Handouts with instructions are available at your school's front office. The handout will include a specialized code and instructions on how to register and update information in Synergy. If you lose your code or need another one, please contact your children's school. Please refer to our website for more information about [Synergy, registration and ParentVUE Guides](#).

#### **District and School Mass Notifications for Updates and Emergencies (SchoolMessenger)**

In an effort to enhance our communication efforts, please download the School Messenger app, which was designed to help us stay connected to you and allows you to set your preferences on messages you receive. School Messenger is a notification service that provides a recipient inbox where parents can access recent voice calls, text messages, email messages, and push notifications from any device and at any time. The app helps parents access critical information on their schedule and on whatever device they choose. During emergency situations, School Messenger is the preferred method to send parent notifications due to its multi-method messaging ability, which is not available with ParentVUE.

#### **Parent Information**

The Department of Communications issues a bi-monthly **Community Update** to provide all parents and staff information regarding important district news, announcements or information. They also issue a monthly newsletter called **Community Connection**. When parents subscribe to SchoolMessenger, they will receive these messages via email and occasionally, the text and phone call features will be used.

## **Parent Emergency Notification**

In the event that an emergency takes place on a school campus, student safety is our top concern. Depending on the level of the emergency, parents will be notified by telephone call, email or a letter home. EGUSD has an automated telephone dialing system through School Messenger for emergency situations. In the case of an emergency, the auto dialer system will call all telephone numbers listed under a student's emergency contact information as well as the student's home phone. Please make certain that your child's school has your most current emergency contact information. Questions about the emergency auto dialer system can be directed to the Communications Department at (916) 686-7732 or [egusdcom@egusd.net](mailto:egusdcom@egusd.net).

School Messenger gives busy, on-the-go parents powerful new ways to stay connected to the school or district and for parents with children at different school sites, this app will help identify which message corresponds to the appropriate child. To see how the preference function works, you can try InfoCenter for yourself now. Visit [go.schoolmessenger.com](http://go.schoolmessenger.com) or download the InfoCenter app from iTunes or Google Play.

## **Opt-In to Receive Text Messages**

Parents can also choose to receive text messages. To do this, please contact your school's front office to request adding or making sure your preferred mobile number is noted in your child's student record. Once you have your mobile number noted in your child's student record, in order to receive a text message generated through School Messenger, you must subscribe to texting.

Below is information on School Messenger's SMS texting service. Once your mobile number is connected with your child's student record and you have subscribed or opted-in, you will receive Info Alerts through this program when the school chooses SMS in a Broadcast Message.

**How to Subscribe and Opt-In to Receive Text Messages** For users in the United States, you can participate in School Messenger's service via short code 67587. If you would like to receive messages from your school or district you must reply affirmatively with one of the opt-in key words: Send a text message to 67587 with either the words "opt in" or "subscribe".

Standard message and data rates may apply.

- For help information, text HELP to 67587.
- To opt out at any time, text STOP to 67587.

Participating carriers: AT&T, T-Mobile®, Sprint, Verizon Wireless, Alltel, Boost, U.S. Cellular™, MetroPCS and other carriers. (The mobile carriers are not liable for delayed or undelivered messages.)  
[schoolmessenger.com/txt](http://schoolmessenger.com/txt).

## **Talking Points App**

Talking Points is a free application that allows two-way communication between the home and school. All schools have access to use Talking Points to communicate with their families. Talking Points allows families to send short messages to their teachers or principal by communicating in their home language.

## **Translation and Interpretation Services**

If you need translation assistance, please send an email to [egusd-translate@egusd.net](mailto:egusd-translate@egusd.net) in order to schedule a ZOOM meeting or phone call with an interpreter. Please include your name and phone number.

- Español: Si usted necesita apoyo en traducción, por favor envíe un correo electrónico a [egusd-translate@egusd.net](mailto:egusd-translate@egusd.net) para programar una junta vía ZOOM o una llamada telefónica con un intérprete. Por favor incluya su nombre y número de teléfono.
- Hmoob: Yog koj xav tau kev pab txhais lus, thov sau email mus rau [egusd-translate@egusd.net](mailto:egusd-translate@egusd.net) thiaj yuav teem tau sijhawm sablaj hauv ZOOM nrog rau tus neeg txhais lus lossis nws thiaj yuav hu tau xovtooj rau koj. Thov qhia koj lub npe thiab xovtooj.

- Ngôn Ngữ Tiếng Việt: Nếu bạn cần hỗ trợ dịch thuật, vui lòng gửi một email tới [egusd-translate@egusd.net](mailto:egusd-translate@egusd.net) để lên lịch cuộc họp về ZOOM hay gọi điện thoại cho thông dịch viên. Vui lòng ghi rõ có tên và số điện thoại của bạn.

## Social Media

Follow us @ElkGroveUnified on [Facebook](#), [Twitter](#), [Instagram](#), [LinkedIn](#), [YouTube](#) and [Eventbrite](#).

### Our Social Media Comment Policy

We welcome the community's contributions to our official social media pages (e.g. post comments). Each of our sites intends to inform and engage with our students and their families, staff, residents, and other interested persons to provide current and useful information regarding district programs, activities and operations. Such information shall be appropriate for both internal and external audiences. The intent of this comment policy regarding participation on an official social media page is to maintain a positive and informative flow of communication while protecting the privacy and rights of our community. With these aims in mind, posting on an official Elk Grove Unified School District (EGUSD) page constitutes acceptance of the following terms of use and protocols:

- Participants are encouraged to submit comments, questions and concerns; however, our official social media pages are moderated online discussion sites that constitute a limited forum, the contents of which are at the discretion and control of EGUSD.
- We will exercise its rights within the law to regulate speech within this limited forum on the official Facebook page;
- All posting of comments on social media pages are at the discretion of the official EGUSD social media page administrators;
- Our Official social media page administrators will review all postings to make sure they are appropriate, constructive and abide by EGUSD's Board Policy and Administrative Regulation 1113 regarding Internet access and practices;
- Our official social media page administrators will not restrict speech on the basis of a disagreement with the opinion expressed;
- Once posted, our official social media page administrators reserve the right to delete submissions that contain vulgar language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial, gender or religious group; and
- We do not allow postings of photographs or videos by anyone other than by official social media pages administrators or other specifically authorized District personnel.
- Further, our official social media page administrators also reserve the right to delete comments on the official social media page that:
  - contain spam, advertising, solicitations or include links to other sites;
  - are clearly off topic, and/or disruptive;
  - cause or are reasonably likely to cause substantial disruption to the school and EGUSD's educational environment or operations;
  - are obscene, vulgar or sexually explicit, including masked words (\*\*\*), acronyms and abbreviations;
  - violate a person's privacy;
  - abuse, harass, stalk, threaten violate the legal rights of others;
  - are libelous or slanderous;
  - are likely to incite students and create a clear and present danger to the operation of the schools;
  - interfere with the educational mission of a district school or EGUSD;
  - are endorsements of any product, cause, political party, or political candidate, which are all forbidden;
  - are chain letters, pyramid schemes or fraudulent or deceptive messages;
  - promote particular services, products, or political organizations or campaigns;
  - infringe on copyrights or trademarks;



- contain links to inappropriate websites;
- advocate illegal activity; and/or
- violate any EGUSD policies.

Please note that the comments expressed on an EGUSD school or district official social media page do not reflect the opinions and position of the EGUSD school, EGUSD or its employees. We thank you in advance for your contributions to our official social media page(s), and for the help in creating a safe and vibrant online community. For more information, contact Communications at 916-686-7732 or send an e-mail to the Communications Department: [egusdcom@egusd.net](mailto:egusdcom@egusd.net).

## **STUDENT SCHOOL ATTENDANCE**

### **Attendance is Key to Academic Success**

In elementary, middle and high school, your child's academic success can be put in jeopardy if too many days are missed. If your child must miss school due to an illness or other critical reasons, first contact the front office and then work with their teacher to make-up for the lost time in class. Ask for homework assignments and do extra review.

In addition to the academic component, student absences directly affect the District's finances. The majority of state funding is based on each day a student attends school. The state only pays the District for those days the student is physically in class. It does not pay for excused (or unexcused) absences, even if the parents provide a note from a doctor.

Teachers build your child's education one day at a time, so every day is essential. In elementary, middle and high school, your child's academic success can be put in jeopardy if too many days are missed. If your child must miss school due to an illness or other critical reasons, work with office staff to ensure that absences are recorded correctly and also their teacher to make-up the lost time in class. Ask for homework assignments and do extra review.

### **Facts About Attendance**

Facts from the California Department of Education's 2000 "School Attendance Improvement Handbook" and Elk Grove Unified School District data:

- Absenteeism in the first month of school can predict poor attendance throughout the school year. Half the students who miss 2-4 days in September go on to miss nearly a month of school.
- Absenteeism and its ill effects start early. One in 10 kindergarten and first grade students are chronically absent. Poor attendance can influence whether children read proficiently by the end of third grade or be held back.
- By 6th grade, chronic absence becomes a leading indicator that a student will drop out of high school.
- Research shows that missing 10 percent of the school, or about 18 days in most school districts, negatively affects a student's academic performance. That's just two days a month and that's known as chronic absence.
- The academic impact of missing that much school is the same whether the absences are excused or unexcused. When students improve their attendance rates, they improve their academic prospects and chances for graduating.

### **Confidential Medical Services Related to Attendance**

According to the Education Code, school authorities may excuse any student in grade 7 through 12 for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. School districts are permitted to grant such excuses. [E.C. 46010.1]

### **Failure to Ensure Student Attendance**

Any parent or guardian who fails to ensure their student's attendance may be guilty of an infraction and can be punishable as follows: \$100 for first conviction; \$250 for second conviction; and \$500 for third conviction. A parent or guardian may be placed in a parent education program or counseling program in lieu of a fine. A willful violation of a court order directing that a student must be enrolled in a school or program can mean a \$1,000 fine. [E.C. 48293]

### **General Absences**

According to Education Code 48205(a) a pupil shall be excused from school when the absence is:

- Due to illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor. Due to quarantine under the direction of a county or city health officer.
- For the purposes of having medical, dental, optometric or chiropractic services rendered.
- For the benefit of the pupil's mental or behavioral health.
- For the purposes of attending the funeral services of a member of the student's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- For the purpose of jury duty in the manner provided for by law.
- For justifiable personal reasons, including, but not limited to: an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, for attendance at an employment conference or educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designed representative pursuant to uniform standards established by the governing board.
- 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. Absences granted on this basis shall be granted for a period of time to be determined at the discretion of the Superintendent or designee.
- For the purposes of serving as a member of a precinct board for an election pursuant to Sec. 12302 of the Elections Code.
- For the purpose of attending the pupil's naturalization ceremony to become a United States citizen (AB 1593). A student in foster care will be excused due to placement changes, court appearances, or related court ordered activities.
- 11th and 12th grade students are eligible for two excused absences per year for college/military visits providing that meet certain criteria and submit the Excused Absence Request for a College/Military Visit form with-in prescribed timeline.
- For the purpose of participating in a cultural ceremony or event related to the habits, practices, beliefs, and traditions of a certain group of people.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and upon satisfactory completion within a reasonable period of time shall be given full credit. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the test and assignments that the pupil missed during the absence.

Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments. "Immediate" family as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee: shall be deemed to be references to pupil." [E.C. 46014, 48205]

A pupil shall be excused for participation in religious instruction or exercises upon written notice. Such absences may not exceed four days per month. Any excused student must nevertheless attend school at the minimum school day required for his or her grade.

### **Leaving School at Lunch Time**

The Elk Grove Unified Board of Education has established a closed campus policy at all sites. Students may not leave campus at any time during the school day. This is to protect your student's health, safety and welfare and maintain the security of the campus. We ask that you not request permission for your student to leave campus during the school day for lunch. [E.C. 44808.5]

### **School Attendance Review Board (SARB)**

SARB reviews student attendance and disruptive behavior. Students may be referred to SARB for habitual truancy or irregular attendance. SARB may involve the District Attorney, County Probation Department and County Health and Human Services in a student's case.

### **Meetings with Teachers or other School Staff**

Generally, the principal, teachers, counselor and other school staff are available before and after school to provide special assistance, answer questions and help resolve concerns. It is recommended that you make appointments with school staff, when possible, especially for issues that cannot be resolved quickly. If you have questions or difficulties communicating with school staff, contact the school site's principal or administrative team.

### **Resolving Concerns**

Sometimes miscommunication or incomplete information can cause concern. Clarifying the situation with the people immediately involved creates opportunities to develop successful solutions. A team approach to resolution helps everyone. (BP 1312.1)

To resolve questions, concerns or problems successfully, Elk Grove Unified asks families and students to:

- Meet informally with the person(s) involved. Calmly state the facts you are aware of and what you think the problem is.
- If the concern is not resolved, discuss the issue with the school principal.
- If the concern is not resolved at this level, request assistance from the appropriate or district department related to the issue, and we will work with you and the school administration to resolve concerns.
- If you are still unsatisfied with attempts to resolve your concerns the division-level administrator may request that you and the supervisor put your concerns in writing in accordance with appropriate District procedures.

### **Tips for Helping Your Child Succeed**

EGUSD encourages families to ask about their child's progress throughout the school year. Parents and guardians can ask for progress reports on how well their child is doing in school rather than waiting for one each quarter. Please contact your child's teacher or principal to get information about your student's academic performance.

There are several actions families can take to help children succeed in school:

- Spend time at school. Interact with teachers and administrators.
- Make sure your child arrives at school on time.
- Volunteer in the classroom or at school events.
- Attend student performances and school meetings and participate in site and advisory councils.
- Read to your student or encourage them to read independently.
- Insist that your students treat teachers, administrators, staff and other adults with respect.
- Talk to your student about obeying school rules.
- Ask your child about their school day.
- Ask them to tell you one thing they learned in school that day.
- Limit screen time for your child.
- Contact your child's teacher when you have a question, concern or complaint.
- Check your child's backpack on a regular basis.
- Carefully review your child's homework, report cards, school newsletters and other information from the school.
- Discuss upcoming tests with your child.
- Encourage them to do their best in school.
- Reinforce the importance of homework to practice the skills learned from the day.
- Talk to them about turning assignments in on-time.

Good communication is essential to a student's success. Families and students are encouraged to ask questions and discuss concerns promptly. Elk Grove Unified welcomes engagement at all levels of our schools and District.

## **ENROLLING IN EGUSD SCHOOLS**

## **Student Enrollment**

Enrollment decisions should be made in the best educational interest of your child. In addition to your neighborhood school, EGUSD offers a variety of programs that appeal to students' interests and talents. If you are moving to the Elk Grove Unified School District and either have a child who will soon enter kindergarten or have children already in school, below is important information about enrolling your child for school. You may enroll your child for the current school year at any time as soon as you establish residency within the district boundaries.

In Elk Grove Unified, schools are aligned by grade level uniformly. Children aged 6 years or older must attend school. Education Code [EC] Section 48200

### **To Enroll**

1. Identify your home school. Use our online school boundary locator available on the District's website.
2. Pick up an enrollment packet, also known as a New Student Welcome Packet, from your home school, download a copy from the home school web page or District webpage, or enroll online through ParentVUE.
3. Review the enrollment process checklist and complete the enrollment section.
4. Submit completed enrollment sections and documents to your home school.
5. To meet your child's needs and ensure their appropriate placement, complete the Supplemental Student Information Form in the New Student Welcome Packet available at your home school or download a copy from the home school web page or District's website.

## **EGUSD School Boundaries**

If you are moving into or to another part of the District and want to know which school your child will attend, you may use the online School Locator Tool on the District's website. Please know the District cannot guarantee any child's attendance at a particular school, regardless of where the child lives. However, every child is guaranteed a place somewhere in the District. There may be instances when a school is filled to capacity. This could result in new students being offloaded to another school in the District.

Elk Grove Unified must periodically change our school boundaries. For example, school boundaries are changed when new schools open or as necessary to balance enrollment. In practical terms, this means some students may have to change schools. If you have any questions about your school boundary, boundary updates, or if you need further assistance, please call the District's Boundary Hotline at (916) 686-7755.

## **Early Childhood and Pre-Kindergarten Education**

Elk Grove Unified Board of Education is committed to providing opportunities for pre-kindergarten education. Several programs help children from 0 – 5 years old prepare for Transitional Kindergarten and/or Kindergarten. The programs are funded through different sources and their requirements vary. (See Early Childhood and Pre-Kindergarten Education Programs) PreK-K programs are based on a child's age:

- Early Childhood and Pre-Kindergarten Education: 0-5 years
- Transitional Kindergarten: 5 years old between September 2 and April 2
- Kindergarten: 5 years old on or before September 1

## **Grades TK-K**

Each year, enrollment for Transitional Kindergarten and Kindergarten starts in early January. To enroll, pick up a New Student Welcome Packet from your home school, download a copy from the home school web page or district web page or enroll online through ParentVUE. Return your completed kindergarten enrollment materials by the second Wednesday in February in order to participate in our Randomization process.

Although most families who turn in their enrollment materials by the designated date in February are likely to get into their home school, we are not able to guarantee placement for every child at their home school. Due to crowded conditions in

the Elk Grove Unified School District, there is a possibility that your child may be reassigned to another Elk Grove Unified elementary school.

### **Grades 1-12**

In Elk Grove Unified, schools are aligned by grade level uniformly.

- Elementary School: Grades PreK – 6th (children age 6 years or older must attend school)
- Middle School: Grades 7th – 8th
- High School: 9th – 12th

### **Enrollment Required Document Checklist**

Several items are required to enroll your child in California public schools. Proof of citizenship is not required for enrollment purposes. If you do not have an item or have any questions, please contact your school. For support with enrollment, visit our district website or contact one of the following offices:

- Elementary (TK-6 Grade): (916) 686-7704 | PK6Ed@egusd.net
- Secondary (7-12 Grade): (916) 686-7706 | 7-12Ed@egusd.net

Completed enrollment forms will be accepted at your resident/boundary school during regular school hours. When returning the completed enrollment form, you must bring the following items with you as required by California Education Code, Sections 48000-48070.6:

The following is required for enrollment in an Elk Grove Unified School District (EGUSD) school.

- Age and legal name verification – ONE of the following: — Certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
  - Baptismal certificate or official hospital record of birth;
  - Passport; and/or
  - When none of the above is obtainable, an Affidavit for Proof of Age of Minor signed by the student's parent/legal guardian may be accepted
- Immunization records
- Parent or Guardian Photo ID to verify the identity of the enrolling adult (Government-issued or non-government-issued ID are accepted; e.g., workplace ID badge, driver's license, college ID, revolving credit card with photo, Costco membership card)
- Withdrawal grades/unofficial transcript (if applicable)
- Current proof of residence within the district (Note: must be a street address; P.O. Box is not acceptable) consisting of any ONE of the following with the present address and the name of the parent or legal guardian listed:
  - Property tax payment receipts
  - Mortgage statement, rental property contract, or lease agreement
  - Current utility service (e.g., PG&E, SMUD, water, garbage, sewer) contract, statement, or payment receipt
  - Rental property payment receipt
  - Parent or guardian's recent pay stub
  - Voter registration
  - Correspondence from a government agency (e.g., documentation from the Department of Human Assistance, court documents, motor vehicle registration, driver's license, etc.).
  - Declaration of residency executed by the student's parent/guardian
  - If the student is residing in the home of a caregiving adult within district boundaries, an affidavit executed by the care-giving adult

### **Exceptions to Proof of Residence:**

Any homeless or foster youth must be enrolled regardless of proof of residency. Support for families and schools is available through the District Liaison at (916) 686-7568.

There are unique residency requirements for children whose parents are on active military duty and whose parents were residents of the state and departed the state against their will. Support for families and schools in this situation is available through the Student Support and Health Services Department at (916) 686-7568.

