Samuel Kennedy Parent Handbook

2018 - 2019



7037 Briggs Drive

Sacramento, CA 95828

916-383-3311

blogs.egusd.net/kennedy

WELCOME!

**At Samuel Kennedy Elementary, we have Cougar Pride!**

Students, parents, teachers, and staff work together to create a school community where every child learns and every child is loved. Our school is a welcoming place where students are challenged to succeed every year, from pre-kindergarten through sixth grade and beyond. This year we continue to revise our curriculum to reflect the Common Core State Standards, and teachers work together daily to provide targeted teaching at each child’s level. Students benefit from clear behavior expectations throughout the school and frequent opportunities to be recognized for good citizenship, strong attendance, and academic achievement. We actively seek family participation in all aspects of their child’s education. Together we are moving Samuel Kennedy Elementary forward, ensuring that our students receive an excellent education that opens doors for every child to be college and career ready.

Elk Grove Unified School District

# MISSION STATEMENT

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**

Support Continuous Improvement of Instruction

Build Strong Relationships

Find Solutions

**High Expectations for Learning for ALL Students and Staff**

Instructional Excellence

Safe, Peaceful, and Healthy

Enriched Learning Atmosphere

Collaboration with Diverse Communities and Families

**BOARD OF EDUCATION**

Dr. Crystal Martinez-Alire, Beth Albiani, Carmine Forcina, Nancy Chaires Espinoza,

Chet Madison, Sr., Anthony “Tony” Perez, Bobbie Singh-Allen

**DISTRICT ADMINISTRATION**

**Superintendent**

Christopher R. Hoffman

**Associate Superintendent of PreK-6 Education**

Donna Cherry

**Directors of Elementary Education**

Bob Roe, Fawzia Keval, Ed.D. & Jenifer Avey

# POLICIES AND PRACTICES

The Elk Grove Unified School District has a uniform complaint policy for all district staff and students. The Elk Grove Unified School District has a non-discriminatory practice in all district programs and activities for students. In the event that you have a complaint regarding gender equity in the Elk Grove Unified School District, please contact the Title IX Coordinator.

 The Kennedy Key

MISSION

We are committed to giving children

a world-class elementary education,

the key that opens doors to infinite possibilities.

Because we care about

*all* children learning to their maximum potential,

*every* adult in the Kennedy community will work together

to ensure that our students think critically,

act compassionately, and persevere through life’s challenges.

VISION

* We will **learn**!
* We will **lead**!
* We *will* **succeed**!

VALUES

*We are the Cougars!*

We…

Create a connected community

Open our minds to opportunities

Understand our impact

Grow beyond expectations

Accept no limitations

Respect all people

Share our success by helping others

**Samuel Kennedy Elementary School**

**2018/2019 Daily Bell Schedule**

# Kindergarten/TK

# Regular Day Schedule

|  |  |
| --- | --- |
| AM Kindergarten/TK | 8:00 - 11:20 AM |
| PM KindergartenLunch before with Parent 10:30 – 10:55 | 11:00 - 2:20 PM |

**\* Kinder/TK does not participate in Early Out Wednesday**

**1st – 6th Grades**

# Regular Day Schedule

|  |  |
| --- | --- |
| Grades 1st – 6th | 8:00 - 2:20 PM |

**Morning Recess**

|  |  |
| --- | --- |
| 1st Grade | 9:20 – 9:35  |
| 2nd Grade | 9:35 – 9:50 |
| 3rd  Grade | 9:50 - 10:05 |
| 4th Grade | 10:05 – 10:20 |
| 5th Grade | 10:20 – 10:35 |
| 6th Grade | 10:35 - 10:50 |