### **Residency Waivers for Enrollment of Homeless/Unaccompanied Youth**

If a family is homeless or the student is an unaccompanied homeless youth, proof of residency is not required for immediate enrollment. Homeless students shall be immediately enrolled and, to the extent feasible, placed in their school of origin unless otherwise requested by their parent/guardian. In the case of an unaccompanied youth, the district liaison to the homeless shall assist in placement or enrollment decisions. If, after enrollment, it is determined that a student is not homeless as defined in the law, the district will follow policies in place to address fraud.

Please contact the appropriate Student Support Center for assistance:

#### **SAFE (Student and Family Empowerment) Centers**

- Eastside SAFE Center (all schools east of Hwy 99)
  - David Reese SAFE Center (916) 392-9081
- Westside SAFE Center (schools west of Hwy 99)
  - Valley SAFE Center (916) 681-7577

### **Enrollment in District in Which Parent or Guardian is Employed**

Students (K-12) who live outside of the District's boundaries may have the option of attending schools in the District if their parent/guardian is employed within the boundaries of the District for a minimum of 10 hours per week. A Verification of Employment Form must be submitted with the Interdistrict Transfer Permit. This form is available on the district's website. For more information call PreK-6 Education at (916) 686-7704 or Secondary Education at (916) 686-7706. [E.C. 48204(b)(f), 48980(i)]

### **Enrollment Based on Parent and Student Living at Parent's Place of Employment for a Minimum of 3 Days During the School Week**

Parents may apply for enrollment of their child in a school district in which the parent is employed, and where the parent and child live at the parent's place of employment for a minimum of 3 days during the school week. [E.C. 48204(a)(7)]

### **Enrollment Options for Persistently Dangerous School Choice**

Within 10 school days after learning that a school has been designated as "persistently dangerous," the Superintendent or designee shall notify parents/guardians of the school's designation. Within 20 school days after learning of the school's designation, parents/guardians may exercise their option to transfer.

### **Enrollment of Pupils in Hospitals Outside of School District**

If, due to a temporary disability, your child is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent or guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. [E.C. 48207]

If this situation should arise, you should notify both the District where you reside and the District where the hospital is located so that individualized instruction, if possible, can be provided. The District has five working days to notify the parent if individualized instruction shall be made available. If the determination is positive, individualized instruction shall commence within five working days. [E.C. 48208, 48206.3, 48980]

When a student receiving individual instruction is well enough to return to school, s/he must be allowed to return to the school that s/he attended immediately before receiving individual instruction, if the student returns during the school year in which the individual instruction was initiated.

Students enrolled in individual instruction in a hospital or other residential health facility for a partial week, are entitled to attend school in their school district of residence, or to receive individual instruction provided by the school district of

residence in the student's home, on days in which he or she is not receiving individual instruction in a hospital or other residential health facility, if s/he is well enough to do so.

Absences from the student's regular school program due to the student's temporary disability are excused until the student is able to return to the regular school program. [E.C. 48206.3, 48207, 48207.3, 48207.5, 48208, 48240 (c) and 48980(b)]

### **Students in Active Duty Military Families/ Residency Retention and Matriculation**

A student living in the household of an active duty military service member must be allowed to continue attending the student's school of origin for the remainder of the school year if the family moves. A student from an active duty military family who is transitioning between school grade levels must be allowed to continue in the school district of origin and in the same attendance area of their school of origin. If the student is transitioning to middle school or high school, and the school designated for matriculation is in another school district, the local educational agency must allow the student to continue to the school designated for matriculation in that school district. The new school must immediately enroll the student, even if the child has outstanding fees, fines, textbooks, or other items or money due to the school last attended, or if the student is unable to produce clothing or records normally required for enrollment.

If the parent/guardian's military service ends during the school year, then the student is allowed to stay in their school of origin for the remainder of the school year if s/he is in grades 1-8, or through graduation if the student is in high school.

## **TRANSFER REQUESTS**

### **InterDistrict Transfer Request Criteria and Procedures**

The Board recognizes that the District may be capable of serving additional students. Therefore, the Superintendent or designee may approve interdistrict attendance agreements with other districts; however, the Board may approve requests for school attendance in the district for students living outside the District only for reasons specifically listed in Board Policy, Administrative Regulation, and on the permit itself.

The governing Board reserves the right to revoke any interdistrict attendance permit at any time, consistent with Board Policy, Administrative Regulation and those terms contained in the permit itself. Transportation shall not be provided for students attending on an interdistrict attendance agreement. Interdistrict transfer requests are granted on a space available basis; they will not be approved for enrollment-impacted schools.

### **Criteria for InterDistrict Transfer Permit**

- When a student is enrolled or accepted into a program not available in the district of residence
- To meet the student's special emotional, physical, educational, health or safety needs as certified by a physician, school psychologist or other appropriate school, medical or law enforcement personnel;
- When school personnel have determined that the pupil has been the victim of bullying, as set forth in Education Code 46600 and 48900(r);
- When recommended by the School Attendance Review Board, county child welfare, probation or a social service agency in documented cases of serious home or community issues that make it inadvisable for the student to attend in the district of residence;
- When a student has siblings concurrently attending the same requested school;
- When parents/guardians provide sufficient written evidence that the family will be moving to a new district within 60 days and would like the student to start the year in the new district;
- To allow a student to remain in their current school within two years of graduation or promotion from that school;
- To meet the pupil's desire to remain in their school of current attendance for the balance of the semester or school year despite their parent's or guardian's change of address;
- To address the childcare needs of the student in grades K-8, with a completed Child Care Verification Form;
- To accommodate parent/guardian employment inside of the requested district [E.C. 48204] with a completed Employment Verification Form.

Parents choosing to apply for an Interdistrict Transfer must complete an Application for Interdistrict Transfer (Grades K-12) available from Elementary or Secondary Education or online [EGUSD Forms](#).

The Interdistrict Transfer form must be returned to Elementary or Secondary Education offices for processing, located in the Robert L. Trigg Education Center at 9510 Elk Grove-Florin Road, Elk Grove, CA. If an interdistrict transfer request is denied, a parent/guardian may appeal that decision to the County Board of Education.

### **IntraDistrict Transfer Request Criteria and Procedures**

Elk Grove Unified students who wish to attend a school other than their school of residence must complete the District's Intradistrict Transfer Request Form available at their child's home school.

Parents/guardians requesting an Intradistrict Transfer must initiate the request at their home school.

Administrators from the home school and the requested school will confer and decide whether the transfer meets required criteria. If it does, the request will be granted. Approval for or termination of a permit will be at the discretion of the principal or their designee(s). Intradistrict Transfer Requests are granted on a space available basis. Transfers will not be approved for enrollment-impacted schools. Transportation is not provided for students attending on an intradistrict transfer. Students on an Intradistrict Transfer are expected to meet and maintain academic, attendance and behavioral standards. The transfer permit may be revoked if minimum standards are not met or maintained. To appeal a denial, contact the administration at your child's school of residence.

### **Criteria for an Intradistrict Transfer Permit**

- Childcare within the attendance area of requested school (grades K-8 only) and a Verification of Childcare Form must be provided by the childcare provider. This form is available on the district's website. Specialized academic programs (grades 9-12 only). Secondary students may request to transfer to another school within the District to participate in an academic program that is otherwise not available at their school of residence (as long as enrollment space is available at the desired school and within the requested program). The student also must meet the entrance criteria for the academic program (grades 9-10).
- A student's physical or mental health. In these cases, documentation from a medical provider that clearly identifies the student's health issue and explains how it can be resolved by granting a transfer to another school is required for application and consideration of the transfer.
- For safety reasons. In certain cases, transfers may be granted based on safety/health concerns.
- Documentation that clearly identifies the student's safety/health concern and explains how it can be resolved by granting a transfer to another school is required for application and consideration of the transfer.

### **Transfer of Student with Misdemeanor**

Senate Bill B1343 allows school district governing boards to adopt a policy to transfer students who have been convicted of violent felonies and designated misdemeanors to another school within the District, if the offending student and the victim of the crime are enrolled at the same school and if certain requirements are satisfied. [E.C. 48929, 48980, subd. (n)].

### **Academic Program/Childcare Transfers**

Secondary students may request to transfer to another school within the District to participate in an academic program (grades 9-10) that is otherwise not available, both at their school of residence (as long as enrollment space is available), at that school and within the requested program. The student also must meet the entrance criteria for the academic program (grades 9-10).

Children in grades K-8, living within our boundaries, may choose to attend another school in the District through an intradistrict transfer permit process only if they have childcare in that school's attendance area. Many Elk Grove Unified schools are overcrowded and some intradistrict permits may not be granted due to unavailable space. A Verification of Childcare Form must be provided by the childcare provider. This form is available on the district's website.

### **Medical/Health Transfers**



Intra-district and Inter-district transfers may be granted for health reasons, provided that the parent/guardian presents written documentation from a healthcare professional. This documentation shall clearly identify the student's health issue and explain how it can be resolved by granting a transfer to another school.

### **Victims of Bullying—Transfer Rights**

Expanded Transfer Rights for Victims of Bullying (Assembly Bill (AB) 1127 and Education Code section 46600 now states that school districts must approve the request of a bullying victim, as defined, to transfer to another school within the district. If the requested school is at capacity, the school district must accept a request for an alternate site. If the school district of residence has only one school available, the school district of residence must honor the student's interdistrict transfer request if the school district of proposed enrollment approves the transfer. [E.C. 46600]

### **Migratory Children—Residency Retention**

Migratory children whose parent or immediate family member is a temporary or seasonal employee in an agricultural or fishing activity, as defined. [E.C. 48204.7 and 54441]

Currently migratory children, who are enrolled in a school district due to a parent's or immediate family member's temporary or seasonal employment in an agricultural or fishing activity, as defined by Education Code 54441, must be allowed to continue in their schools of origin, regardless of any change of residence during that school year, for the duration of their status as migratory children. When a student's status as a migratory child changes during the school year, the school district must allow 9-12th graders to continue in their schools of origin through graduation. Additionally, migratory children and their parents/guardians must be informed of the impact that remaining in their schools of origin will have on their eligibility to receive migrant education services. [E.C. 48204.7]

### **Residency Retention for the Students of Detained or Deported Parents**

A student meets residency requirements when both of the following requirements are met:

- The student's parent has departed California against his or her will, and the student can provide official documentation evidencing the departure.
- The student moved outside of California as a result of their parent leaving the state against their will, and the student lived in California immediately before moving outside the state. The student must provide evidence of enrollment at a public school in California immediately before moving outside the state.

Deported parents and/or parents or guardians of a pupil subject to subdivision (a) may designate another adult to attend school meetings and to serve as an emergency contact. No charges or fees of any kind, as allowed under Education Code section 48050, may be required for admission or attendance in these circumstances. [E.C. 48204.4.]

### **Open Enrollment**

Open Enrollment is offered only at schools designated annually by the Board of Education. The District reserves the right to limit the number of students transferring into or out of any school identified for Open Enrollment. [B.P./A.R. 5116.1; E.C. 48980]

### **Student Records**

Student records are confidential and privacy will be maintained. Parents and guardians of students, adult students 18 or older, students 16 or over or who have completed the 10th grade and unaccompanied homeless youth age 14 or over have the right to review and inspect their school records during school hours within five days of a written request submitted to the principal. You may have copies made at a reasonable cost per page.

In order to release confidential student information, parents or guardians, or students in these specific groups must give written permission to authorize the release except in some instances such as when a student transfers to another school, we receive a lawfully issued subpoena or a court order, or under the conditions specified in Education Code 49076. Those granted access are prohibited from releasing information to another person or agency without written permission.

Files may be reviewed to identify students eligible for public school choice or supplemental educational services.

Education Code and Board Policy/Administrative Regulation 5125 set forth the criteria under which school officials and employees may access, change or delete information in a file. [E.C. 49075, 49076]. You may have copies made and you have the right to file a written request with the superintendent or designee challenging the records. [E.C. 49076]

Student records include but are not limited to, report cards, transcripts, discipline history, commendations, attendance, assessment information, program participation (including Special Education and Section 504) and health information. The records are maintained at the school site where the student attends. The District maintains student records according to Title 5 of California Code of Regulations, section 432. "Mandatory permanent" records are archived, "mandatory interim" and "permitted" records, including special education student records and student discipline records will be destroyed according to District policy and law.

An access log of who has viewed the records is kept at the same location as the records. [E.C. 49064] The log does not have to be signed by: Parents/guardians; Adult students, students 16 or older or who have completed the tenth grade, unaccompanied homeless youth 14 or older; Parties obtaining district-approved directory information; Parties who provide written parental/ guardian consent or the consent of an adult student 18 or over or an unaccompanied homeless youth age 14 or older. In this case, the consent notice shall be filed with the record; School officials or employees who have a legitimate educational interest.

Access to student records will be granted to school officials (employees or contractors) within Elk Grove Unified who have a legitimate educational interest in order to fulfill his or her professional responsibility. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities. A school official may include but is not limited to a person employed by the District as an administrator, supervisor, teacher, instructor, support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the governing board, or a person or company with whom the District has contracted to perform an institutional school district task (such as attorney, auditor, consultant, or therapist). A school official may also include a company or other parties which performs an institutional service or function for which absent outsourcing, the District or school would otherwise use its own employees or technologies.

No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. Student records shall not be disclosed to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or judicial subpoena. No list, registry or database based on a student's national origin, ethnicity, religious belief, practice, or affiliation, shall be compiled nor shall student information be disclosed to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. [E.C. 234.7; cf. 5145.13; Government Code 8310.3]

EGUSD may gather and maintain information from the social media of any student, if it pertains directly to school safety or student safety. Students are afforded access to any information obtained from their social media activity and given the opportunity to correct or delete such information. Information gathered from social media and maintained in student records will be destroyed within one year after a student turns 18 or within one year after the student is no longer enrolled in the district, whichever comes first. [E.C. 49073.6]

Elk Grove Unified may contract with a third party for the digital storage, management, and retrieval of student records, to gather information on a student from social media, and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

### **Challenging Student Records**

You may challenge the content of the student record if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's area of competence, a comment not based on personal observation of a named person with the time and date noted, or if the student record includes misleading information or violates a student's privacy rights. The superintendent or designee will respond to the parent/guardian complaint within 30 days.

The superintendent or designee will determine whether to sustain or deny the allegations. If your challenge is sustained, the changes will be made. If not, you may appeal to the school board, which has final authority. If you still have a different opinion, it can be included in the student's record. Our policies and procedures relating to types of records, logs, kinds of information retained, persons responsible for maintaining records, directory information, persons and organizations permitted access to student information and procedures to challenge records, and policies regarding reviewing and expunging student records, are available through the principal or from our district's Custodian of Records at (916) 686-7753. Parents/guardians have a right to file a complaint with the United States Department of Health, Education, and Welfare, concerning any alleged failure by the District to comply with section 438 of the General Education Provisions Act. If you are not satisfied with how your case was handled by the District, you may file a challenge with the United States Department of Education. [E.C. 49063,49060, 49070; Family Educational Rights and Privacy Act (FERPA); 34 C.F.R. Part 99]

When a student transfers into the school district, a copy of their school records will be requested from their previous District or private school. Parents will be notified of this request, and have the right to review, challenge and receive a copy of the student's record if desired. [E.C. 49068; 5 C.C.R. 438] The District will forward student records, including academic records, suspension and/or expulsion disciplinary records, health records and special education records (if applicable) to other schools that have requested the records in which the student seeks or intends to enroll. [E.C. 49068; FERPA; 5 C.C.R. 438]

### **Resolution of Challenge/Appeals**

After considering all relevant information, the Superintendent or designee shall sustain or deny the parent/ guardian's allegations. [E.C. 49070]

If the Superintendent or designee denies the allegations, the parent/guardian may, within 30 days, appeal the decision in writing to the Governing Board. [E.C. 49070]

### **Withholding Grades, Diploma or Transcripts**

Any school district whose real or personal property has been willfully cut, defaced or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon the request of an employee authorized to do so, may, after affording the pupil his or her due process rights, withhold official grades, diploma and transcripts of the pupil responsible for the damage, from the pupil and/or their parent or guardian, until the pupil or the parent or guardian has paid for the damages. [E.C. 48904]

If a previous school district has withheld the grades, diploma or transcripts of a pupil pursuant to Section 48904, the school district to which the pupil has transferred shall also withhold the grades, diploma or transcripts of the pupil as authorized by that section, until it receives notice from the district that initiated the decision to withhold, that the hold has been lifted. [E.C. 48904.3]

### **Opt-Out Forms**

Our Student Opt-Out Form is sent home by school sites at the beginning of each school year and these Opt-Out preferences may be updated in the ParentVUE app. The form allows parents to opt-out of media visits, release of directory information and/or viewing PG-13 or R rated movies. It only needs to be filled out if the parent/guardian wishes to opt-out of one of these areas. You can also opt-out of receiving this Parent and Student Handbook via email. Please note the Release of Directory Information/Yearbook section where you may choose:

- Option A, which opts out your student from release of any and all directory information, including yearbooks.
- Option B provides opt-out of directory information to outside organizations and allows your student's information in yearbook and awards lists

### **Multimedia Access**

Elk Grove Unified wants you to know there may be occasions when news media will be on school campuses to interview, photograph and film students for print and broadcast stories. In many cases, media presence is positive in spreading good

news about our students, teachers and staff. However, there may be instances when the media seeks access to our schools on more controversial issues. At all times our goal is to maintain student security and privacy.

As with all guests visiting a school campus, Board Policy 1112 requires media representatives to register before coming on campus. At the time of registration our staff will inform the media of our guidelines and parental preferences indicated by the Student Opt-Out Form's Multimedia Withhold Form sent home at the beginning of the school year. School officials may refuse access to all visitors/volunteers if there is a reasonable belief their presence would disrupt the school, students or employees. In order to minimize possible disruption, media representatives are strongly encouraged to make prior arrangements with the District's Communications Department.

Elk Grove Unified uses the Multimedia Withhold Form to identify students who do not want their names or images in public news stories. EGUSD cannot guarantee the media will comply with parental preferences for news reports. Photos of students without their name may be posted to a District web page, unless the student has an opt-out form on file requesting that their photo or name not appear on web pages. EGUSD has included a check box for parents and guardians who wish to withhold authorization from news media to broadcast and/or publish photographs, film or obtain information identifying their child on the Multimedia Withhold section of the Opt-Out Form. This form goes home with students at the beginning of the school year.

There are times when the media will interview or photograph students outside the campus. Signing the form will not apply to off-campus media interactions. We encourage parents to talk to their children about possible media interactions if they do not want them interviewed, photographed, or videotaped.

In the case of special education students, Board Policy 1112 states, "The student shall not be identified as a special education student without prior written consent."

### **Release of Directory Information**

The Family Educational Rights and Privacy Act ("FERPA"), a federal law, and the California Education Code, require that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised us to the contrary in accordance with District procedures, including this notice. In the case of students who have been identified as a homeless child or youth, no directory information can be released without parent or guardian consent.

Directory information is information about a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information is defined in Administrative Regulation 5125.1 and may include: a student's name, student's telephone number, student's email address, photograph, date and place of birth, grade level, dates of attendance, participation in District activities and sports, weight and height of members of athletic teams, and honors and awards received.

The primary purpose of directory information is to allow the District to include this type of information in certain school or District publications, which may include, but are not limited to: the annual yearbook, honor roll or other recognition lists, graduation programs, sports activity lists, or a playbill showing a student's role in a drama production. Directory information may also be disclosed to outside organizations without a parent's or guardian's prior written consent. In addition, federal law requires that districts receiving assistance under the Every Student Succeeds Act of 2015, provide military recruiters, media, locally elected officials and institutions of higher learning, upon request, with student's names, addresses, and telephone listings unless parents or guardians have advised the district in writing that they do not want their child's information disclosed without their prior written consent.