 **Lunch Recess**

|  |  |  |
| --- | --- | --- |
| 1st Grade | 11:10 - 11:30 | 11:30 - 11:50 |
| 2nd Grade | 11:30 - 11:50 | 11:50 - 12:10 |
| 3rd Grade | 11:50 - 12:10 | 12:10 - 12:30 |
| 4th Grade | 12:10 - 12:30 | 12:30 - 12:50 |
| 5th Grade | 12:30 - 12:50 | 12:50 - 1:10 |
| 6th Grade | 12:50 - 1:10 | 1:10 - 1:30 |

 Early Out Wednesday Schedule

|  |  |
| --- | --- |
| Grades 1st – 6th | 8:00 - 1:30 PM |

 **Recess Lunch**

|  |  |  |
| --- | --- | --- |
| 1st Grade | 9:20 – 9:35 | 11:10 – 11:50 |
| 2nd Grade | 9:35 – 9:50 | 11:30 - 12:10 |
|  |  |  |
| 3rd Grade | 9:50 - 10:05 | 11:50 - 12:30 |
| 4th Grade | 10:05 – 10:20 | 12:10 - 12:50 |
|  |  |  |
| 5th Grade | 10:20 - 10:35 | 12:30 - 1:10 |
| 6th Grade | 10:35 - 10:50 | 12:50 - 1:30 |

Minimum Day Schedule

|  |  |
| --- | --- |
| Grades 1st – 6th | 8:00 - 11:30 AM |

 **Lunch and Recess**

|  |  |
| --- | --- |
| 1st & 2nd Grade | 10:00 - 10:30  |
| 3rd & 4th Grade | 10:30 – 11:00 |
| 5th & 6th Grade | 11:00 – 11:30 |

7037 Briggs Drive  **SAMUEL KENNEDY ELEMENTARY**

Sacramento, CA 95828 2018-2019 “AT A GLANCE”

Phone: 383-3311 Fax: 383-0242 www.http://blogs.egusd.net/kennedy/



**REGULAR OFFICE HOURS ~ 7:30 a.m. – 3:30 p.m. (Monday - Friday)**

**MINIMUM DAY OFFICE HOURS ~ 7:30 – 12:30 p.m.**

Regular School Hours ~ 8:00 – 2:20 p.m.Minimum Day Schedule ~ 8:00 – 11:30 a.m.

TK & Kindergarten AM ~ 8:00 – 11:20 a.m. **(1st - 6th Grades)** Early Out Wednesday ~ 8:00 – 1:30 p.m.

Kindergarten PM ~ 11:00 – 2:20 p.m.

**BACK TO SCHOOL NIGHT:**

September 6, 2018 ~ 5:00 to 6:30 p.m.

**OPEN HOUSE:**

April 11, 2019 ~ 5:00 to 6:30 p.m.

**HOLIDAYS AND VACATIONS** ~ **NO SCHOOL**

Sept. 3 Labor Day February 11 Lincoln’s Birthday

Nov. 12 Veterans’ Day February 18 Washington’s Birthday

Nov. 19 – Nov. 23 Thanksgiving Break April 15 – April 26 Spring Break

Dec. 17 – Jan. 4 Winter Break May 27 Memorial Day

Jan. 21 Martin Luther King Jr. Day

## Minimum Days

## 1st – 6th Grades ~ 8:00 – 11:30 a.m.

## cougar academy ~ 11:30 – 6: 00 p.m.

 October 30 March 5 – March 8

 November 9 April 12

 November 13 – November 16 June 6

 December 14 June 14 (Last Day of School)

 February 22

#  REPORT CARDS

## REPORT CARDs

|  |  |  |
| --- | --- | --- |
| First Trimester | Second Trimester | Third Trimester |
| 11/19/18 | 3/8/19 | 6/14/19 |

Important School Information

**Accidents and Insurance**

If an accident occurs, the school will make every effort to contact the parent or guardian. If that is not possible and there is a doubt about the seriousness of the injury, the school will contact the child’s physician or call for emergency services. Be sure the emergency information in the office is up to date. The school district offers an insurance policy for interested families. Please refer to the packet that is sent home the first week of school for more information.