The Superintendent or designee may release student directory information to representatives of public or private schools or colleges, branches of the military, offices of public officials for purposes of certificates or awards of recognition and/or news media in accordance with Board policy and administrative regulation. [Education Code 49073]

This release is optional. If you do not want us to release directory information from your child's education records without your prior written consent or to use directory information on District digital communications tools, such as our website, you must notify us by returning a completed Opt-Out Form at the beginning of the school year. Each form should include:

- Name
- Address
- Telephone number
- Email address
- Date of birth
- Major field of study
- Participation record in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended

We may disclose your child's student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, provided it cannot be used to access education records without a personal identification number (PIN), password, or other factor that only the authorized user knows. Your child's social security number will not be used for this purpose.

Directory information does not include your child's citizenship status, immigration status, place of birth, or any other information indicating national origin. The District will not disclose such information without your consent or a court order.

### **Bus Transportation Services**

While school districts are not required to provide general transportation service, we have elected to provide limited service over the years to students in eligible service areas for a fee. All students must register to ride before boarding the bus. No fees will be charged to qualifying students due to low income or foster status, special education students whose individualized education program provides for transportation services, or students offloaded at district direction between school sites in eligible areas. However, students must still register to ride and obtain a bus pass before boarding.

Contact Transportation Services about students who may qualify for transportation and how to register for services. Below is required information all parents and students should know regarding Transportation Safety as school buses are an integral part of learning for field trips and planned off-campus activities. [E.C. 39381.5]

### **Transportation Safety**

Every bus driver is trained to provide instruction to all students in Prekindergarten, Kindergarten, and Grades 1 to 12, who are transported on a school bus or school student activity bus/van on school bus emergency procedures and passenger safety. Provided instruction includes:

- Upon registration, parents or guardians of all students not previously transported in a school bus or school student activity bus/van and who are in Pre-Kindergarten, Kindergarten, and Grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:
  - How to access information regarding school bus stops near each student's home.
  - General rules of conduct at school bus loading zones.
  - Red light crossing instructions.
  - School bus danger zone.
  - Walking to and from school bus stops.

At least once in each school year, all students in Pre-Kindergarten, Kindergarten, and Grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to, proper loading

and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph, proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors. Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:

- Proper fastening and release of the passenger restraint system.
- Acceptable placement of passenger restraint systems on students.
- Times at which the passenger restraint systems should be fastened and released.
- Acceptable placement of the passenger restraint systems when not in use.

Prior to departure on a school activity trip, all students riding on a school bus or school student activity bus/van shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

### **Food and Nutrition Services**

We participate in the National School Lunch and Breakfast Programs through Food and Nutrition Services. This department is committed to improving the nutritional health and academic success of students and has been awarded Healthier US School Challenge award recognition by the United States Department of Agriculture.

Food & Nutrition Services will offer meals at no cost to any student enrolled in the Elk Grove Unified School District, when they are in attendance. No cost meals are provided through CA Assembly Bill 130 which established Universal Meals to all children enrolled in school throughout California.

Lunch and breakfast are offered daily at all school sites. Meals are analyzed to ensure that they meet the nutritional needs of students and the Dietary Guidelines for Americans [www.choosemyplate.gov](http://www.choosemyplate.gov).

Food substitution accommodations will be considered for students with disabilities or medically documented food allergies. Families should obtain a Medical Statement—Food Substitution and/or Accommodations form from the school cafeteria or office. The form must be signed by a recognized medical authority. Return completed forms to the school cafeteria for review by the District dietitian.

For additional information about meal applications, eligibility, breakfast/lunch menus and nutrition education, please contact Food and Nutrition Services at (916) 686-7735 or refer to the website at: <https://egusdschoolmeals.com/>

### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights

(ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

### **Earned Income Tax Credit Information Act Communication**

Notice: The California Revenue and Taxation Code (RTC) Section 19853(b) requires local educational agencies (LEA) that operate the national School Lunch Program (NSLP) to annually notify households about the Earned Income Tax Credit (EITC) Information Act.

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance For Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its Web site at [www.irs.gov](http://www.irs.gov).

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its Web site at [www.ftb.ca.gov](http://www.ftb.ca.gov).

For additional information, refer to the IRS EITC web page at:

<http://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit> If you have questions regarding this subject, please contact the IRS by phone at 1-800-829-3676 or through its website at [www.irs.gov](http://www.irs.gov). You can also contact the Franchise tax Board by phone at 1-800-852-5711 or through its website at [www.ftb.ca.gov](http://www.ftb.ca.gov).

### **Child Care & Child Development**

Many elementary schools in the District contract with outside agencies to offer extended-day student care for a fee. Most agencies operate before- and after-school programs. If you are interested in learning more about how to enroll your child in these programs, please call the individual providers at the numbers listed below or the District Liaison at [\(916\) 686-7704](tel:9166867704).

Licensed Child Care and Development – Before- and After-School

Catalyst Kids (formally Child Development, Inc.): [\(916\) 916-830-3300](tel:9169168303300) [www.catalystkids.org](http://www.catalystkids.org)

- School sites: Maeola R. Beitzel, Arthur C. Butler, Raymond Case, Elitha Donner, John Ehrhardt, Elk Grove Elementary, Elliott Ranch, Ellen Feickert, Robert J. Fite, Foulks Ranch, Franklin Elementary, Isabelle Jackson, Anna Kirchgater, Robert J. McGarvey, Miwok Village, Barbara Comstock Morse, Pleasant Grove Elementary, Prairie, Joseph Sims, Stone Lake, Mary Tsukamoto, Zehnder Ranch

Champions Extended Learning: [\(916\) 714-2452](tel:9167142452) or [\(916\) 687-3493](tel:9166873493) [www.discoverchampions.com](http://www.discoverchampions.com)

- School sites: Arnold Adreani, Edna Batey, Carroll, Helen Carr Castello, Arlene Hein, Roy Herburger, James A. McKee, Marion Mix, Sunrise, Irene B. West

YMCA: [\(916\) 688-8660](tel:9166888660) [jmoore@ymcasuperiorcal.org](mailto:jmoore@ymcasuperiorcal.org)

- School site: Cosumnes River

### **Subsidized Child Care**

Families should inquire about subsidized childcare at the on-site childcare center at their home elementary school. Subsidized slots based on income and need are available at some centers. All centers can provide information about subsidized slots available through the Sacramento County Centralized Eligibility List managed by Child Action, Inc.

### **Other Extended-Day Services**

All elementary school sites offer before and/or after school services made possible through the ELO-P funding. These programs are offered to families free of charge with priority enrollment given to students who are experiencing homelessness, youth in foster care, English language learners, or students who qualify for free or reduced priced meals. Additional after school programs are available at some secondary school sites based on grant funding. For additional information, please contact the Expanded Learning Department at (916) 831-2277.

Some elementary school sites host fee-based before and/ or after-school services provided by a local parks and recreation district instead of or in addition to licensed child care services. For more information, call a representative at the numbers listed below.

- Before-and After-School Recreation Services Cosumnes Community Services District (CSD): (916) 405-5300

School sites: Florence Markofer, Stone Lake

- Southgate Recreation & Parks District: (916) 391-7622

School sites: Maeola R. Beitzel, Mary Tsukamoto

- After-School Only Recreation Services Cosumnes Community Services District (CSD): (916) 405-5300

School sites: Arthur C. Butler, John Ehrhardt, Elk Grove, Ellen Feickert, Joseph Sims

### **Engaging Educational Partners**

#### **How to Volunteer**

Applicants interested in volunteering should contact the school directly to obtain information regarding volunteer opportunities available. All volunteers must be cleared by the District prior to participating in school activities.

#### **Volunteer Background Check**



We require that all volunteer candidates who work with students be fingerprinted as part of a criminal background check. Even volunteers that work under the direct supervision of a District employee need to be fingerprinted. The fingerprint check is done by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Both agencies provide us with a record of prior convictions or pending arrests or citations. We review this report with specific interest in the history of offenses, pattern of offenses, time of offenses and for drug crimes, sexual crimes or serious or violent felonies. After receiving and reviewing the fingerprint reports, volunteer candidates may be authorized as volunteers, based upon the discretion of the District, and must be cleared or authorized as volunteers, prior to contact with students. This is the same background check that district employees must pass prior to being hired. Volunteers are not charged for fingerprinting. The service is available in Room 103-A in the Robert L. Trigg Education Center, 9510 Elk Grove-Florin Road, Elk Grove, CA 95624. For more information please call (916) 686-7795, ext. 67172 or visit the district's website.

### **Volunteer Tuberculosis Clearance**

California law requires that volunteers who have frequent or prolonged contact with students must have a certificate that they are clear from tuberculosis. Prior to initial volunteer assignment, a volunteer who will have contact with students shall have on file with the school a certificate from a physician licensed under the Business and Professions Code or from a registered nurse, nurse practitioner or physician's assistant indicating that a tuberculosis examination within the past sixty (60) days shows that he/she is free from active tuberculosis. The tuberculosis examination shall consist of an approved intradermal tuberculin test. An X-ray of the lungs shall be required only if the intradermal test is positive. Continuing volunteers who test negative on tuberculin skin tests shall undergo a tuberculosis examination at least once every four (4) years. If you have any questions regarding this requirement, please contact your school's principal or vice principal.

### **Volunteer Child Protection Responsibility**

Volunteers are not considered "mandated reporters" under California Law, but volunteers should be aware of child abuse reporting requirements for school employees.

School Personnel must report:

- Cases of suspected infliction of physical or mental suffering on minor,
- Cases of suspected physical injuries to minors by other than accidental means
- Cases of suspected sexual molestation

School personnel are defined as teacher, administrative officer, supervisor of child welfare and attendance or certificated pupil personnel employee of any public school. All school personnel are mandated reporters for suspected child abuse. If you become aware of suspected child maltreatment, report your observations to your supervising teacher or site administrator.

### **Local Control Funding Formula (LCFF) and Local Control Accountability Plan (LCAP)**

California's 2013-14 Budget Act included landmark legislation that greatly simplifies the state's school finance system. The changes introduce the Local Control Funding Formula (LCFF) which represents a major shift in how California funds public schools. Under LCFF, California funds school districts per student with adjustments based on grade levels and demographic characteristics.

State mandates and new accountability measures include the development of a Local Control Accountability Plan (LCAP) which requires parent and community input prior to adoption. The LCAP describes the actions, services and expenditures that support student growth. The LCAP clarifies how programs/services will be measurably improved in quantity or quality, proportionate to the increase in funding. The LCAP is a three-year plan that must be adopted by July 1 and updated each year. For more information on LCFF and LCAP visit the district's website.

### **Student Fees, Deposits and Charges**

The Governing Board recognizes its responsibility to ensure that books, materials, equipment and supplies necessary for students' participation in the educational program are made available to them. No student shall be required to pay any

fees, deposits or other charges for their participation in an educational activity which constitutes an integral fundamental part of the District's educational program, including District curricular and extracurricular educational activities.

As necessary, the District and its schools may approve and impose fees, deposits and other charges which are specifically allowed by law. For such legally-authorized fees, deposits and charges, we may consider students' and parents'/guardians' ability to pay when establishing fee schedules and for granting waivers or exceptions. The District, its schools and programs may also lawfully solicit voluntary donations of funds or property, or request voluntary participation in fundraising activities, by students and parents/guardians.

### **You Can Help Us with Traffic**

By following the school's directions, parents and guardians can help provide a smooth flow of traffic at our schools during the morning drop-off and afternoon pickup times. Please use appropriate pickup and drop-off areas, follow the directions of school staff and follow traffic laws around school.

Vehicles that are double-parked, stopped in crosswalks or parked in restricted zones – such as those for loading and unloading school buses – create unsafe conditions for students, parents and motorists. These conditions make it difficult for children and other motorists to see each other, which can lead to accidents and injuries. It is better to wait a few seconds for a more secure drop off or pickup location than to stop where children need to dart across busy streets, or hold up traffic while picking up or dropping off students in the street.

The traffic situations you experience at your child's school are also part of the day-to-day problem our school bus drivers deal with every day while charged with the safe travel of their riders. Please do not block the path of a school bus with your vehicle or drive alongside the bus trying to get the driver's attention.

### **Safety Tips To & From School**

There are several precautionary safety measures parents and students can take as they go to and from school. Talk to your children about the following safety measures:

- Do not talk to strangers, even if they know your name.
- Always walk directly to and from school using the same path everyday.
- Always walk or ride your bike with a group of friends.
- Run directly to school or home if you are approached by a stranger.
- Immediately notify a school official or parent.

### **Gun Storage Safety Reminder**

Evidence strongly suggests that secure firearm storage is an essential component to any effective strategy to keep schools and students safe. It has been determined that an estimated 4.6 million American children live in households with at least one loaded, unlocked firearm and that every year nearly 350 children under the age of 18 unintentionally shoot themselves or someone else. Tragically, approximately 693 children die by gun suicide each year, most often using guns belonging to a family member. In incidents of gun violence on school grounds, 90 percent of active shooters are current students or recent graduates, and 74 percent of shooters under the age of 18 obtained their guns from their own home, a relative's home, or from friends. Research shows that secure firearm storage practices are associated with up to an 85 percent reduction in the risk of self-inflicted and unintentional firearm injuries among children and teens.

In response to the alarming facts surrounding firearms and their access by children and our students, the State Superintendent of Public Instruction has made an urgent request of school districts to inform their school communities about the laws regarding the safe storage of firearms and has made resources available regarding gun safety on the California Department of Education's Violence Prevention web page. The Board of Education also adopted Resolution No. 72, 2021-2022 declaring the importance of secure firearm storage and associated preventative measures to increase student and school safety.

## **PART IV – Keeping Learning Environment Safe**

### **KEY DISTRICT POLICIES**

#### **1. Confirmation of a Safe and Positive Learning Environment for All**

WHEREAS: The U.S. Supreme Court has held, in *Plyler v. Doe*, 457 U.S. 202 (1982), that local school districts have a constitutional mandate to educate all students residing within their jurisdictional boundaries, regardless of their immigration status;

WHEREAS: All students have a right to attend school free of bullying, intimidation, and/or discrimination;

WHEREAS: The Elk Grove Unified School District (EGUSD) is the fifth-largest school district in the state of California and celebrates the rich diversity of our students and communities irrespective of their immigration status or citizenship and ensures that every school site is a welcoming place for all students and their families;

WHEREAS: The Governing Board reaffirms that EGUSD schools are welcoming, safe places for learning and teaching for all students, regardless of immigration status, reaffirms federal regulations and state law that prohibit educational agencies from disclosing personally identifiable student information to anyone, including law enforcement, without consent of a parent or guardian, or a court order or lawful subpoena or in the case of a health emergency;

WHEREAS: The Governing Board concurs with the California Department of Education (CDE)'s recommendation that local educational agencies do not collect or maintain documents that may be related to immigration status including, but not limited to, passports, visas and social security numbers, as they are not needed by school districts, and place student privacy at an unnecessary risk;

WHEREAS: The U.S. Immigration and Customs Enforcement (ICE) 2011 policy states that immigration enforcement activity will not be conducted at any "sensitive" location, which includes schools, without special permission by specific federal law enforcement officials, unless exigent circumstances exist that are related to national security, terrorism, public safety or where there is imminent risk of the destruction of evidence material to an ongoing criminal case; and

WHEREAS: ICE activities in and around schools and school facilities would be a severe disruption to the learning environment and educational setting for students;

NOW, THEREFORE, BE IT RESOLVED: The Governing Board reaffirms that pursuant to federal and state law, every student has the right to attend school regardless of the child's immigration status;

BE IT FURTHER RESOLVED: The Governing Board confirms that all EGUSD students who are eligible to receive school services, including free or reduced-price lunch and breakfast, transportation and educational services, regardless of their immigration status, are entitled to receive those school services, and that staff shall not take any steps that would deny students access to education or the services provided based on their immigration status;

BE IT FURTHER RESOLVED: To provide a public education, regardless of a child's or family's immigration status, absent any applicable federal, state, local law or regulation, local ordinance or court decision that may lawfully provide otherwise, EGUSD shall act consistent with the following practices:

- EGUSD employees shall not treat students differently for residency determination purposes based on their actual or perceived immigration status and shall treat all students equitably in the receipt of all school services for which they are eligible.
- EGUSD employees shall not inquire about a student's immigration status or require documentation of a student's legal status.
- EGUSD employees shall review the list of documents that are currently used to establish residency and shall ensure that any required documents would not unlawfully bar or discourage a student who is undocumented or whose parents are undocumented from enrolling in or attending school.
- EGUSD employees shall neither require students to apply for Social Security numbers nor require students to provide a Social Security number, passport, or visa.

- EGUSD employees shall not allow any immigration enforcement officer or agent to enter a school site without first signing in with the school administration and making a request to enter campus and shall forward any request by immigration enforcement agents to enter a school site (including for the services of lawful subpoenas, petitions, complaints, warrants, etc.) to the Superintendent's office for review, in consultation with EGUSD's legal counsel.
- EGUSD employees shall immediately send all requests by immigration enforcement agents for information or documents to the Superintendent, who in consultation with EGUSD's legal counsel, shall consider all legally permissible actions that may be taken to respond to such requests to protect the privacy rights of students and their families. Outside of exigent circumstances, or the service of a warrant or subpoena, immigration agents or officers shall not be allowed onto a school campus prior to the approval of the Superintendent.
- EGUSD employees shall not enter into any agreement with ICE to enforce federal immigration law and shall not participate in any ICE or Border Patrol enforcement actions.
- EGUSD employees, as designated by the Superintendent, along with EGUSD's legal counsel, shall review the impact of any changes in federal immigration laws, state laws and policies or programs that may impact students, and develop solutions aimed at preventing and/or mitigating the impact on both students and employees that may arise from the collection of, storage of or access to any personally identifiable information for immigration enforcement purposes.
- EGUSD employees shall take all reasonable measures so that after-school program providers and other service providers that have access to student or family information will also follow the actions described herein.
- The Superintendent shall ensure EGUSD employees and parents are informed about the content of this Resolution and copies of the Resolution will be distributed to all EGUSD schools.

## 2. Access to EGUSD Board Policies and Administrative Regulations

EGUSD's Board Policies and Administrative Regulations can be accessed through the California School Boards Association (CSBA) system SIMBLI™. They can also be accessed via the EGUSD's website at <https://www.egusd.net/District/About-EGUSD/Board-of-Education/Board-Policies/index.html>.

Below is a list of recently added or updated policies that parents and students may want to know about:

- [BP 0410: Nondiscrimination in District Programs and Activities – Revised: April 18, 2023](#)
- [BP 1312.1: Complaints Concerning District Employees – Revised: April 18, 2023](#)
- [Administrative Regulation 1312.1: Complaints Concerning District Employees – Revised: March 27, 2023](#)
- [Board Policy 1312.3: Uniform Complaint Procedures – Revised: April 18, 2023](#)
- [Administrative 1312.3: Uniform Complaint Procedures – Revised: March 27, 2023](#)
- [Board Policy 4030: Nondiscrimination in Employment – Revised: April 18, 2023](#)
- [Administrative Regulation 4030: Nondiscrimination in Employment – Revised: March 27, 2023](#)
- [Board Policy 4119.11: Sexual Harassment – Revised: April 18, 2023](#)
- [Board Policy 5145.18: Nondiscrimination/Harassment/Intimidation/Bullying – Revised: April 18, 2023](#)
- [Administrative Regulation 5145.18: Nondiscrimination/Harassment/Intimidation/Bullying – Revised: March 27, 2023](#)
- [Board Policy 5145.7: Sexual Harassment – Revised: April 18, 2023](#)
- [BP 0460 Local Control and Accountability Plan – Revised: April 4, 2023](#)
- [Regulation 0460 Local Control and Accountability Plan – Revised: March 20, 2023](#)
- [BP 5141.3 Health Examinations – Revised: April 4, 2023](#)
- [Regulation 5141.3: Health Examinations – Revised: March 20, 2023](#)
- [BP 6163.4 Student Use of Technology – Revised: April 4, 2023](#)
- [BP 3562 Routes and Walking Distances – Revised: March 7, 2023](#)
- [BP 6146.2 Certificate of Proficiency/High School Equivalency – Revised: March 7, 2023](#)
- [Regulation Certificate of Proficiency/High School Equivalency – Revised: January 30, 2023](#)

## 3. EGUSD Code of Conduct

### a. Human Dignity Policy

EGUSD believes everyone (student, parents/guardians, employees, community members) deserve to be treated with care and respect. EGUSD serves many multilingual, multiracial, and multicultural students and their families. EGUSD strives to

ensure that everyone feels welcome. EGUSD will not tolerate behavior by students, employees, or visitors that insults, degrades, or stereotypes any race, gender, disability, physical characteristic, ethnic group, sexual preference, age, national origin, or religion. Human dignity is reflected in attitudes and behaviors toward others and self. Human dignity is characterized through respect, sensitivity, and care exhibited in the interaction of staff and students. [See the District's Board Policy 201 entitled "Human Dignity"]. Appropriate consequences for violating the EGUSD's Human Dignity Policy are specified in this Handbook.