**Cell Phones**

Students may bring cell phones in their backpack, as long as they are not visible and the phone is turned off or on silent. They may not be used on campus during, except in an emergency. If a student’s cell phone is found to be other than OFF AND IN THE BACKPACK, it will be confiscated. A parent or guardian is the only person who can pick the cell phone up in the office during normal business hours.

**Communication between Home and School**

Our school website is at [www.egusd.net/Kennedy](http://www.egusd.net/butler) where you may find a variety of information and our newsletter. Teachers communicate with families regularly, using a combination of phone calls, emails, newsletters, notes, or class websites. Parent-teacher conferences may be scheduled in advance with your child’s teacher.

**Health and Medication**

Children should not come to school with a fever, rash, vomiting, severe cold or any other illness that would infect anyone else or prevent any child from learning. The parent of a student with a communicable disease should notify the school by telephone as soon as the illness is diagnosed. Please call us at 916-383-3311.

If your child is not to participate in physical education for medical reasons, a note from the doctor is required.

Medication, including over-the-counter and other non-prescription drugs, will be given at school only under the following conditions:

* Request for students to be given medication must be submitted on the District Medical Form and signed by the parent and physician. These forms are available in the office and must be completed annually.
* Medication must be in the original container, properly labeled with the prescription number, patient’s name, doctor’s name, and dosage clearly marked.
* Medications will be stored in the school office. The fact that this is a service which the school is not legally required to perform is recognized by all parties and they agree to hold the school and its personnel harmless from any and all liability which might arise out of these arrangements.

Students may not bring medicine including cough drops to school without the doctor’s paperwork described above. **Please do not send your child to school with any kind of medicine in his or her pocket or backpack.** Our office staff is happy to assist you in completing the paperwork needed to ensure your child’s health at school.

If your child is requiring an assisting device (crutches, wheelchair, boot, arm sling, etc.), a note from the doctor must be provided to the school office.

**Lost and Found**

To help avoid a loss, please mark children’s possessions with their name. Lost clothing may be in the bin on the stage in the Multi-Purpose Room. Smaller items may be in the office lost and found.

Getting To and From School

**Bus Transportation**

Bus transportation to and from school is available only students who live outside of the school “walk zone”, or who are offloaded because of overcrowding at our neighborhood schools. To obtain a bus pass for your child, please fill out an application at the front office. All bussing questions can be answered by calling the transportation department at (916) 686-7733.

**Arrival Procedures**

If you are bringing your child to school in a car, please drive into the main parking lot and drop them off on the sidewalk by the front gate. Children should not walk unattended in the parking lot. When you exit the parking lot, please turn RIGHT in order to prevent a traffic jam.

**Dismissal Procedures**

Students who WALK home must leave campus on the sidewalk and go directly home. Students must walk their bikes or scooters until they are off campus. Students who RIDE THE BUS home will be supervised at the front circle until they board their bus. **Only buses are allowed in the front circle at dismissal time.** Traffic is very heavy at dismissal time. Parking on the street and walking on to campus may make it easier to pick up your child more quickly.

**Pedestrian Safety**

Please drive slowly and carefully in the school parking lot and in the neighborhood surrounding the school. When walking, please cross the street at the marked crosswalk. Children are not allowed unattended in the parking lot.

Attendance

**Attendance**

One of the most important elements of successful learning is regular, on-time attendance at school. If an absence is necessary, a telephone message or a note upon return is required. The note should include the date(s) and the reason for the absence. State law permits limited excused absences for the following reasons:

* Illness
* Quarantine, as directed by the Health Department
* Medical, dental, or eye services rendered
* Observance of religious holidays
* Attendance at the funeral of an immediate family member to extent of one day in California, and no more than three days outside of California

When students frequently are absent or arrive late, the School Attendance Review Board (SARB) process begins. The first letter is sent when a total of 10 tardies and/or absences accumulate. A second letter will be sent for any additional five tardies and/or absences. Our district attendance officer and a police officer may visit your home to discuss your child’s attendance if there is a pattern of missing school. School attendance is required by state law, and there are legal consequences when your child is truant.