#### **b. Withdrawal of Consent**

Where there is reasonable cause to believe that a community member, including parent/guardian, has willfully disrupted the orderly operation of a school site or other EGUSD operations, EGUSD may withdrawal consent for the community member, including parent/guardian, to be on EGUSD property. A violation of a withdrawal of consent order may subject the community member to arrest. [Cal. Pen. Code sections 626.4 and 626.8]

### **4. Non-Discrimination, Harassment, Intimidation, and Bullying**

#### **a. Applicable Board Policies and Administrative Regulations**

The following EGUSD policies and regulations protect students from discrimination, harassment, intimidation, and bullying:

- Board Policy 201: Human Dignity
- Board Policy 410: Nondiscrimination in District Programs and Activities
- Board Policy 1312.3: Uniform Complaint Procedures
- Administrative Regulation 1312.3: Uniform Complaint Procedures
- Board Policy 5131.2: Bullying
- Administrative Regulation 5131.2: Bullying
- Board Policy 5145.18: Nondiscrimination/Harassment/Intimidation/Bullying
- Administrative Regulation 5145.18: Nondiscrimination/Harassment/Intimidation/Bullying
- Board Policy 5145.7: Sexual Harassment
- Administrative Regulation 5145.71: Title IX Sexual Harassment Complaint Procedures
- Board Policy 5145.9: Hate-Motivated Behavior
- Administrative Regulation 5145.9: Hate-Motivated Behavior
- Board Policy 5146: Married/Pregnant/Parenting Students

#### **b. Nondiscrimination in EGUSD Programs and Activities**

The Governing Board is committed to providing equal opportunity for all individuals in EGUSD programs and activities. EGUSD programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of EGUSD services. Personally identifiable information collected in the implementation of any EGUSD program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by EGUSD shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

EGUSD programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

#### **c. Americans with Disabilities Act**

EGUSD is committed to achieving full compliance with the Americans with Disabilities Act (ADA) and does not:

- Deny the benefits of its programs, services and/or activities to qualified individuals with a disability, because of their actual and/or perceived disability.

- Discriminate based on an actual and/or perceived disability in access to or provision of its programs, services, activities and/or application for employment or employment to qualified individuals with an actual and/or perceived disabilities.
- Provide separate, unequal, or different programs, services, or activities, unless the separate or different programs are necessary to ensure that the benefits and services are equally effective.

EGUSD operates its programs so that, when viewed in their entirety, the programs are readily accessible to, or usable by, individuals with disabilities. EGUSD welcomes individuals with disabilities to participate fully in the programs, services, and activities offered to students, parents, guardians, and members of the public.

When structural changes to existing EGUSD facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that EGUSD provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies, or other modifications to increase accessibility to EGUSD web sites, note takers, written materials, taped text, and Braille or large-print materials.

If you need a disability-related modification or accommodation, including auxiliary aids or services to participate in any program, service, or activity offered to you, contact the Risk Management Department at (916) 686-7775 at least 48 hours before the scheduled event so that the District has the opportunity to reasonably accommodate you.

If you have an observation of a possible barrier to access or a complaint about access, please contact the District's ADA Coordinator at [mmjohnso@egusd.net](mailto:mmjohnso@egusd.net).

[Government Code section 54953.2; Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.]

#### **d. Sexual Harassment**

EGUSD prohibits sexual harassment.

##### **Sexual Harassment under District Policy**

For purposes of Board Policy 5145.7 (Sexual Harassment), Board Policy 1312.3 (Uniform Complaint Procedures), and Administrative Regulation 1312.3 (Uniform Complaint Procedures), "*Sexual Harassment*" means any unwelcome sexual advance, unwelcome requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature, whether it occurs between individuals of the same sex or individuals of opposite sex, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of a student's academic status or progress;
2. Submission to, or rejection of, the conduct by the student is used as the basis of an academic decisions affecting the student;
3. The conduct has the purpose or effect of having a negative impact upon the student's academic performance or progress or has the purpose or effect of creating an intimidating, hostile, or offensive educational environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive, to create a hostile or abusive educational environment or to limit the student's ability to participate in or benefit from an educational program or activity; and/or
4. Submission to, or rejection of, the conduct is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through EGUSD.

[Ed. Code 212.5 and 5 C.C.R. 4916]

Examples of conduct that might constitute sexual harassment include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about a student's body; overly familiar conversations; pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs; epithets, threats, or innuendoes; derogatory comments; sexually degrading descriptions; and/or the spreading of sexual rumors;
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects; and/or
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in an overly familiar or sexual way; cornering, blocking, leaning over, or impeding normal movements.

"*Educational environment*" includes, but is not limited to, the following: (1) campus or school grounds of EGUSD; (2) properties controlled or owned by EGUSD; and (3) off-campus, if such activity is sponsored by EGUSD, or is conducted by organizations sponsored by or under the jurisdiction of the EGUSD.

All allegations of "Sexual Harassment" meeting the above definition shall be processed in accordance with EGUSD's Administrative Regulation 1312.3 (Uniform Complaint Procedures).

### **Sexual Harassment under Title IX**

For purposes of Administrative Regulation 5145.71 (Title IX Sexual Harassment Complaint Procedures), "*Sexual Harassment*" means conduct, based on sex, that satisfies one or more of the following:

1. A EGUSD employee conditioning the provision of an aid, benefit, or service of EGUSD on the student's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable individual to be so severe, pervasive, and objectively offensive that it effectively denies the student equal access to EGUSD's education program or activity; and/or
3. "Sexual assault" as defined in United States Code, title 20, section 1092 (f)(6)(A)(v), "dating violence" as defined in United States Code, title 34, section 12291(a)(10), "domestic violence" as defined in United States Code, title 34, section 12291(a)(8), or "stalking" as defined in United States Code, title 34, section 12291(a)(30).

"*Sexual assault*" means actual or intentional physical sexual acts against an individual without consent that may include: rape, rape and seduction, sodomy, lewd and lascivious acts, oral copulation, sexual penetration, sexual battery, and sexual assault, as defined under Education Code section 48900(n) and Penal Code sections 261, 266c, 286, 288, 288a, 289 and 243.4.

"*Dating violence*" means violence committed by an individual who is or has been in a social relationship of a romantic or intimate nature with the victim [34 U.S.C. 12291(a)(10)].

"*Domestic violence*" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by an individual with whom the victim shares a child in common, by an individual who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by an individual similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other individual against an adult or youth victim who is protected from that individual's acts under the domestic or family violence laws [Education Code 48900 (n)].

"*Stalking*" means engaging in a course of conduct directed at a specific individual that would cause a reasonable individual to: (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress [34 U.S.C. 12291(a)(30)].

"*Without consent*" or "*against that individual's will*" may include force, duress, violence, fear of immediate harm, or an individual's inability to consent.

[34 C.F.R. 106.30]

All allegations of "Sexual Harassment" meeting the above definition shall be processed in accordance with EGUSD's Administrative Regulation 5145.71 (Title IX Sexual Harassment Complaint Procedures).

## **Title IX Coordinators**

EGUSD designates the positions/individuals identified below as responsible for coordinating its efforts to comply with Title IX of the Education Amendments of 1972, as well as to oversee, investigate, and/or resolve complaints alleging sexual harassment in accordance with Administrative Regulation 1312.3 (Uniform Complaint Procedures) and Administrative Regulation 5145.71 (Title IX Sexual Harassment Complaint Procedures).

For student against student complaints:

Dr. Bindy Grewal  
Assistant Superintendent, PreK-6 Education/Title IX Coordinator  
9510 Elk Grove-Florin Road  
Elk Grove, CA 95624  
T: (916) 686-7795 x 67149  
E: [TitleX@egusd.net](mailto:TitleX@egusd.net)

Chad Sweitzer  
Assistant Superintendent, Secondary Education/Title IX Coordinator  
9510 Elk Grove-Florin Road  
Elk Grove, CA 95624  
T: (916) 686-7795 x 67149  
E: [TitleX@egusd.net](mailto:TitleX@egusd.net)

For complaints against employees:

Elena Duenas  
HR Compliance Coordinator/Title IX Coordinator  
9510 Elk Grove-Florin Road Elk Grove, CA 95624  
T: (916) 686-7795 x 67149  
E: [legalcompliance@egusd.net](mailto:legalcompliance@egusd.net) or [TitleX@egusd.net](mailto:TitleX@egusd.net)

### **e. LGBTQIA+**

The Youth Development Office provides district-wide support to EGUSD's LGBTQIA+ students, staff, and families. The Youth Development Office staff facilitate awareness building training on LGBTQIA+ issues, provide district-level coordination and support for campus Gender Sexuality Alliance Clubs (GSA) and other site-based LGBTQ programs, and consult with EGUSD school staff on creating LGBTQIA+ inclusive and affirming campuses and classrooms. These services are funded in part through Kaiser Permanente's Community Benefits Program Project STARS (Strategies to Advance the Reduction of Stigma) grant, and through the California Department of Education's Tobacco Use Prevention Education grant.

### **f. Bullying**

EGUSD students have a right to a safe and healthy school environment. Behavior in the form of bullying that infringes on the safety, or emotional or physical well-being of any student, will not be tolerated. As is set forth more fully in Board Policy and Administrative Regulation 5131.2 (Bullying), EGUSD considers bullying to include abusive actions or conduct, which can be physical, verbal, written, psychological or sexual in nature, including cyberbullying. Students who are victims of bullying, or who witness bullying, are encouraged to immediately report such behavior to the school site principal or other school administrator. Staff who receive a report of bullying must inform site administration within one (1) day.

## **SCHOOL SAFETY INFORMATION**

Safety is a top priority for EGUSD. EGUSD emphasizes keeping students safe at school through strict behavior standards, closed campuses, school resource officers, campus supervisors, and activities that encourage student engagement. To learn more about school safety, please visit our website at [Safety Information](#).

### **1. School Safety Plan**

Each year schools are required by law to update a school safety plan by March 1. The plan includes earthquake emergency procedures and a disaster policy for buildings with a capacity of 50 or more people. Schools must report on



the status of the safety plan to numerous community leaders. In addition, a description of the safety plan's key elements must be detailed in the school accountability report card. [Education Code sections 32286 and 32288]

To assist law enforcement officers and public safety personnel, each school site is equipped with a "Crisis Response Box" that includes site emergency plans.

## **2. Crime Reporting**

EGUSD encourages the reporting of crimes and suspicious activities. Through the We-Tip program, community members may make anonymous reports through a 24-hour hotline. If you or your child wants to report a crime or suspicious circumstance, call the toll-free number, 1-800-78-CRIME.

You can also make reports by calling EGUSD's Division of Safety and Security at (916) 686-7786 or the Sacramento County Sheriff's Department at (916) 874-5115.

## **3. Online Incident Reporting System**

EGUSD is committed to providing a safe, secure, and healthy learning environment for all students. EGUSD believes that students and staff have the right to be free of bullying, threats, intimidation, and harassment while on our campuses or participating in or being associated with any school/district related activity. That is why EGUSD is committed to partnering with our families, students, staff, and community to provide an effective way to act through its Incident Reporting System.

### **What is the EGUSD Incident Reporting System and when would I use it?**

EGUSD's Incident Reporting System is a reporting tool available online for students, parents/guardians, or community members to report incidents. For emergencies and/or urgent situations requiring immediate help, please call 911 or contact our Safety and Security office at (916) 686-7786.

### **How do I access the Incident Reporting System?**

EGUSD's Incident Reporting System can be accessed from anywhere online through a unique link located on every school's website.

### **Do I need to give my name or other personal information to submit an incident report?**

No. You do not need to give your name or identify yourself when you make a report using the online Incident Reporting System. There is an option to identify yourself and leave contact information if you wish to communicate with the Incident Response Team.

### **What types of issues can I report through the online Incident Reporting System?**

- **Bullying:** Bullying includes verbal, non-verbal, physical, or emotional acts against another student either in person, via electronic device or online.
- **Damage or Harm to School or Property:** Damage or harm to school property includes intentional destruction to the school or school property in a harmful or malicious manner.
- **Discrimination or Harassment:** Discrimination or harassment includes acts against another person based on gender, sexual orientation, race, ethnicity, religion, age, or personal beliefs, either in person, via electronic device or online.
- **Harm to Self or Others:** Harm includes intent or desire to injure yourself or others.

### **What happens once I submit an incident report?**

Incident reports are received by school site administrators when they are filed and are reviewed as soon as possible. All reports are taken seriously and are acted upon in a timely manner. As each incident is different, each will warrant a different reaction and timeline for action. Keep in mind, this process can only be as thorough as the information provided.

### **If I have photos or videos of an incident, can I upload them when submitting a report?**

Yes. You may upload photos and include links to video when submitting a report.

EGUSD's motto is "If you see something, or know something, to say something." If you have witnessed something, please report the issue to the school or use EGUSD's Incident Reporting System.

***"If you see something or know something, say something."***

## **RESPONSIBILITIES, EXPECTATIONS, AND STUDENTS' RIGHTS**

### **1. Employees**

#### **a. Responsibilities**

Each school site is expected to:

- Adopt a comprehensive school safety plan and disaster preparedness procedures.
- Establish an environment in which students can meet their academic standards.
- Communicate regularly with students and their families about the student's academic progress and behavior.
- Involve students in an ongoing process of self-evaluation.
- Communicate standards of student behavior.
- Fairly and Consistently enforce EGUSD policies, regulations, and school rules.
- Communicate student absences to parents.

#### **b. Professional Standards**

EGUSD employees are expected to maintain the highest ethical standards, to follow EGUSD policies, and to abide by state and national laws. Employee conduct should enhance the integrity of EGUSD and the goals of EGUSD's educational program.

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill their responsibilities and should focus on their contribution to the learning and achievement of District students.

The Governing Board encourages EGUSD employees to accept as guiding principles the professional standards and codes of ethics adopted by professional associations to which they may belong.

[Board Policy 4119.21 – Professional Standards.]

#### **c. Maintaining Appropriate Adult-Student Interactions**

The Governing Board desires to provide a positive school environment that protects the safety and well-being of EGUSD students. The Governing Board expects all adults with whom students may interact at school or at school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students, both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students.

While the Governing Board recognizes that building relationships with students is foundational to the learning process, adults must remain vigilant of their position of authority and not abuse their position when interacting with students. Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to the instruction, counseling, or concern for the health and safety of a student.

The following is a non-exhaustive list of prohibited conduct:

1. Engaging in grooming behaviors, including but not limited to the following, with the intent of gaining a student's trust and ultimately engaging in sexual activity with the student:

- a. Initiating or creating opportunities to be alone with the student, unrelated to instruction, counseling, or concern for the student’s health and safety; and
  - b. Singling out a particular student for personal attention and friendship, to the exclusion of others or to a disproportionate degree, including but not limited to granting special privileges to the student such as addressing the student with terms of endearment, engaging in overly personal conversation, giving gifts, providing rides to and from activities, and home visits unrelated to a legitimate purpose and without the parent/guardian’s knowledge and/or consent.
2. Engaging in or attempting to engage in a romantic and/or sexual relationship with any student, including but not limited to sexual advances, flirtations, requests for sexual favors, unwelcomed comments about a student’s body or appearance, or any other verbal, visual, or physical conduct identified and prohibited by Board Policy/Administrative Regulation 5145.7 “Sexual Harassment.”
  3. Using electronic communication (i.e., email, google classroom, social media platforms, etc.), whether EGUSD owned/issued or personal, to initiate or maintain personal contact with a student, unrelated to instruction, counseling, or concern for the student’s health and safety.

[Board Policy 4119.24 – Maintaining Appropriate Adult-Student Interactions.]

## **2. Parent/Legal Guardian**

### **a. Responsibilities**

Every member of the school community shares the responsibility for maintaining a safe and productive environment at your child’s school. As a parent/guardian of a child enrolled in EGUSD, you share in this responsibility when you:

- Accept the rights and authority of the school and the Governing Board to maintain standards of behavior for all students.
- Review EGUSD’s Parent and Student Handbook with your family and understand the rules.
- Understand that punctuality and good attendance are family responsibilities and make every effort to get your student(s) to school on time every day.
- Know that children rely on their parents/guardians to make certain they arrive at school on time and ready to learn.
- Know that parents/guardians have a great influence on the study habits of their children and encourage and provide a suitable time, place, and routine for study at home.
- Understand that children learn more when somebody monitors their progress and keeps track of their academic achievement.

As a parent/guardian, you have a right to:

- Have information about your children’s achievement, behavior in school, and attendance.
- A safe environment that is non-threatening and allows your children to achieve.
- Information about all school rules, regulations, and expectations.

### **b. Child Custody Issues**

EGUSD schools follow child custody decisions made by the courts. Principals cannot modify a judge’s ruling regarding custody of a child. If a child custody arrangement has changed, a parent or guardian must provide the school with complete and current legal documents.

### **c. Liability**

Parents/guardians are liable for all damages caused by the willful misconduct of their minor children, which result in death or injury to other students, employees, or damage to school property. EGUSD is not responsible for damage caused by any student to any item of personal property which another student brings to school.

Parents are liable for any school property loaned to the student that is willfully not returned. Parents/guardians' liability may be as much as \$20,900 in damages and another maximum of \$20,300 for payment of a reward, if any. These amounts are expected to be indexed and rise annually.

EGUSD may withhold the grades, diploma, or transcript of the student responsible until such damages are paid, the property returned or until completion of a voluntary work program in lieu of payment of money.

If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [Education Code sections 48900.1, 48904, 48914; Civil Code section 1714.1]

#### **d. Medical Insurance for Students**

EGUSD does not provide medical insurance for individual students. [Education Code sections 49472 and 49471.]

However, if you are interested in purchasing Student Accident Insurance, you can contact your family insurance provider for policies available to you, or you can visit the following website for information and a link to a company that issues such coverage: <https://www.egusd.net/Departments/Risk-Management/index.html>

The plan you purchase should provide coverage for your child while on school grounds, in school buildings, and during a regular school day; while being transported by EGUSD to and from school or other place of instruction; or while at any other place as an incident to school sponsored activities and while being transported to, from and between such places.

### **3. Student**

#### **a. Responsibilities**

To encourage a consistent, firm, and fair culture of discipline that affirms positive behavior, EGUSD has adopted a districtwide standard of conduct that includes the rights and responsibilities of students, student expectations, interventions for specific disruptive behaviors and appropriate consequences. Schools may personalize campus rules, but such rules must be consistent with districtwide standards.

#### **b. Expectations**

Students are expected to:

- Be good citizens.
- Follow rules and laws.
- Avoid mutual combat situations and any activity that has the potential to cause a verbal or physical conflict.
- Respect authority, property, and the rights of others.
- Display acts of tolerance in promoting human dignity that are characterized through respect, sensitivity and care exhibited in the interaction of staff and students regardless of race, gender, disability, physical characteristics, ethnic group, language, sexual orientation, age, national origin, or religion.
- Maintain standards of integrity and responsibility.
- Maintaining a safe and productive environment at school.