**Checkout of Students during School Hours / Early Dismissal**

Any adult picking up a child must first come to the school office. The person taking the child is to give his/her name and relationship to the child, and sign the child out. Identification is always required. Only adults who are listed on a student’s information card will be permitted to take a child from school. Students will remain in class until the person requesting their dismissal arrives. All early dismissals are recorded on your child’s attendance record.

School Starts at 8! Don’t Be Late!

Please report all absences to the office at 383-3311.

Cafeteria

**Breakfast Program**

Breakfast is available in the Multipurpose Room from 7:15-7:5 a.m. for all students. Students must finish their meal in the Multi-Purpose Room before going to class.

**Lunch Program**

The Elk Grove Unified School District provides a hot lunch program for all students who wish to participate. All students are assigned a four-digit PIN number by the Food and Nutrition Services Department. All meals are provided free of charge to enrolled students. Meals may not be shared with family members or taken outside of the cafeteria as required by the federal National School Lunch Program.

In the Classroom

**Academic Competitions**

Students are invited to participate in academic competitions and events including the Science Fair, the Spelling Bee, writing contests, and other events which pertain to their grade level.

**Classroom Visits**

All visitors will be provided with a Visitor Pass to be worn at all times on school grounds. For safety reasons, teachers have been instructed not to admit anyone to the classroom until they have checked into the office and picked up a pass.

**Clubs & Activities**

Before-school or after-school programs require parent permission, and parents must agree to provide timely transportation and to assume all costs associated with the activities.

**Student Council**

The Student Council helps develop an understanding of the democratic process, leadership, and school spirit. It provides communication between the administration and students, and supports the school community. Elections are held each year.

**Field Trips**

Field trips are planned as an extension of the regular instructional program, and do not affect students’ grades in the relevant subject area. All grade levels plan approximately three field trips per year, and some also invite professional guest speakers to make presentations for their classes. Elk Grove Unified School District policy does not allow parents to give verbal permission over the phone for a student to attend a field trip. Only approved transportation will be used.

**Homework**

*General Philosophy*

* Homework reinforces student performance.
* Homework reinforces classroom instruction in a variety of ways.
* Homework should provide use of resources that are available to all students.
* Homework should be able to be finished in a reasonable amount of time.
* Homework should not be used as a punitive measure.

*Characteristics of Effective Homework*

* Relates to lesson objectives and classroom instruction
* Prepares, reinforces, enriches, or extends learning
* Practices basic skills to promote immediate recall
* Matches the needs of the learner

*Grading of Homework*

Teachers must clearly outline with parents the grading policy as it relates to homework. Teachers should share with parents the portion of the child’s grade for homework in relation to the student’s overall grade for the subject area. Teachers should also outline how feedback will be given to students and parents.

*Make-up Homework*

Teachers allow for make-up of missed homework under reasonable conditions, (i.e. absences, family emergencies).

*Minimum Daily Amount of Homework Minutes per Grade Level*

Kindergarten: 20 minutes, which includes reading to or with parent, or by themselves

1st Grade: 20 minutes, which includes reading to or with parent, or by themselves

2nd Grade: 30 minutes, which includes reading to or with parent, or by themselves

3rd Grade: 30 minutes, which includes reading to or with parent, or by themselves

4th Grade: 45 minutes, which includes reading to or with parent, or by themselves

5th Grade: 1 hour, which includes reading to or with parent, or by themselves

6th Grade: 1 hour 15 minutes, which includes reading to or with parent, or by themselves

Projects may be used as a replacement for homework assigned on a weekly basis (i.e. a project assigned in social studies may reduce the amount of daily homework during the week to allow for completion of the project).

**Items Brought from Home**

Dangerous items are not allowed at school and will result in disciplinary action. This includes matches or lighters and pocket knives. Distracting items such as electronic games or music players, laser pointers, or other non-essential items are not allowed at school.

**Reporting Student Progress**

*Report Cards*

Report cards are issued three times during the school year, at the end of each trimester. Teachers evaluate student work in relation to the standards and benchmarks established for their grade level. Behavior and effort are reported separately. Any modifications of curriculum are indicated on the report card. Missing, late, or incomplete assignments get an incomplete only when a student’s work is not finished because of illness or other excused absence.

*Progress Reports*

Deficiency notices are sent six weeks prior to report cards if your child may receive a D or F on the next report card.

**Recognition of Students’ Accomplishments**

*Awards Assemblies*

Kindergarten through sixth grade students attend awards assemblies, held shortly after report cards are sent home for academic and citizenship awards. Parents are notified in advance and invited to attend.

*Honor Roll*

Students in Grades 4-6 may be on the Elk Grove Unified School District Honor Roll each trimester by earning a grade point average of 3.5 or better with no grades below a C.

*Perfect Attendance*

To achieve perfect attendance, a child must be present *every single day* with no tardies or early outs.

*Paw Prints*

Paw Prints are awarded to students demonstrating safe, respectful, and responsible behavior. A Paw Print drawing is held each Friday and students are recognized over the loud speaker. These students receive a small prize in the office.

**Textbooks**

Each student is issued a numbered copy of the textbooks used at his/her grade. Parents will be asked to pay for lost or damaged books.

Kennedy Elementary School Dress Code



**School attire is expected to reflect children’s mental and physical preparedness for the business of learning.** When students are not dressed appropriately for school, the parent will be notified and asked to bring a change of clothing.

|  |  |
| --- | --- |
| **General Information** | All clothing items and accessories may not contain vulgar, derogatory, or suggestive diagrams, pictures, slogans, or words that may be interpreted as racially, religiously, ethnically, or sexually offensive and which cause or are likely to cause a disruption within the school environment. Clothing that promotes alcohol, tobacco, or drug usage or displays weapons or violence and which causes or is likely to cause a disruption within the school environment is not allowed. Student dress may not be symbolic of threatening behavior, harassment, or discrimination and which causes or is likely to cause a disruption within the school environment. |
| **Pants, Skirts, and Shorts** | * Students’ legs should be covered completely from the waist to the extended tip of the longest finger with arms hanging naturally at the sides.
* Underwear may not be visible above the waistband.
 |
| **Tops** | * The display of cleavage is not permitted.
* Straps on shirts must be at least two finger-widths
* Bra straps should not be showing.
 |
| **Footwear** | * Safe shoes with heel straps must be worn at all times.
* No skate shoes, bare feet, flip-flops, bedroom slippers, or stocking feet.
 |
| **Hats & Head Coverings** | * Hats and hoods may be worn outdoors **only**.
 |
| **Jewelry** | * Students may wear earrings, watches, and necklaces that surround the neckline. Long chains and necklaces are not allowed.
* Jewelry or other items which could be regarded or used as a weapon are not allowed (studded belts, studded bracelets, or studded necklaces, dog choke chains, wallet chains, large rings)
 |