As a student, you make an important contribution to your school when you:

- Respect the authority of teachers, school site administrators, and other school staff members.
- Comply with the standards of conduct of your school and EGUSD.
- Follow the rules of the classroom and your school.
- Promptly inform an adult of any situation that would pose a danger to yourself or others.
- Attend school every day.
- Arrive at class on time and prepared to work. Bring necessary books and materials.
- Pay attention in class.
- Complete class work and homework on time.
- Keep track of your own progress.

#### **c. Rights**

Students have a right to a safe learning environment. Both the U.S. Constitution and California state law protect this right. All students and staff of public elementary, middle, and high schools have the inalienable right to attend campuses which are safe, secure and peaceful. If you feel your school is not providing a safe environment, please discuss this with your teacher or principal. You may also contact the Educational Equity Department for student advocacy resources at [edequity@egusd.net](mailto:edequity@egusd.net) or by visiting the Department's webpage for additional contacts. A collection of student rights and resources is available online at: <https://www.egusd.net/StudentsFamilies/ResourcesSupports/Students-Rights/index.html>

#### **i. Section 504 of the Rehabilitation Act**

The following is a description of the rights granted by federal law to students with disabilities who have a physical or mental impairment that substantially impairs one or more major life activities and therefore is entitled to a Section 504 Plan. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. Contact the District 504 Coordinator with any questions or complaints:

Don Ross  
Director of Student Support and Health Services  
9510 Elk Grove-Florin Road  
Elk Grove, CA 95624  
T: (916) 686-7568  
E: [dkross@egusd.net](mailto:dkross@egusd.net)

Under Section 504, you have the following rights:

- Receive benefits from public education programs without discrimination because of actual and/or perceived disability.
- Be advised of your rights under federal and state law.
- Receive notice with respect to Section 504 identification, evaluation, and/or placements.
- Receive a free appropriate public education. Federal Regulations define free appropriate public education as the provision of regular or special education and related aids and services that are designed to meet the needs of individuals with disabilities as adequately as the needs of individuals without disabilities are met. [34 CFR § 104.33(b)(1)].
- Use facilities and receive services comparable to those provided to non-disabled students.
- Have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of the student, the assessment data, and any placement options.
- Have transportation provided to and from an alternative placement setting determined by the Section 504 Team, at no greater cost to you than would be incurred if the student were placed in a program operated by EGUSD.
- Have an equal opportunity to participate in non-academic and extracurricular activities offered by EGUSD.
- Examine all relevant records relating to decisions regarding your Section 504 identification, evaluation, educational program, and placement.
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- Obtain a response from EGUSD to reasonable requests for explanations and interpretations of your child's records.
- Request amendment of your educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of your privacy rights. If EGUSD refuses this request for amendment, it shall notify you within a reasonable time and advise you of your right to an impartial hearing.
- Request mediation or file a grievance in accordance with EGUSD's Section 504 mediation, grievance, and hearing procedures.

- Request an impartial hearing regarding the Section 504 identification, evaluation, or placement. You shall be afforded the opportunity to present oral and written evidence, question and cross examine witnesses, receive written findings by the hearing office, request that the hearing be closed to the general public and have representation by an advocate or attorney, at personal expense. EGUSD shall have no financial obligation with respect to attorneys' fees incurred during a Section 504 hearing.
- File a complaint with the Office for Civil Rights at:

Office for Civil Rights, San Francisco Office  
 U.S. Department of Education  
 50 United Nations Plaza  
 Mail Box 1200, Room 1545  
 San Francisco, CA 94102  
 T: (415) 486-5555  
 Fax: (415) 486-5570  
 TDD: (800) 877-8339  
 E: ocr.sanfrancisco@ed.gov

## ii. Immigration Enforcement

All students have the right to a free public education, regardless of immigration status or religious beliefs. For more information, please see the resources at

<https://www.egusd.net/StudentsFamilies/ResourcesSupports/Immigration-Protection/index.html>.

### Your Child has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents/guardians.
- In California:
  - All children have the right to a free public education.
  - All children ages 6 to 18 years must be enrolled in school.
  - All students and staff have the right to attend safe, secure, and peaceful schools.
  - All students have a right to be in a public-school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
  - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

### Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent/guardian to demonstrate proof of the child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

### Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

### Family Safety Plans if You Are Detained or Deported

- You have the option to provide your child’s school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver’s Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

**Right to File a Complaint**

Your child has the right to report a hate crime or file a complaint if they are discriminated against, harassed, intimidated, or bullied based on their actual or perceived nationality, ethnicity, or immigration status.

**iii. Title IX**

Under Title IX of the Education Amendments of 1972, you have the following rights:

- To fair and equitable treatment and to be free from discrimination based on your sex.
- To an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- To ask the athletic director of your school about the athletic opportunities offered by the school.
- To apply for athletic scholarships.
- To equitable treatment and benefits in:
  - o Equipment and supplies
  - o Scheduling of games and practices
  - o Transportation and daily allowances
  - o Access to tutoring
  - o Coaching
  - o Locker rooms
  - o Practice and competitive facilities
  - o Medical and training facilities and services
  - o Publicity
- To a gender equity coordinator to answer questions about gender equity laws.
- To contact the California Department of Education (CDE) and the California Interscholastic Federation (CIF) for information on gender equity laws.
- To file a confidential discrimination complaint with the United States Office for Civil Rights (OCR) or CDE if you believe you have been discriminated against or received unequal treatment based on your sex.
- To pursue civil remedies if you have been discriminated against.
- To be protected from retaliation if you file a discrimination complaint.

**iv. LGBTQIA+**

LGBTQIA+ students have the following rights.

- To be out about your identity and to be yourself at school.
- To be private about your identity and to be yourself at school.
- To not be “outed” without your permission, except in very limited circumstances.
- To express yourself and speak out about LGBTQIA+ issues.
- To participate in LGBTQIA+ related extracurricular activities.
- To be treated equally and to be free from bullying, harassment, and discrimination, regardless of sexual orientation, gender identity or gender expression.
- To unbiased and LGBTQIA+ inclusive instruction.
- To, regardless of your gender presentation, assert your gender identity at school.

- To be addressed by the name and pronouns that correspond with your gender identity.
- To dress in a way that aligns with your gender identity.
- To participate in sports and PE classes that align with your gender identity.
- To use the facilities that match your gender identity.

The following are resources for LGBTQIA+ students, which can be located on EGUSD's website at <https://www.egusd.net/Departments/Youth-Development/index.html>.

- LGBTQIA+ Community Resource List
- Sacramento County Crisis & Mental Health Resources
- LGBTQ Student Rights
- 8 Laws to Know: Protecting LGBTQ Youth in California
- Trevor Project Flyer
- Trevor Project – Coming Out – A Handbook for LGBTQ Young People
- Trevor Project Lifeline– 1 (866) 488-7386 – Crisis intervention and suicide prevention line to lesbian, gay, bisexual, trans, queer, and questioning youth and young adults.
- TrevorLifeline, TrevorChat, and TrevorText available.
- Sacramento LGBT Community Center– (916) 442-0185 – Local organization supporting the health and wellness of the most marginalized, advocating for equality and justice, and working to build a culturally rich LGBTQ community.
- PFLAG Sacramento– (916) 978-0410 – National organization with a local chapter that promotes the well-being of LGBTQ youth and their friends and family, through support, education and advocacy.
- National Suicide Prevention Lifeline– 1 (800) 273-8255 – The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.
- Advocating for LGBTQ Students with Disabilities – A guide for educators and parents/guardians on supporting LGBTQ students with an IEP or 504 plan.

#### **v. Married/Pregnant/Parenting Students**

EGUSD applies no rule concerning a student's actual or potential parental, family, or marital status that treats students differently based on sex. [5 C.C.R. § 4950; 34 C.F.R. § 106.40(a)] EGUSD does not exclude or deny any student from any educational program or activity solely based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. [5 C.C.R. § 4950(a); 34 C.F.R. § 106.40(b)(1)] Pregnant students and parenting male or female students are not excluded from participation in their regular school programs or required to participate in pregnant-student programs or alternative educational programs. [5 C.C.R. § 4950(c); 34 C.F.R. § 106.40(b)(1)] Pregnant/parenting students who voluntarily participate in alternative programs are given educational programs, activities, and courses equal to the regular program. [5 C.C.R. § 4950(c); 34 C.F.R. § 106.40(b)(3)]

EGUSD treats pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disability. [5 C.C.R. § 4950(d); 34 CFR § 106.40(b)(4)] EGUSD may require any student to obtain the certification of a physician or nurse practitioner that the student is physically and emotionally able to continue participation in the regular education program or activity. [Education Code section 221.51.]

Pregnant or parenting students are entitled to eight weeks of parental leave, which the student may take before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. The student, if the student is 18 years of age or older, or, if the student is under 18 years of age, the person holding the right to make educational decisions for the student, shall notify the school of the student's intent to exercise this right. Failure to notify the school shall not reduce these rights. [Education Code section 46015.]

A pregnant or parenting student who does not wish to take all or part of the parental leave to which they are entitled shall not be required to do so. A pregnant or parenting student is entitled to receive more than eight weeks of parental leave if deemed medically necessary by the student's physician. When a student takes parental leave, the supervisor of attendance shall ensure that absences from the student's regular school program are excused until the student is able to return to the regular school program or an alternative education program. [Education Code section 46015.]

During parental leave, EGUSD shall not require a pregnant or parenting student to complete academic work or other school requirements. A pregnant or parenting student may return to the school and the course of study in which he or she



was enrolled before taking parental leave. Upon return to school after taking parental leave, a pregnant or parenting student is entitled to opportunities to make up work missed during their leave, including, but not limited to, makeup work plans and re-enrollment in courses. [Education Code section 46015.]

Notwithstanding any other law, a pregnant or parenting student may remain enrolled for a fifth year of instruction in the school in which the student was previously enrolled when it is necessary in order for the student to be able to complete state and any local graduation requirements, unless the local educational agency makes a finding that the student is reasonably able to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school. [Education Code section 46015.]

A student who chooses not to return to the school in which he or she was enrolled before taking parental leave is entitled to alternative education options offered by the local educational agency. [Education Code 46015.] A pregnant or parenting student who participates in an alternative education program shall be given educational programs, activities, and courses equal to those he or she would have been in if participating in the regular education program. A student shall not incur an academic penalty because of their use of these accommodations. [Education Code section 46015.] A complaint of noncompliance with these requirements may be filed with EGUSD under its Uniform Complaint Procedures (BP/AR 1312.3).

#### **vi. Lactation Accommodation**

All EGUSD schools shall provide reasonable accommodations to a lactating student on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breastfeeding.

Reasonable accommodations under this section include, but are not limited to, the following:

- Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child.
- Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk.
- Access to a power source for a breast pump or any other equipment used to express breast milk.
- Access to a place to store expressed breast milk safely.
- A lactating pupil on a school campus shall be provided a reasonable amount of time to accommodate her need to express breast milk or breast-feed an infant child.

Students shall not incur an academic penalty because of their use, during the school day, of the reasonable accommodations specified in this section, and shall be provided the opportunity to make up any work missed due to such use.

### **ANNUAL NOTIFICATION OF UNIFORM COMPLAINT PROCEDURES**

EGUSD annually notifies its students, employees, parents or guardians of students, advisory committees, appropriate private school officials, and other interested parties of its Uniform Complaint Procedures ("UCP").

This UCP Annual Notice, as well as Board Policy Administrative Regulation 1312.3 outlining its UCP, is available on EGUSD's website.

#### **Complaints Subject to the UCP**

EGUSD's UCP shall be used to investigate and resolve complaints regarding the following:

1. Adult education programs established pursuant to Education Code sections 8500 to 8538, inclusive, and sections 52500 to 52617, inclusive.
2. Consolidated categorical aid programs as listed in Education Code 64000(a).
3. Migrant child education established pursuant to Education Code sections 54440 to 54445, inclusive.
4. Career technical and technical education and career technical and technical training programs established pursuant to Education Code sections 52300 to 52462, inclusive.
5. Childcare and development programs established pursuant to Education Code sections 8200 to 8498, inclusive.
6. Unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code sections 200 and 220 and Government Code section 11135, including any actual or perceived

characteristic as set forth in Penal Code section 422.55, or on the basis of an individual's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by the District, that is funded directly by, or that receives or benefits from, any state financial assistance.

7. Lactation accommodations pursuant to Education Code section 222.
8. Educational rights of foster youth pursuant to Education Code sections 48853, 48853.5, and 49069.5, and graduation requirements for foster youth, homeless youth, and other youth pursuant to Education Code section 51225.1.
9. Pupil fees pursuant to Education Code sections 49010 to 49013, inclusive.
10. Courses of study pursuant to Education Code section 51228.3.
11. Instructional minutes for physical education pursuant to Education Code section 51223.
12. Local control and accountability plans pursuant to Education Code section 52075.
13. Juvenile court schools pursuant to Education Code section 48645.7.
14. School safety plans pursuant to Education Code section 32289.
15. Deficiencies related to preschool health and safety issues for a California state preschool program pursuant to Education Code section 8235.5.
16. Any other state or federal educational program the Superintendent deems appropriate.

Nothing shall prevent EGUSD from using its UCP to address complaints that do not involve any of the subject matters identified above.

### **Complaints Not Subject to the UCP**

Complaints regarding the following are not subject to EGUSD's UCP:

1. Special education programs established pursuant to Education Code sections 56000 to 56865, inclusive, and 59000 to 59300, inclusive. The federal regulations governing complaints about special education programs are found at Code of Federal Regulations, title 34, sections 300.151 to 300.153, inclusive. The state regulations governing complaints about special education programs are found at California Code of Regulations, title 5, sections 3200 to 3205, inclusive.
2. Child nutrition programs established pursuant to Education Code sections 49490 to 49590, inclusive. The federal regulations governing complaints about child nutrition programs are found at Code of Federal Regulations, title 7, sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n) and 250.15(d). The state regulations governing complaints about child nutrition programs are found at California Code of Regulation, title 5, sections 15580 to 15584.
3. Instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and mis-assignments. Complaints regarding these subjects shall be investigated and resolved in accordance with Administrative Regulation 1312.4 – Williams Uniform Complaint Procedures.
4. Employment related discrimination, harassment, or related retaliation. Complaints regarding these subjects shall be investigated and resolved in accordance with either Board Policy 4030 – Nondiscrimination in Employment or Administrative Regulation 4119.12 – Title IX Sexual Harassment Complaint Procedures, as appropriate.

### **Complaints Handled by Other Agencies**

The following complaints shall be referred to other agencies for appropriate resolution and are not subject to EGUSD's UCP, unless otherwise agreed to by separate interagency agreements:

1. Allegations of child abuse or neglect shall be referred to County Department of Social Services (DSS), Protective Services Division, or appropriate law enforcement agency.
2. Health and safety complaints regarding licensed facilities operating a Child Development Program shall be referred to the Department of Social Services (DSS).
3. Where appropriate, employment discrimination complaints shall be referred to the California Department of Fair Employment and Housing (DFEH). The complainant shall be notified in writing, in a timely manner of any DFEH transferal.

### **Statute of Limitations for Filing Uniform Complaints**

Complaints alleging that a pupil is subject to harassment, discrimination, intimidation, or bullying based on the complainant's actual and/or perceived protected status must be filed within six months of the date the complainant knew or should have known of the alleged conduct. EGUSD can extend this deadline for 90 calendar days if there is good cause to do so.

Complaints alleging all other types of allegations subject to the UCP must be filed within one year of the date the complainant knew or should have known of the alleged conduct.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by EGUSD.

### **Filing a Complaint**

All complaints subject to the UCP may be submitted to (1) any school site principal, (2) the District's Compliance Coordinator (contact information is listed below), (3) the District Superintendent, and/or any of their respective designees.

A complaint alleging violations of pupil fees or LCAP may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

In general, EGUSD encourages complainants to provide their contact information so that EGUSD can communicate with complainants for the purpose of streamlining its investigation. EGUSD does its best to maintain confidentiality in all complaint investigations but cannot guarantee the anonymity of complainants.

### **Investigation Protocols**

All complaints subject to the will be processed in accordance with the protocols set forth in Administrative Regulation 1312.3 (Uniform Complaint Procedures), a copy of which can be found on EGUSD's website.

### **Investigation Timelines**

EGUSD takes all complaints seriously. EGUSD strives to complete complaint investigations and issue investigation findings within sixty (60) days from the receipt of the complaint. However, the deadline may be extended for good cause if the complainant consents to an extension of time in writing.

### **Appeal Rights**

Complainants may appeal investigation findings to the California Department of Education (CDE).

In addition, EGUSD will advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

### **Additional Notices**

1. Educational Rights.

EGUSD shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in EGUSD.

EGUSD shall post a standardized notice of the educational rights of foster and homeless youth, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in Education Code Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1 and 51225.2. This notice shall include complaint process information, as applicable.

## 2. State Preschool Health and Safety Issues.

To identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California *Health and Safety Code (HSC)* a notice shall be posted in each California state preschool program classroom in each school in our agency.

The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California *Code of Regulations (5 CCR)* that apply to California state preschool programs pursuant to *HSC* Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

### **Pupil Fees**

A student enrolled in EGUSD shall not be required to pay a pupil fee for participation in an educational activity. (See Education Code section 49011 and Section 5 of Article IX of the California Constitution.)

A “pupil fee” includes, but is not limited to, the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or uniforms associated with an educational activity.

All supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge.

A fee waiver policy shall not make a pupil fee permissible.

EGUSD, as a whole or any of its individual school sites, shall not establish a two-tier educational system by requiring a minimal educational standard and offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.

EGUSD, as a whole or any of its individual school sites, shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and a school district or school shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the school district or school.

Solicitation of *voluntary* donations of funds or property, *voluntary* participation in fundraising activities, or school districts, schools, and other entities from providing pupils prizes or other recognition for *voluntarily* participating in fundraising activities is permissible.

### **Contact Information**

If you would like additional information regarding EGUSD's UCP, you may contact:

<u>Position Title:</u>	Compliance Coordinator
<u>Name:</u>	Elena Duenas
<u>Unit or office:</u>	Human Resources
<u>Address:</u>	9510 Elk Grove-Florin Road, Elk Grove, CA 95624
<u>Phone:</u>	(916) 686-7795
<u>E-mail address:</u>	<a href="mailto:legalcompliance@egusd.net">legalcompliance@egusd.net</a>

The above position, responsible for compliance and investigations, is knowledgeable about the laws and programs assigned to investigate. The position above is responsible for assigning investigators responsible for investigating and resolving complaints. The position above is responsible for communicating with complainants and respondents if there is a change in investigator.

A copy of BP/AR Uniform Complaint Procedures is available, free of charge, on EGUSD's website at the following link: <https://www.egusd.net/District/About-EGUSD/PoliciesProceduresNotices/index.html>

## **REPORTING INCIDENTS/COMPLAINT PROCEDURES**

### **1. Reporting Protocols**

Reports of all incidents and/or complaints shall be directed to:

Elena Duenas  
HR Compliance Coordinator  
Human Resources Department  
9510 Elk Grove-Florin Road, Elk Grove, CA 95624  
T: (916) 686-7795  
E: [legalcompliance@egusd.net](mailto:legalcompliance@egusd.net)

### **2. Informal Resolution Process**

EGUSD reserves the right to resolve complaints at the earliest possible stage. Whenever possible, parties involved in a dispute or complaint should endeavor to address issues of concern with one another and/or, as EGUSD deems appropriate. Meetings related to a complaint shall be held at times least likely to interfere with school schedules and operations.

### **3. Complaints Concern District Employees (BP/AR 1312.1)**

EGUSD accepts responsibility for providing a means by which its employees may be held accountable for their actions. EGUSD recognizes the need to protect the rights of its employees and the need to afford employees an opportunity to respond to the allegations against them. EGUSD desires that complaints be resolved expeditiously without disruption the educational process.

Complaints against a EGUSD employee containing allegations unrelated to unlawful discrimination or sexual harassment shall be processed in accordance with the procedures set forth in Administrative Regulation 1312.1 (Complaints Concerning District Employees).

#### **a. Written Complaint Requirements**

If the complaint is not resolved informally or, in the opinion of the complainant, is unlikely to be resolved in an informal manner, the complainant may submit a written complaint. A general complaint form is available on EGUSD's website, at individual school sites, and in the Compliance Department.

If a complainant is unable to prepare the complaint in writing and wishes to do so, the complainant will be afforded reasonable accommodations, including but not limited to having the Compliance Department or worksite administrative staff shall help memorialize the complainant's concerns.

Complainants are encouraged to include the following information in their written complaint(s):

1. The name of each employee and any other persons involved,
2. A brief but specific summary of the allegations and the facts supporting the same, including:
3. A description of the act or omission forming the basis of the allegation;
4. Circumstances, including time, place, and persons present;
5. Name of and contact information for person submitting the complaint;
6. A specific description of any prior attempts to informally resolve the matter, the outcome of the attempt, and the reason for the failed outcome;
7. The remedy requested or desired, and
8. The signature of the complainant attesting that all information is true and correct to the best of the complainant's personal knowledge; and

9. The date the complaint is filed.

Complainants are encouraged to submit their complaints to the District's Compliance Department via email at [legalcompliance@egusd.net](mailto:legalcompliance@egusd.net). Complainants may also submit complaints to a school site administrator, a director, an Associate Superintendent, Assistant Superintendent, or the Superintendent.

Pursuant to the California Code of Regulations, Title 5, section 4630, subsection b, EGUSD reserves the right to reject a complaint submitted more than six (6) months following the date the complainant knew or should have known of the act or omission giving rise to the complaint. If a good cause exists, EGUSD may, in its discretion, process complaints submitted outside this timeline.

Nothing will prohibit the District from investigating complaints not submitted in writing.

### **b. Processing Complaints**

Upon receipt of a complaint, the assigned investigator or designee shall:

1. Acknowledge receipt of the complaint.
2. Schedule conference(s) with the complainant as soon as reasonably practicable to discuss the allegations in the complaint, unless the supervisor or designee determines that such a conference would be inappropriate or non-beneficial under the circumstances.
3. During the initial conference(s) with the complainant, the supervisor or designee should assess whether the complaint may be resolved informally. In such instances, the supervisor or designee may meet with the parties to the extent necessary to informally resolve the complaint without an investigation or to determine that the matter is unlikely to be resolved without an investigation or does not require an investigation.
4. If the complaint cannot be resolved informally, the supervisor or designee must:
  - a. Provide the parties with written notice of the complaint in accordance with applicable collective bargaining agreements; and
  - b. Initiate a neutral, fact-finding investigation.

The person against whom the written complaint was filed ("Respondent") may request a copy of the written complaint. In appropriate situations, as determined by the District, the Respondent may be provided a copy of the written complaint, with names and identifying information redacted.

### **c. Investigation and Response to Complaint**

During the investigation of the complaint, the assigned investigator shall, as appropriate, interview witnesses; obtain witness statements; obtain and review documents; and obtain other evidence relevant to the complaint.

The parties to the complaint shall cooperate during the investigation. In the event the complainant refuses to appear at a scheduled conference or interview appointment, the complaint may be dismissed.

The investigator shall make factual findings, and upon the conclusion of the investigation, shall provide parties with a written decision ("Written Decision"). The Written Decision shall include a summary of the complaint, the investigation procedure, the factual findings, and any recommended corrective action(s) which do not contain confidential or privileged information.

### **d. Appeal Rights**

Within 10 working days of receiving the Written Decision, the complainant may appeal the investigation findings.

Written Decision to the Associate Superintendent of Human Resources or designee, if the complainant believes the Written Decision fails to adequately address the complaint. The appeal to the Associate Superintendent or designee must be in writing and indicate the reason(s) for the appeal, including any specific error(s) allegedly associated with the Written Decision. The Associate Superintendent of Human Resources or designee shall review the appeal and investigation findings for thoroughness and completeness and notify the complainant in writing of his/her decision to uphold or deny the

appeal ("Appeal Decision"). The complainant should consider and accept the Associate Superintendent of Human Resources' or designee's decision as final.

However, if the complainant is still not satisfied, the complainant may submit a written appeal to the Governing Board within 10 working days from the date of the Associate Superintendent or designee's Appeal Decision. The appeal to the Governing Board must be in writing and indicate the reason(s) for the appeal including any specific error(s) allegedly associated with the Appeal Decision. Once the written request has been made to the Governing Board, the Governing Board will decide whether to address the complaint further. If the Governing Board decides not to address the complaint, or if there has been no request to appeal the decision to the Governing Board, the decision of the last appropriate administrator shall be the final decision of the district. The Governing Board may also expressly uphold the Associate Superintendent or designee's decision without addressing the complaint further.

Prior to any Governing Board meeting in which the Governing Board chooses to address the complaint further, the Superintendent or designee shall provide the Governing Board with appropriate documentation regarding the complaint. The Governing Board may examine evidence obtained during the district's investigation and ask questions of such persons as the Governing Board deems appropriate including, but not limited to, the complainant, the Respondent, and any witnesses. The complainant shall be informed of the Governing Board's disposition of the matter in writing. Any decision of the Governing Board shall be the final decision of EGUSD.

Before the Governing Board holds a closed session to hear complaints or charges brought against an employee, the Respondent shall receive written notice of his/her right to have the complaints or charges heard in open session rather than closed session in accordance with the law. Complaints concerning Governing Board members shall be addressed in open session unless a closed session is legally permissible.

#### **e. No Retaliation**

The Governing Board prohibits retaliation against complainants and individuals who participate in the investigation process. Investigators may, at their discretion, keep a complainant's identity confidential, except to the extent necessary to investigate the complaint.

#### **f. Anonymous Complaints**

EGUSD will not investigate anonymous complaints unless the Associate Superintendent of Human Resources or designee deems such an investigation to be necessary and appropriate.

### **4. Complaints Concerning Instructional Materials (BP/AR 1312.2)**

The Governing Board takes great care in the adoption or use of instructional materials, but it is aware that all instructional materials may not be acceptable to all students, their parents/guardians, or other EGUSD residents. The Governing Board uses a comprehensive process to adopt instructional materials that are based on selection criteria established by law and Board policy, and includes opportunities for the involvement of district staff, parents/guardians, and community members. Parents/guardians are encouraged to discuss any concerns regarding instructional materials (including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment) with their child's teacher. If dissatisfied, the complainant is encouraged to discuss the concern with the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in Administrative Regulation 1312.2.

### **5. Uniform Complaints (BP/AR 1312.3)**

EGUSD's Uniform Complaint Procedures are specified above in EGUSD's Annual Notification of Uniform Complaint Procedures.

### **6. Title IX Complaints (AR 5145.71)**

The complaint procedures set forth in Administrative Regulation 5145.17 (Title IX Sexual Harassment Complaint Procedures) shall be used to address any complaint containing an allegation that a student was subject to conduct falling within the scope of conduct prohibited by Title IX of the Education Amendments of 1972. Specifically, conduct based on sex that satisfies one or more of the following (34 C.F.R. §106.30):

1. A EGUSD employee conditioning the provision of aid, benefit, or service on the student's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to an education program or activity provided by EGUSD; or
3. "Sexual assault" as defined in United States Code, title 20, section 1092 (f)(6)(A)(v), "dating violence" as defined in United States Code, title 34, section 12291(a)(10), "domestic violence" as defined in United States Code, title 34, section 12291(a)(8), or "stalking" as defined in United States Code, title 34, section 12291(a)(30).

Further, EGUSD must have jurisdiction over the complaint, meaning that [34 C.F.R. § 106.45]:

1. The alleged conduct occurred in the United States;
2. The alleged conduct occurred in an education program or activity over which EGUSD exercised substantial control over both (a) the respondent and (b) the context in which the sexual harassment allegedly occurred; and
3. The complainant was participating/attempting to participate in an educational program or activity at the time the complaint was filed.

All other complaints containing an allegation that a student was subject to sexual harassment not meeting the definition above, shall be investigated and resolved in accordance with Administrative Regulation 1312.3 – Uniform Complaint Procedures.

The determination of whether the alleged conduct meets the above definition of sexual harassment shall be made by a District Title IX Coordinator.

#### **Definitions [34 C.F.R. § 106.31]**

*"Title IX Regulations"*: means Title IX of the Education Amendments of 1972 set forth at United States Code, title 34, sections 106.1 et seq.

*"Complainant"*: means an individual who is alleged to be the victim of conduct that could constitute sexual harassment, or that victim's parent(s)/guardian(s).

*"Respondent"*: means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

*"Formal Complaint"*: means a document filed by a complainant or signed by a Title IX Coordinator, or designee, alleging Title IX sexual harassment against a respondent and requesting that the District investigate and remedy the allegation. At the time of filing a formal complaint, the complainant must be an individual participating in or attempting to participate in a District educational program or activity.

*"Supportive Measures"*: means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures are designed to restore or preserve equal access to a District program or activity, without unreasonably burdening the other party, including measures designed to protect the safety of all parties and/or to deter additional incidents of sexual harassment. Supportive measures may include counseling, extensions of deadlines or other related adjustments, modifications of schedules, campus escort services, mutual restrictions on contact between the parties, changes in locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

*"Education Program or Activity"*: means locations, events or circumstances over which the District exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

*"Sexual assault"*: means actual or intentional physical sexual acts against an individual without consent that may include: rape, rape and seduction, sodomy, lewd and lascivious acts, oral copulation, sexual penetration, sexual battery, and sexual assault, as defined under Education Code section 48900(n) and Penal Code sections 261, 266c, 286, 288, 288a, 289 and 243.4.

*"Dating violence"*: means violence committed by an individual who is or has been in a social relationship of a romantic or intimate nature with the victim [34 U.S.C. § 12291(a)(10)].

*"Domestic violence"*: means felony or misdemeanor crimes of violence committed by a current or former spouse or



intimate partner of the victim, by an individual with whom the victim shares a child in common, by an individual who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by an individual similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other individual against an adult or youth victim who is protected from that individual's acts under the domestic or family violence laws (Ed. Code § 48900 (n)).

*"Stalking"*: means engaging in a course of conduct directed at a specific individual that would cause a reasonable individual to : (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress [34 U.S.C. § 12291(a)(30)].

*"Without consent"* or *"against that individual's will"*: may include force, duress, violence, fear of immediate harm, or an individual's inability to consent.

Conflict of Interest/Bias

The Superintendent or designee shall ensure that the individuals (Title IX Coordinator, investigator, decision-maker, or a facilitator of an informal resolution process) tasked with implementing the procedures set forth in this regulation does not have a conflict of interest or bias for or against complainants or respondents generally, or an individual complainant or respondent, and that such individuals receive training in accordance with Code of Federal Regulations, title 34, section 106.45.

### **Reporting Incidents/Filing Complaints**

All incidents of sexual harassment meeting the definition above and/or formal complaints alleging the same, shall be reported/submitted directly to or forwarded to the District's Title IX Coordinator using the contact information listed in Board Policy 5145.7 (Sexual Harassment).

A formal complaint, with the complainant's physical or digital signature, should be filed with the Title IX Coordinator or designee in person, by mail, by email, or by any other method authorized by the District.

Upon receiving notice of an incident, the Title IX Coordinator or designee shall promptly meet with the complainant. The Title IX Coordinator or designee shall listen to the complainant's concerns and inform the complainant of the process for filing a formal complaint, and their right to file or not file a formal complaint. The Title IX Coordinator or designee shall also discuss supportive measures with the complainant and explain that supportive measures will be available to the complainant, regardless of whether a formal complaint is filed.

Even if the complainant chooses not to file a formal complaint, the Title IX Coordinator or designee shall file a formal complaint in situations in which a safety threat exists. In addition, the Title IX Coordinator or designee may file a formal complaint in other situations as permitted under the Title IX regulations, including as part of EGUSD's obligation to not be deliberately indifferent to known allegations of sexual harassment. In such cases, the Title IX Coordinator or designee is not a party to the case, and the victim will be treated as a party and receive notices as required by the Title IX regulations at specific points in the complaint process.

Where a formal complaint is filed, the Title IX Coordinator or designee shall also contact the respondent to notify the respondent of the formal complaint, explain the applicable complaint procedure, and discuss the availability of supportive measures.

### **Supportive Measures**

Upon receipt of an incident, even if a formal complaint is not filed, the Title IX Coordinator or designee shall promptly contact the complainant to discuss the availability of supportive measures which are non-disciplinary, non-punitive, and do not unreasonably burden the other party. Supportive measures shall be designed to restore or preserve equal access to a District program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties and/or to deter additional incidents of sexual harassment. Such measures may include, but are not limited to, counseling, workload-related adjustments, modifications of schedules, mutual restrictions on contact, increased security, and monitoring of certain areas of campus. The Title IX Coordinator or designee shall consider the complainant's wishes with respect to supportive measures. Supportive measures, including those detailed herein, shall also be offered to the respondent upon receipt of a formal complaint [34 C.F.R. §§106.30, 106.44].

### **Emergency Removal from School and Administrative Leave**

EGUSD is prohibited from disciplining a student for alleged sexual harassment under Title IX until a full Title IX

investigation has been completed [34 C.F.R. §106.44]. However, on an emergency basis, EGUSD may remove a student from its education program or activity, provided that EGUSD conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal. This authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 [34 C.F.R. §106.44].

If a District employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process [34 C.F.R. §106.44].

### **Mandatory and Discretionary Dismissals**

The Title IX Coordinator or designee shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined above, even if proven. The Title IX Coordinator or designee shall also dismiss any complaint wherein the alleged conduct did not occur in EGUSD's education program or activity, did not occur against a person in the United States, or wherein the complainant was not participating or attempting to participate in the educational program at the time the complaint was filed. The Title IX Coordinator or designee may dismiss a formal complaint if the complainant notifies EGUSD in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer enrolled or employed by EGUSD, or sufficient circumstances prevent the District from gathering evidence sufficient to reach a determination with regard to the complaint [34 C.F.R. § 106.45].

Upon dismissal, the Title IX Coordinator or designee shall promptly, and simultaneously to the parties, send written notice of the dismissal and the reasons for the dismissal [34 C.F.R. § 106.45]. Both parties have the right to appeal a dismissal in accordance with the appeal procedures set forth below.

If a complaint is dismissed on the grounds that the alleged conduct does not constitute sexual harassment as above, or on another appropriate basis, the allegations may still be addressed pursuant to Administrative Regulation 1312.3 (Uniform Complaint Procedures), or other EGUSD policies and procedures, as is deemed appropriate under the circumstances.

### **Informal Resolution Process**

When a formal complaint is filed, the District may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. EGUSD shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint [34 C.F.R. §106.45].

EGUSD may facilitate an informal resolution process provided that EGUSD [34 C.F.R. §106.45]:

1. Provides the parties with written notice disclosing the allegations, the requirements of the informal resolution process, the right to withdraw from the informal process and resume the formal complaint process, and any consequences resulting from participating in the informal resolution process, including that records will be maintained or could be shared.
2. Obtains the parties' voluntary, written consent to the informal resolution process.
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

As part of an Informal Resolution, the Parties may agree upon discipline, including suspension or expulsion, without the need for an investigation (Unofficial Regulations, pg. 1390).

### **Notice of Formal Complaint**

If a formal complaint is filed, the Title IX Coordinator or designee shall provide the known parties (complainant and respondent) with written notice of the following [34 C.F.R. §106.45]:

1. The District's complaint process, including any informal resolution process;
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the

date and location of the alleged incident if known;

Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview.

If, during the course of the investigation, EGUSD investigates allegations about the complainant or respondent that were not included in the initial notice, the Title IX Coordinator or designee shall provide notice of the additional allegations to the parties.

3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process;
4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence;
5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process; and
6. A statement that if at any time, the complainant or respondent has concerns regarding conflict of interest or bias regarding any of these individuals, the party shall immediately notify the Title IX Coordinator or designee.

### **Investigation Procedures**

During the investigation process, the designated investigator shall [34 C.F.R. § 106.45]:

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
3. Provide the parties with the same opportunities to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney;
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or proceeding, although EGUSD may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties;
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate;
6. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, and provide the parties at least 10 calendar days to submit a written response for the investigator to consider prior to the completion of the investigative report;
7. Objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and determine credibility in a manner that is not based on an individual's status as a complainant, respondent, or witness; and
8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent [34 C.F.R. § 106.45].

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the respondent is an EGUSD employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX regulations.

### **Written Decision**

The Superintendent shall designate an individual as the decision-maker to decide responsibility for the alleged conduct. The decision-maker shall not be the Title IX Coordinator or any individual involved in the investigation of the matter [34 C.F.R. § 106.45].

After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decision-maker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The decision-maker shall issue, and simultaneously provide to both parties, a written decision as to whether the respondent is responsible for the alleged conduct [34 C.F.R. § 106.45].

The written decision shall be issued within sixty (60) calendar days of the receipt of the complaint.

The timeline may be temporarily extended for good cause with written notice to the complainant and respondent of the extension and the reasons for the extension [34 C.F.R. § 106.45].

In making this decision, EGUSD shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment.

The written decision shall include the following [34 C.F.R. § 106.45]:

1. Identification of the allegations potentially constituting sexual harassment as defined above;
2. A description of the procedural steps taken from the receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, and any other methods used to gather other evidence;
3. Findings of fact supporting the decision;
4. Conclusions regarding the application of EGUSD's policies and/or regulations to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions EGUSD imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's workplace, educational program, or activity, will be provided by EGUSD to the complainant; and
6. EGUSD's procedures and permissible basis for the complainant and respondent to appeal.

The written decision shall comply with the requirements outlined in Administrative Regulation 1312.3 (Uniform Complaint Procedures), as is necessary and required under the law.

### **Appeals**

Either party may appeal the decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decision-maker(s) affected the outcome. If an appeal is filed, EGUSD shall [34 C.F.R. §106.45]:

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
2. Ensure that the decision-maker(s) for the appeal is trained in accordance with 34 C.F.R. § 106.45 and is not the same decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator or designee;

3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
4. Issue a written decision describing the result of the appeal and the rationale for the result; and
5. Provide the written decision simultaneously to both parties.

An appeal must be filed in writing within 10 calendar days of receiving the notice of dismissal of a Title IX complaint or a written determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered. A written decision on the appeal shall be provided to the parties within 20 calendar days from the receipt of the appeal.

If a student-respondent does not file an appeal, EGUSD may suspend the student-respondent for sexual harassment, or sexual assault or battery, and move forward with expulsion proceedings, as are deemed appropriate and/or mandatory under the circumstances. If a student-respondent files a timely and valid appeal, EGUSD may only suspend the student-respondent for sexual harassment, or sexual assault or battery, and move forward with expulsion proceedings, as are deemed appropriate and/or mandatory, after a written appeal determination has been issued to the parties.

In accordance with Administrative Regulation 1312.3 (Uniform Complaint Procedures), a complainant may also file an appeal of the Investigation Findings Letter (referred to by the California Department of Education ("CDE") as the "Investigation Report") to CDE within 30 calendar days from the date of the Investigation Findings Letter.

The appeal must be signed by the complainant and specify and explain the basis for the appeal that includes at least one of the following: (1) EGUSD failed to follow its complaint procedures; (2) the written decision (or Investigation Report) lack of material findings of fact necessary to reach a conclusion of law; (3) the material findings of fact are not supported by substantial evidence; (4) EGUSD's legal conclusions are inconsistent with the law; and/or (5) the corrective actions, listed herein, fail to provide a proper remedy. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of this correspondence.

The appeal should be sent to:

California Department of Education  
ATTN: Office of Equal Opportunity  
1430 N Street  
Sacramento, CA 95814-5901

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 calendar days from the date of most recently alleged misconduct.

### **Remedies**

When a determination of responsibility for sexual harassment has been made against the respondent, EGUSD shall provide remedies to the complainant. Such remedies may include supportive measures but need not be non-disciplinary or non-punitive and need not avoid burdening the respondent [34 C.F.R. §106.45].

### **Corrective/Disciplinary Actions**

EGUSD shall not impose any disciplinary sanctions or other actions against a respondent, other than supportive measures, until the complaint procedure has been completed and a determination of responsibility has been made [34 C.F.R. §106.44].

For students in grades 4-12, discipline for sexual harassment may include suspension and/or expulsion. After the completion of the complaint procedure, if it is determined that a student at any grade level has committed sexual assault or sexual battery at school or at a school activity off school grounds, the principal or Superintendent shall immediately suspend the student and shall recommend expulsion [Education Code 48900(n), 48915 (c)].

Other actions that may be taken with a student who is determined to be responsible for sexual harassment include, but are not limited to:

1. Transfer from a class or school as permitted by law

2. Parent/guardian conference
3. Education of the student regarding the impact of the conduct on others
4. Positive behavior support
5. Referral of the student to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law

When an employee is found to have committed sexual harassment or retaliation, EGUSD shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

### **Record-Keeping**

The Superintendent or designee shall maintain, for a period of seven years, a record of (34 C.F.R. § 106.45):

1. Each sexual harassment investigation, including but not limited to, any decision regarding responsibility; any audio or audiovisual recording and transcript if applicable; any disciplinary sanctions imposed; and/or any remedies provided to the complainant;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom;
4. All materials used to train Title IX coordinators, investigators, decision-makers, and any individual who facilitated an informal resolution process. These training materials must be made publicly available on its website; and
5. Any steps taken to respond to an allegation of sexual harassment, including but not limited to, supportive measures offered to the parties and a statement as to why EGUSD's response was not deliberately indifferent.

### **7. Williams Complaints (AR 1312.4)**

EGUSD shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: [Education Code section [35186](#); 5 C.C.R. § [4681](#).]
  - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
  - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
  - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
  - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: [Education Code section [35186](#); 5 C.C.R. § [4682](#).]
  - a. A semester begins and a teacher vacancy exists.
  - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
  - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

*“Teacher vacancy”* means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester [Ed. Code § [35186](#); 5 C.C.R. § [4600](#).]

*“Beginning of the year or semester”* means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester [5 C.C.R. § [4600](#).]

“*Misassignment*” means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold [Education Code section [35186](#); 5 C.C.R. § [4600](#).]

3. Complaints regarding the condition of school facilities, including any complaint alleging that: [Education Code section [35186](#); 5 C.C.R. § [4683](#).]

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

“*Emergency or urgent threat*” means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate [Ed. Code § [17592.72](#); 5 C.C.R. § [4600](#).]

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code [35292.5](#).

“*Clean or maintained school restroom*” means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers [Education Code section [35292.5](#).]

“*Open restroom*” means the school has kept all restrooms open during school hours when students are not in classes and has kept enough restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs [Education Code section [35292.5](#).]

In any District school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from low-income families, as defined in United States Code, title 20, section [6314](#), a complaint may be filed alleging noncompliance with the requirement of Education Code section [35292.6](#) to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products.

## **8. Complaints Concerning Bullying**

Any student, parent/guardian, or other individual who believes a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable complaint procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Any school employee who receives a report of bullying shall notify the principal of the report. In addition, any school employee who observes an incident of bullying involving a student shall report such observation to the principal.

Within two business days of receiving a report of bullying, the principal shall notify EGUSD’s compliance officer.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention, and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

## 9. Complaints Concerning Special Education Programs

Complaints regarding special education programs are no longer covered by EGUSD's Uniform Complaint Procedures. Please refer to the Notice of Procedural Safeguards, Special Education Rights of Parents and Children under the IDEA and the California Education Code, which is available from your child's school or may be accessed here: <https://www.cde.ca.gov/sp/se/qa/cmplntproc.asp>, for more information about filing a complaint. Complaints alleging that a student was discriminated against due to his or her disability still fall under the Uniform Complaint Procedures. [5 C.C.R. §§ 3200 – 3205.]

## 10. Complaints Concerning Child Nutrition Programs

Complaints related to Child Nutrition Programs established pursuant to the National School Lunch Program, Summer Food Service Program, Child and Adult Care Food Program, Special Milk Program, School Breakfast Program, and Food Distribution Program are no longer processed through EGUSD's Uniform Complaint Procedures. Instead, complaints must be processed through the existing procedures outlined in the federal regulations and the new, related state regulations, California Code of Regulations, title 5, sections 15580 – 15584. A complaint must be submitted within one year of the date of the alleged violation, and may be filed by phone, e-mail, or letter. Please see California Code of Regulations, title 5, sections 15580 – 15584 for more information. [5 C.C.R. §§ 15580 – 15584]

## 11. Complaints Concerning State Preschool Health and Safety Issues

Complaints regarding state preschool health and safety issues in LEAs exempt from licensing are now processed exclusively via the procedures set forth in the California Code of Regulations, title 5, sections 4690 through 4694, and are no longer processed through the EGUSD's Uniform Complaint Procedures. Complaints must be filed with the preschool program administrator, or his/her designee, and may be filed anonymously. [Education Code section 8235.5, 5 C.C.R. §§ 4690 – 4694.]

## FACILITIES PUBLIC NOTICES

### 1. Management Plan for Asbestos-Containing Material

The District has, available upon request, a complete and updated management plan for asbestos-containing material. [40 C.F.R. 763.93]

### 2. Pesticide Use

In accordance with Education Code sections 17612 and 48980.3, EGUSD provides for parents the names of all pesticide products expected to be applied at school facilities this school year. [Education Code section 17612, 48980.3] That identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds. EGUSD maintains an integrated pest management plan which is utilized for applying certified pesticides and to ensure compliance with applicable laws and requirements. Staff, parents, and guardians may view a copy of our integrated pest management plan either by request (by calling the number below) or in the school office or by visiting our website at: <https://www.egusd.net/Departments/Maintenance-and-Operations/index.html>

Signs are posted at the school, describing the pesticides or herbicides to be used, along with the active ingredients contained in the pesticide/herbicide, at least 24 hours prior to the application and such signs will remain posted at least 72 hours after the application. If you would also prefer to be notified by mail at least 72 hours prior to application at your child's school in the 2024-2025 school year, please call our Maintenance and Operations Department at (916) 686-7745 to be placed on a notification list. In the event of an emergency condition, advance notification and prior sign-posting may not be feasible, but a warning sign will be posted immediately upon application.

Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

During the 2024-2025 school year, EGUSD is planning to use the following pesticides and herbicides:

#### **Pesticides**

565 XLO (Pyrethrins, Piperonyl Butoxide, MGK 264)

Advion Ant Bait Arena (Indoxacarb)

Advion Ant Gel Bait (Indoxacarb)



Advion Cockroach Gel Bait (Indoxacarb)  
Advion Cockroach Roach Bait Arena (Indoxacarb)  
Alpine Flea Insecticide with IGR (Dinotefuran, Pyriproxyfen)  
Alpine WSG (Dinotefuran)  
Archer IGR (Pyridine)  
BP-100 (Pyrethrin)  
Ditrac (Diphacinone)  
Merit 75 WSP (Imidacloprid),  
Gentrol IGR Concentrate (Hydroprene)  
Insecticidal Soap (potassium salts of fatty acids, ethanol)  
Maxforce FC Select (Fipronil)  
MaxForce Quantum Ant Bait (Imidacloprid)  
Merit 75 WSB (Imidacloprid)  
Phantom (Chlorfenapyr)  
Precor IGR Concentrate (Methoprene)  
Premise 75 WP (N-Octyl bicycloheptane and petroleum distillate)  
Rozol Pocket Gopher Bait (chlorphacinone)  
Suspend Polyzone (Deltamethrin)  
Suspend SC (Deltamethrin)  
Talpid Mole Bait (Bromethalin)  
Talstar Professional (Bifenthrin)  
Tempirid SC (Imidacloprid, Cyfluthrin)  
Tempo Ultra WSP (Cyfluthrin)  
Termidor SC (Fipronil)  
Vikane (Sulfuryl Fluoride)  
Wisdom Lawn Granular (Bifenthrin)  
Zenprox EC (Etonfenprox, Piperonyl Butoxide),  
ZP Rodent Oat Bait (Zinc Phosphate)  
Advion Insect Granule (indoxacarb)  
Venendetta Plus Cockroach Gel Bait (Abamectin + Pyriproxyfen)

**Herbicides:**

Barricade 4FL (Prodiamine)  
Pendulum Aqua Cap Herbicide (Pendimethalin)  
Lontrel (Clopyralid)  
Primo-Maxx (Trinexapac-ethyl)  
Surflan AS (Oryzalin)  
Snapshot 2.5 TG (Trifluralin/Isoxaben)  
Turflon Ester (Triclopyr)  
Fusilade II (Fluazifop-P-butyl)  
Speed Zone Southern Broadleaf Herbicide (Carfentrazone-ethyl, 2,4-D, 2-ethylhexyl ester, Mecoprop-p acid, Dicamba acid)  
Reward Herbicide (Diquat dibromide)  
Turf Supreme 16-6-8 w/Trimec (2, 4-D acid, MCPP acid, Dicamba acid)  
Dimension 270G (Dithiopyr)  
Dimension 2EW (Dithiopyr)  
Mecomec 2.5 Turf Herbicide (MCPP, Potassium Salt)  
Dimension Ultra 40WP (Dithiopyr)  
Target Pro Spreader (Alkyl pheonoethoxylate, Isopropanol, Fatty Acids)  
Merit 75WSP (Imidacloprid)  
SuperSpread 7000 (Alkyl polyoxyethylene, Ethoxylated Alcohols, Aliphatic Acid)  
Cheetah Pro 1 (Glufosinate)

**3. Storm Water Management**

EGUSD has a Storm Water management program that complies with the California Regional Water Quality Control Board. The Storm Water Management Program seeks to reduce the dumping of water from school sites into streams, lakes and rivers within the District. For more information about our Storm Water Policy, please visit our website.

# APPENDIX I

## EGUSD Table of Education Codes Related to Discipline 2024-2025

- Acts of Violence [E.C. 48900(a)]
  - [\(1\) Causing Physical Injury](#)
  - [\(2\) Acts of Violence](#)
- [Weapons and Dangerous Objects \[E.C. 48900\(b\)\]](#)
- [Drugs and Alcohol \[E.C. 48900\(c\)\]](#)
- [Sale of “Look-Alike” Controlled Substance or Alcohol \[E.C. 48900\(d\)\]](#)
- [Robbery or Extortion \[E.C. 48900\(e\)\]](#)
- [Damage to Property \[E.C. 48900\(f\)\]](#)
- [Theft or Stealing \[E.C. 48900\(g\)\]](#)
- [Tobacco \[E.C. 48900\(h\)\]](#)
- [Profanity, Obscene Acts, Vulgarity \[E.C. 48900\(i\)\]](#)
- [Drug Paraphernalia \[E.C. 48900\(j\)\]](#)
- [Willful Defiance or Disruption of School Activities \[E.C. 48900\(k\)\(1\)\]](#)
- [Possession of Stolen Property \[E.C. 48900\(l\)\]](#)
- [Imitation Firearm \[E.C. 48900\(m\)\]](#)
- [Sexual Assault or Sexual Battery \[E.C. 48900\(n\)\]](#)
- [Harassment of a Student Witness \[E.C. 48900\(o\)\]](#)
- [Prescription Drug Soma \[E.C. 48900\(p\)\]](#)
- [Hazing \[E.C. 48900\(q\)\]](#)
- [Bullying and Bullying by Electronic Act \[E.C. 48900\(r\)\]](#)
- [Aided or Abetted to Inflict Physical Injury \[E.C. 48900\(t\)\]](#)
- [48900.2 \(Sexual Harassment\)](#)
- [48900.3 \(Hate Violence\)](#)
- [48900.4 \(Harassment, Threats or Intimidation\)](#)
- [48900.7 \(Terroristic Threats\)](#)
- [48915 \(Expulsion\)](#)

**CAUSING PHYSICAL INJURY**

Caused, attempted to cause, or threatened to **cause physical injury** to another person.

**FIRST INTERVENTION/ CONSEQUENCE****Mandatory Actions:**

- Ensure due process
- Conference with student
- Collect statements from other witnesses
- Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry
- Contact family/guardian
- Review student's past similar behaviors and document current incident in Synergy
- Hold re-entry conference if suspended

**Other potential actions:**

- Consider alternatives to suspension
- Restorative Practices/Interventions
- Student Study Team (SST)
- Referral to school counselor
- Contact Foster Youth Services
- Site MTSS process
- Referral to Student Support Centers for outside services/supports
- Notify law enforcement (refer to AR 5144.3 and 5145.11)
- 1–3 day suspension
- *Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.*

**SECOND INTERVENTION/ CONSEQUENCE****Mandatory Actions:**

- Ensure due process
- Conference with student
- Collect statements from other witnesses
- Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry
- Contact Family/guardian
- Review student's past similar behaviors and document current incident in Synergy
- Hold re-entry conference if suspended

**Other potential actions:**

- Consider alternatives to suspension
- Restorative Practices/Interventions
- Student Study Team (SST)
- Referral to school counselor
- Contact Foster Youth Services
- Site MTSS process
- Referral to Student Support Centers for outside services/supports
- Notify law enforcement (refer to AR 5144.3 and 5145.11)
- 2–4 day suspension
- Extreme Fights – contact Director or SSHS
- *Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.*

**THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE****Mandatory Actions:**

- Ensure due process
- Conference with student
- Collect statements from other witnesses
- Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry
- Contact family/guardian
- Review student's past similar behaviors and document current incident in Synergy
- Hold re-entry conference if suspended

**Other potential actions:**

- Consider alternatives to suspension
- Restorative Practices/Interventions
- Student Study Team (SST)
- Referral to school counselor
- Contact Foster Youth Services
- Site MTSS process
- Referral to Student Support Centers for outside services/supports
- Notify law enforcement (refer to AR 5144.3 and 5145.11)
- 3–5 day suspension
- Possible consideration for a Recommendation of Expulsion

## ACTS OF VIOLENCE

Willfully used force or violence upon the person of another, **except in self-defense.**

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 1–3 day suspension</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 2–4 day suspension</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 3–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>

**WEAPONS AND DANGEROUS OBJECTS**

Possessed, sold, or otherwise furnished any **firearm, knife, explosive, or other dangerous object**, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

Ed. Code 48915(g) – As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

Ed. Code 48915(h) – As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code. \*If student possessed, sold, or otherwise furnished a firearm, please refer to CA Ed. Code 48915(c)(1)

\*If student brandished a knife at another person, please refer to CA Ed. Code 48915(c)(2)

\*If Student possessed an explosive please refer to CA Ed. Code 48915(c)(5) and (h).

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Confiscate object</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• Give object to appropriate law enforcement</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• 1–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Confiscate object</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• Give object to appropriate law enforcement</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• 3–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Confiscate object</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• Give object to appropriate law enforcement</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• 3–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>

**UNLAWFUL POSSESSION OF CONTROLLED SUBSTANCE**

Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

\*If Student was unlawfully selling a controlled substance please refer to CA Ed. Code 48915(c)(3).

Ed. Code 48915(c)(3) – The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds... unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Notify law enforcement within 1 school day (EC 48902)</li> <li>• Give substance to appropriate law enforcement authority</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> <li>• 1–3 day suspension (Marijuana and alcohol)</li> <li>• Others Substances – contact Director or SSHS</li> </ul> <p><b>Selling Drugs</b></p> <ul style="list-style-type: none"> <li>• 5 Day Suspension if Student is selling or sold a controlled substance</li> <li>• Recommendation for expulsion if Student is selling or sold a controlled substance</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Notify law enforcement within 1 school day (EC 48902)</li> <li>• Give substance to appropriate law enforcement authority</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> <li>• 2–4 day suspension (Marijuana and alcohol)</li> <li>• Others Substances – contact Director or SSHS</li> </ul> <p><b>Selling Drugs</b></p> <ul style="list-style-type: none"> <li>• 5 Day Suspension if Student is selling or sold a controlled substance</li> <li>• Recommendation for expulsion if Student is selling or sold a controlled substance</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Notify law enforcement within 1 school day (EC 48902)</li> <li>• Give substance to appropriate law enforcement authority</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> <li>• 3–5 day suspension (Marijuana and alcohol)</li> <li>• Others Substances – contact Director or SSHS</li> </ul> <p><b>Selling Drugs</b></p> <ul style="list-style-type: none"> <li>• 5 Day Suspension if Student is selling or sold a controlled substance</li> <li>• Recommendation for expulsion if Student is selling or sold a controlled substance</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> </ul>

**SALE OF "LOOK-ALIKE" CONTROLLED SUBSTANCE OR ALCOHOL**

**Unlawfully offered, arranged, or negotiated to sell any controlled substance** listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

\*Reminder: If Student is unlawfully selling a controlled substance, it may also be a violation of 48915(c). If so, please refer to CA Ed. Code 48915(c)(3).

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Notify law enforcement within 1 school day (EC 48902)</li> <li>• Give substance to appropriate law enforcement authority</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• 1–3 day suspension</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Notify law enforcement within 1 school day (EC 48902)</li> <li>• Give substance to appropriate law enforcement authority</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• 2–4 day suspension</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Notify law enforcement within 1 school day (EC 48902)</li> <li>• Give substance to appropriate law enforcement authority</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• 3–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>

**ROBBERY OR EXTORTION**Committed or attempted to **commit robbery or extortion.**

<b>FIRST INTERVENTION/ CONSEQUENCE</b>	<b>SECOND INTERVENTION/ CONSEQUENCE</b>	<b>THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE</b>
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Contact family/guardian</li> <li>• Review student's past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> </ul> <p>Practices/Interventions</p> <ul style="list-style-type: none"> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 1–3 day suspension</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Contact Family/guardian</li> <li>• Review student's past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> </ul> <p>Practices/Interventions</p> <ul style="list-style-type: none"> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 2–4 day suspension</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Contact family/guardian</li> <li>• Review student's past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> </ul> <p>Practices/Interventions</p> <ul style="list-style-type: none"> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 3–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>



**DAMAGE TO PROPERTY**

Caused or attempted to **cause damage to school or private property.**

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• Suspension only permitted on “first offense” if student’s presence causes a danger to persons. In such instances, 1–3 day suspension.</li> <li>• “First offense” refers to the first documented offense of a student in the current school year that qualifies as a violation of Education Code 48900 and/ or 48915, although formal exclusionary disciplinary action may not have been taken against the student.</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 2–4 day suspension</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 3–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>

## THEFT OR STEALING

Stole or attempted to steal school property or private property.

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student's past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• Suspension only permitted on "first offense" if student's presence causes a danger to persons. In such instances, 1–3 day suspension. <ul style="list-style-type: none"> <li>• "First offense" refers to the first documented offense of a student in the current school year that qualifies as a violation of Education Code 48900 and/ or 48915, although formal exclusionary disciplinary action may not have been taken against the student.</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul> </li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student's past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 2–4 day suspension</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student's past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 3–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>

**TOBACCO OR NICOTINE PRODUCTS**

**Possessed or used tobacco, or any products containing tobacco or nicotine products**, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Suspension only permitted on “first offense” if student’s presence causes a danger to persons. In such instances, 1–3 day suspension.                             <ul style="list-style-type: none"> <li>• “First offense” refers to the first documented offense of a student in the current school year that qualifies as a violation of Education Code 48900 and/ or 48915, although formal exclusionary disciplinary action may not have been taken against the student.</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul> </li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• 2–4 day suspension</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• 3–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>

**OBSCENE ACTS**

Committed an **obscene act** or engaged in **habitual** profanity or vulgarity.

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> </ul> <p>Practices/Interventions</p> <ul style="list-style-type: none"> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• Suspension only permitted on “first offense” if student’s presence causes a danger to persons. In such instances, 1–3 day suspension. <ul style="list-style-type: none"> <li>• “First offense” refers to the first documented offense of a student in the current school year that qualifies as a violation of Education Code 48900 and/ or 48915, although formal exclusionary disciplinary action may not have been taken against the student.</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul> </li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> </ul> <p>Practices/Interventions</p> <ul style="list-style-type: none"> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 2–4 day suspension</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> </ul> <p>Practices/Interventions</p> <ul style="list-style-type: none"> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 3–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>

**DRUG PARAPHERNALIA**

Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any **drug paraphernalia**.

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student's past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Suspension only permitted on "first offense" if student's presence causes a danger to persons. In such instances, 1–3 day suspension. <ul style="list-style-type: none"> <li>• "First offense" refers to the first documented offense of a student in the current school year that qualifies as a violation of Education Code 48900 and/ or 48915, although formal exclusionary disciplinary action may not have been taken against the student. <ul style="list-style-type: none"> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul> </li> </ul> </li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student's past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• 2–4 day suspension</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student's past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• 3–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>

**DISRUPTION OF SCHOOL ACTIVITIES**

**Disrupted school activities** or otherwise willfully **defied** the valid authority of supervisors, teachers, administrators, school officials, or other school personnel **engaged in the performance of their duties.**

**NOTE:**

- School districts cannot suspend students in kindergarten through grade 3 for disruption or willful defiance;
- School districts cannot recommend any student for expulsion for disruption or willful defiance, regardless of grade level;
- For students in grades 4 to 12, school districts cannot suspend them for disruption or willful defiance if it is their first offense; and
- Teachers are permitted to suspend any student, regardless of grade, from their classroom for disruption or willful defiance, whether it's a student's first offense or not.

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student's past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions                             <ul style="list-style-type: none"> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• <i>Depending on the severity of the incident, as well as, pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul> </li> </ul>	<p><b>Mandatory actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student's past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions                             <ul style="list-style-type: none"> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 1–3 day suspension (9th thru 12th grades)</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul> </li> </ul>	<p><b>Mandatory actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student's past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions                             <ul style="list-style-type: none"> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 2–5 day suspension (9th thru 12th grades)</li> </ul> </li> </ul>

## POSSESSION OF STOLEN PROPERTY

Knowingly received stolen school property or private property.

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• Suspension only permitted on “first offense”</li> <li>• If student’s presence causes a danger to persons. In such instances, 1–3 day suspension. <ul style="list-style-type: none"> <li>• “First offense” refers to the first documented offense of a student in the current school year that qualifies as a violation of Education Code 48900 and/ or 48915, although formal exclusionary disciplinary action may not have been taken against the student.</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul> </li> </ul>	<p><b>Mandatory actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 1–4 day suspension</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 3–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>

**IMITATION FIREARM**

Possessed an **imitation firearm**. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> </ul> <p>Practices/Interventions</p> <ul style="list-style-type: none"> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> </ul> <p>Services</p> <ul style="list-style-type: none"> <li>• Contact Foster Youth</li> </ul> <p>Centers for outside services/supports</p> <ul style="list-style-type: none"> <li>• Site MTSS process</li> <li>• Referral to Student Support</li> </ul> <p>(refer to AR 5144.3 and 5145.11)</p> <ul style="list-style-type: none"> <li>• Notify law enforcement</li> <li>• Suspension only permitted on “first offense” if student’s presence causes a danger to persons. In such instances, 1–3 day suspension.</li> <li>• “First offense” refers to the first documented offense of a student in the current school year that qualifies as a violation of Education Code 48900 and/ or 48915, although formal exclusionary disciplinary action may not have been taken against the student.</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> </ul> <p>Practices/Interventions</p> <ul style="list-style-type: none"> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> </ul> <p>Services</p> <ul style="list-style-type: none"> <li>• Contact Foster Youth</li> </ul> <p>Centers for outside services/supports</p> <ul style="list-style-type: none"> <li>• Site MTSS process</li> <li>• Referral to Student Support</li> </ul> <p>(refer to AR 5144.3 and 5145.11)</p> <ul style="list-style-type: none"> <li>• for outside</li> <li>• Notification to law enforcement</li> <li>• (refer to AR 5144.3 and 5145.11)</li> <li>• 2–4 day suspension</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> </ul> <p>Practices/Interventions</p> <ul style="list-style-type: none"> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> </ul> <p>Services</p> <ul style="list-style-type: none"> <li>• Contact Foster Youth</li> </ul> <p>Centers for outside services/supports</p> <ul style="list-style-type: none"> <li>• Site MTSS process</li> <li>• Referral to Student Support</li> </ul> <p>(refer to AR 5144.3 and 5145.11)</p> <ul style="list-style-type: none"> <li>• Notify law enforcement</li> <li>• 3–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>



**SEXUAL ASSAULT OR SEXUAL BATTERY**

**Committed or attempted to commit a sexual assault** as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

If student committed or attempted to commit a sexual assault please refer to CA Ed. Code 48915(c)(4).

Ed. Code 48915(c)(4) – The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds... committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• In consultation with site principal and Director - File CPS Report</li> <li>• Contact Director or SSHS</li> <li>• 5 day suspension and recommendation for expulsion</li> <li>• Refer to California Education Code 48915 (c)(4).</li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• In consultation with site principal and Director - File CPS Report</li> <li>• Contact Director or SSHS</li> <li>• 5 day suspension and recommendation for expulsion</li> <li>• Refer to California Education Code 48915 (c)(4).</li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• In consultation with site principal and Director - File CPS Report</li> <li>• Contact Director or SSHS</li> <li>• 5 day suspension and recommendation for expulsion</li> <li>• Refer to California Education Code 48915 (c)(4).</li> </ul>

**HARASSMENT OF A STUDENT WITNESS**

**Harassed, threatened, or intimidated** a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or **retaliating against that pupil for being a witness**, or both.

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry.</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notification to law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• Suspension only permitted on “first offense”</li> <li>• If student’s presence causes a danger to persons. In such instances, 1–3 day suspension.</li> <li>• “First offense” refers to the first documented offense of a student in the current school year that qualifies as a violation of Education Code 48900 and/ or 48915, although formal exclusionary disciplinary action may not have been taken against the student.</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, reteach/practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notification to law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 2–4 day suspension</li> <li>• <i>Depending on the severity of the incident, as well as, pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notification to law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 3–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>

## ED CODE 48900(p)

### PREScription DRUG SOMA

Unlawfully offered, arranged to sell, negotiated to sell, or sold **the prescription drug Soma**.

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Confiscate substance</li> <li>• Notify law enforcement within 1 school day (EC 48902)</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Follow CA Education Code</li> </ul> <p>Requirements for controlled substances</p> <ul style="list-style-type: none"> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> <li>• Contact Director or SSSH</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notification to law enforcement</li> <li>• (refer to AR 5144.3 and 5145.11)</li> <li>• Suspension only permitted on “first offense” if student’s presence causes a danger to persons. In such instances, 1 – 3 day suspension. <ul style="list-style-type: none"> <li>• <i>“First offense” refers to the first documented offense of a student in the current school year that qualifies as a violation of Education Code 48900 and/or 48915, although formal exclusionary disciplinary action may not have been taken against the student.</i></li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul> </li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Confiscate substance</li> <li>• Notify law enforcement within 1 school day (EC 48902)</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Follow CA Education Code</li> </ul> <p>Requirements for controlled substances</p> <ul style="list-style-type: none"> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> <li>• Contact Director or SSSH</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notification to law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 2 – 4 day suspension</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Confiscate substance</li> <li>• Notify law enforcement within 1 school day (EC 48902)</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. 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## HAZING

Engaged in, or attempted to engage in, **hazing**. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school sanctioned events.

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports.</li> <li>• Notification to law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• Suspension only permitted on “first offense” if student’s presence causes a danger to persons. In such instances, 1–3 day suspension.</li> <li>• <i>“First offense” refers to the first documented offense of a student in the current school year that qualifies as a violation of Education Code 48900 and/or 48915, although formal exclusionary disciplinary action may not have been taken against the student.</i></li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 2–4 day suspension</li> <li>• Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 3–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>

**BULLYING**

Engaged in the act of **bullying**.

“Electronic act” means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, as specified.

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor, school psychologist, social work, child welfare attendance personnel, or other school support personnel for case management and counseling.</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• Suspension only permitted on “first offense” if student’s presence causes a danger to persons. In such instances, 1–3 day suspension. <ul style="list-style-type: none"> <li>• <i>“First offense” refers to the first documented offense of a student in the current school year that qualifies as a violation of Education Code 48900 and/or 48915, although formal exclusionary disciplinary action may not have been taken against the student.</i></li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul> </li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 2–4 day suspension</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 3–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>

**Engaged in an act of bullying.** For purposes of this subdivision, the following terms have the following meanings:

**(1) "Bullying"** means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A)** Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B)** Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C)** Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D)** Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

**(2) (A) "Electronic act"** means the creation or transmission originated on or off school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

**(i)** A message, text, sound, video or image.

**(ii)** A post on a social network Internet Web site including, but not limited to:

**(I)** Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

**(II)** Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated.

**(III)** Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

**(IV)** (iii) An act of cyber sexual bullying.

**(V)** (I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

**(VI)** (II) For purposes of this clause "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

**(B)** Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

**(3) "Reasonable pupil"** means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

## AIDED OR ABETTED TO INFLICT PHYSICAL INJURY

A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, **but not expulsion**, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student's past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student's past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student's past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul>
<p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• Suspension only permitted on "first offense" if student's presence causes a danger to persons. In such instances, 1–3 day suspension. <ul style="list-style-type: none"> <li>• "First offense" refers to the first documented offense of a student in the current school year that qualifies as a violation of Education Code 48900 and/or 48915, although formal exclusionary disciplinary action may not have been taken against the student.</li> <li>• Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</li> </ul> </li> </ul>	<p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 2–4 day suspension</li> <li>• Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</li> </ul>	<p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 3–5 day suspension</li> <li>• Student only subject to expulsion if the student has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury.</li> </ul>

**SEXUAL HARASSMENT**

**Additional grounds** for suspension or expulsion: **sexual harassment.**

This section does not apply to students in kindergarten through grade 3.

<b>FIRST INTERVENTION/ CONSEQUENCE</b>	<b>SECOND INTERVENTION/ CONSEQUENCE</b>	<b>THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE</b>
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• File CPS Report</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions <ul style="list-style-type: none"> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> </ul> </li> <li>• Contact Foster Youth Services <ul style="list-style-type: none"> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• Suspension only permitted on “first offense” if student’s presence causes a danger to persons. In such instances, 1–3 day suspension. <ul style="list-style-type: none"> <li>• <i>“First offense” refers to the first documented offense of a student in the current school year that qualifies as a violation of Education Code 48900 and/or 48915, although formal exclusionary disciplinary action may not have been taken against the student.</i></li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul> </li> </ul> </li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• File CPS Report</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions <ul style="list-style-type: none"> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> </ul> </li> <li>• Contact Foster Youth Services <ul style="list-style-type: none"> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 2–4 day suspension (4th thru 12th grades) <ul style="list-style-type: none"> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul> </li> </ul> </li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• File CPS Report</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions <ul style="list-style-type: none"> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> </ul> </li> <li>• Contact Foster Youth Services <ul style="list-style-type: none"> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 3–5 day suspension (4th thru 12th grades) <ul style="list-style-type: none"> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul> </li> </ul> </li> </ul>



**HATE VIOLENCE**

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has **caused, attempted to cause, threatened to cause, or participated in an act of, hate violence**, as defined in subdivision (e) of Section 233.

This section does not apply to students in kindergarten through grade 3.

<b>FIRST INTERVENTION/ CONSEQUENCE</b>	<b>SECOND INTERVENTION/ CONSEQUENCE</b>	<b>THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE</b>
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• Suspension only permitted on “first offense” if student’s presence causes a danger to persons. In such instances, 1–3 day suspension. <ul style="list-style-type: none"> <li>• <i>“First offense” refers to the first documented offense of a student in the current school year that qualifies as a violation of Education Code 48900 and/or 48915, although formal exclusionary disciplinary action may not have been taken against the student.</i></li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul> </li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 2–4 day suspension</li> <li>• <i>Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</i></li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 3–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>

**HARASSMENT, THREATS OR INTIMIDATION**

**Additional grounds for suspension or expulsion: harassment, threats or intimidation**

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

This section does not apply to students in kindergarten through grade 3.

FIRST INTERVENTION/ CONSEQUENCE	SECOND INTERVENTION/ CONSEQUENCE	THIRD, SUBSEQUENT INTERVENTION/ CONSEQUENCE
<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• Suspension only permitted on “first offense” if student’s presence causes a danger to persons. In such instances, 1–3 day suspension.                             <ul style="list-style-type: none"> <li>• “First offense” refers to the first documented offense of a student in the current school year that qualifies as a violation of Education Code 48900 and/or 48915, although formal exclusionary disciplinary action may not have been taken against the student.</li> </ul> </li> <li>• Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 2–4 day suspension</li> <li>• Depending on the severity of the incident, as well as pertinent extenuating circumstances regarding the student(s) involved, days of suspension may extend up to 5 days.</li> </ul>	<p><b>Mandatory Actions:</b></p> <ul style="list-style-type: none"> <li>• Ensure due process</li> <li>• Conference with student</li> <li>• Collect statements from other witnesses</li> <li>• Provide corrective feedback: de-escalate student, attempt to identify root or ancillary causes for behavior, re-teach/ practice identified behavior skills, facilitate student re-entry</li> <li>• Review past alternative means of correction (Ed. Code 48900.5)</li> <li>• Contact family/guardian</li> <li>• Review student’s past similar behaviors and document current incident in Synergy</li> <li>• Hold re-entry conference if suspended</li> </ul> <p><b>Other potential actions:</b></p> <ul style="list-style-type: none"> <li>• Consider alternatives to suspension</li> <li>• Restorative Practices/Interventions</li> <li>• Student Study Team (SST)</li> <li>• Referral to school counselor</li> <li>• Contact Foster Youth Services</li> <li>• Site MTSS process</li> <li>• Referral to Student Support Centers for outside services/supports</li> <li>• Notify law enforcement (refer to AR 5144.3 and 5145.11)</li> <li>• 3–5 day suspension</li> <li>• Possible consideration for a Recommendation of Expulsion</li> </ul>

**TERRORISTIC THREATS**

a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made **terroristic threats against school officials or school property, or both.**

(b) For the purposes of this section, **“terroristic threat” shall include** any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

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48915. (a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

- (A) Causing serious physical injury to another person, except in self-defense.
- (B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
  - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
  - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- (D) Robbery or extortion.
- (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds.

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (c), may be imposed.

- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (m) of Section 48900 (5) Possession of an explosive.

(d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

- (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
- (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
- (3) Is not housed at the school site attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of School grounds violated subdivision (f), (g), (h), (i), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board of a school district shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e) if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or another elementary school. The pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

(g) As used in this section "knife" means any dirk, dagger, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

As used in this section, the term "explosive" means destructive device" as described in Section 921 of Title 18 of the United States Code. (Amended by Stats. 2012, Ch. 431, Sec 3. (AB 2537) Effective January 1, 2013.)

**Elk Grove Unified School District Resolution  
No. 90, 2022-23 Student Bill of Rights**

**WHEREAS** pursuant to Elk Grove Unified School District (“EGUSD”) Board Policies, the mission of creating an equitable education system is prevalent in all EGUSD decisions; and

**WHEREAS** students are vital and important stakeholders to any education system, and strong student engagement and participation are crucial to the success of EGUSD; and

**WHEREAS** it is integral for school districts to protect the interests of all students, and to take steps to ensure that students are equipped and prepared to continue their education even in challenging and adaptive circumstances; and

**WHEREAS** EGUSD is dedicated to addressing any inequities impacting EGUSD students; and

**WHEREAS** in an effort to cultivate student agency and recognition of the interests, rights, and potential of students, California school boards should strongly consider adoption of a localized student “bill of rights” that recognizes the role and partnership of students with the districts they are enrolled in, as partners in the education they receive; and

**WHEREAS** student voice in local education policy is important for the successful development and implementation of such policy, and encouraging students to speak out against injustices in their community best ensures accurate representation of all students, including in educational process and policies necessary to address such injustices; and

**WHEREAS** student-led organizations support adopting a student “bill of rights”; and

**WHEREAS** EGUSD believes that a student bill of rights promotes greater equity and responsibility on all school campuses, and further supports protection of the rights and liberties of all students regardless of their respective backgrounds; and

**WHEREAS** the purpose of a student bill of rights is to provide information that makes it easier for students to know and understand about the rights afforded to them under state and federal law and EGUSD policy; and

**WHEREAS** EGUSD students can utilize a student bill of rights to advocate for themselves and others, and to engage school staff and students in conversations about how to improve their school experiences; and

**NOW, THEREFORE, BE IT RESOLVED** that the adoption of an EGUSD student “bill of rights” is important for the overarching success of EGUSD and its students; and

**THEREFORE BE IT FURTHER RESOLVED** that EGUSD resolves, as derived from, framed, and informed by applicable state and federal law, and EGUSD policy, and intended to be

consistent with applicable laws and EGUSD policy, while not serving as a legally binding document beyond that which EGUSD policy already provides for, to adopt the following in the best interest and to support of EGUSD students, and the successful achievement of EGUSD's above-noted mission:

1. This EGUSD Student Bill of Rights adopted pursuant to this Resolution shall be included in the EGUSD Parent and Student Handbook.
2. A council of students, in partnership with the Student Equity Councils at EGUSD school sites and the Educational Equity Department, shall be convened annually by the student Board member to review the Student Bill of Rights to consider potential revisions. Any revisions to the Student Bill of Rights herein must be approved by the District's Governing Board.
3. The EGUSD Student Bill of Rights is adopted as follows:
  - a. All students have the right to access a fair and equitable education that is free from discrimination.
  - b. All students have the right to freedom of speech and expression.
  - c. All students have the right to fair and equitable access to the resources and supplies necessary to succeed in their education.
  - d. All students have the right to be consistently notified and reminded of the existing rules in their school and be granted an opportunity to address perceived unfair treatment.
  - e. All students have the right to be taught curriculum from an equitable, diverse, and culturally responsive perspective.
  - f. All students have the right to be taught by qualified, committed, and professional educators with a goal of preparing them for all tertiary education opportunities.
  - g. All students have the right to privacy on their school campus and confidentiality in sensitive matters.
  - h. All students have the right to full protection and safety, where the ability to report incidents of concern is made readily available and responded to in a timely manner.
  - i. All students have the right to request restorative practices as a means of redressing perceived student harm.
  - j. All students have the right to access resources and information that aid their health, nutrition, and personal wellbeing.

k. All students have the right to have access to school counselors or other wellness providers who are fully capable of handling a student’s education experience holistically to fulfill both their personal and academic needs.

If any student feels as though their rights are not being upheld, they should: (1) discuss with the individual or individuals involved regarding how the student feels their rights are not being upheld, the impact it is having on them, and how those involved can work together to reach resolution; (2) absent resolution through step 1, the student may reach out to their school’s Student Equity Council, Vice Principal, or another staff member, or utilize their school’s Incident Reporting System via their school’s website, to seek resolution with final decisions being confirmed by the principal; and (3) absent resolution at step 2, the student may contact the EGUSD Student Board Member through the district’s website at egusd.net or the Educational Equity Department at EdEquity@egusd.net, to seek resolution.

School site administration, staff and District officials should aim to work closely with all students to ensure that the rights outlined in this resolution are upheld.

PASSED AND ADOPTED by the Elk Grove Unified School District Governing Board on this 13th day of June 2023, by the following vote:

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSENT \_\_\_\_\_

ABSTAIN \_\_\_\_\_

Approved:

\_\_\_\_\_  
Nancy Chaires Espinoza, Board President

\_\_\_\_\_  
Gina Jamerson, Board Clerk