**Cougar Pride – Positive Behavior Program**

|  |
| --- |
| **KENNEDY BEHAVIOR MATRIX** |
|  | Be Safe | Be Responsible | Be Respectful |
| Everywhere | * Kind Hands
* Walk or Skip
* Report Danger
 | * Ready to Learn
* Five Ways to Solve a Problem
* Keep It Clean
 | * Follow Directions
* Check Your Volume
* Kind Words
* Personal Space
 |
| Arrival | * Use sidewalks and crosswalks
* Go directly to MP Room
 | * Be on time
* Stay in supervised areas
 | * Greet adults
 |
| Dismissal | * Leave promptly
* Use crosswalk
* Walk straight home
* Walk bikes, skateboards or scooters on school grounds
 | * Know and follow your after-school plan
 | * Say goodbye to adults
 |
| Yard &Playground | * Be careful of others when you run
* No throwing wood chips
* No play fighting
 | * Use bathroom before the bell
* Get a drink before the bell
* Use play equipment correctly
* Eat snacks at picnic tables only
* **1st whistle, off field and play structure or freeze. 2nd whistle, line up safely.**
 | * Clean up after eating snacks
* Follow the game rules
* Everyone plays
 |
| Bathrooms | * Keep water in sink
* No playing
* Feet on the floor
 | * Toilet paper goes in the toilet, nowhere else
* Flush toilet
* Wash hands
* Clean up after yourself
* Problem? Inform an adult
 | * Give others privacy
 |
| DrinkingFountain | * Give space to the person drinking water
* No pushing
* Only drink, no spitting or playing
 | * Get a drink during recess
 | * Take turns
 |
| Line | * Walk
 | * Quiet voice
* Face forward
 | * Leave room between yourself and others
 |
| Hallways | * Walk or skip on the sidewalk
 | * Quiet voice
* Go only where you are supposed to go
 | * Do not disturb other classes
 |
| MP Room | * Walk
* No sharing food
 | * Eat only at the table
* Clean up after yourself
* Stay in seat unless given permission to get up
 | * Use inside voice
* Allow anyone to sit next to you
* Don’t touch others’ food
 |
| Office |  | * Know your phone number
 | * Come to the front counter and wait for an adult
* Say please and thank you
* Wait your turn
* Use inside voice
 |
| Classroom | * Keep the floor clear for walking
 | * Keep your desk clean and orderly
* Be prepared for class
* Complete class work and homework
 | * We are here to learn
 |

*Samuel Kennedy Elementary welcomes those with disabilities to participate fully. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this or any program, service or activity offered you, please contact Kennedy Elementary School Administration, (916) 383-3311, at least 48 hours before the scheduled event so that we may make every reasonable effort to accommodate you. {Government Code Section 54953.2; Americans with Disabilities Act 1990, Section 202 (42 U.S.C. Section 12132).]*

Title I Program

**Samuel Kennedy Elementary School Title I Parental Involvement Policy**

2018-2019

**GENERAL EXPECTATIONS**

Title I schools agree to implement the following statutory requirements:

* The school and parents will jointly develop a School Parental Involvement Policy for distribution to parents of participating children.
* The school will distribute the School Parental Involvement Policy in an understandable and uniform format, and to the extent practicable, in a language the parents can understand.
* The school will make the School Parental Involvement Policy available to the local community.
* The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
* The school will adopt the school-parent compact as a component of its School Parental Involvement Policy.
* In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
* The school agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:
	1. *Parental involvement means the participation of parents in regular, two-way, and meaningful communication, involving student academic learning and other school activities, including ensuring—*
	2. *Parents play an integral role in assisting their child’s learning;*
	3. *Parents are encouraged to be actively involved in their child’s education at school;*
	4. *Parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; the carrying out of other activities, such as those described in section 1118 of the ESEA****.***

**TITLE I SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

* + 1. **Samuel Kennedy Elementary School** will take the following actions to involve parents in the joint development and agreement of its School Parental Involvement Policy and its school-wide plan in an organized, ongoing, and timely manner as specified in section 1118(b) of the ESEA.
* Review of Title I programs at the annual Title I Back to School meeting
* Discussion and review of Title I programs at School Site Council meetings
* Discussion and review of Title I programs at site English Learner Advisory Committee (ELAC) meetings
* Updating the Parent Involvement Plan annually
	+ 1. **Samuel Kennedy Elementary School** will take the following actions to distribute to parents and the local community, the School Parental Involvement Policy:
* Parent Handbook
* Samuel Kennedy Elementary School Website
* Parent Meetings (i.e. School Site Council, ELAC, PTA)

3. **Samuel Kennedy Elementary School** will update periodically its School Parental Involvement Policy to meet the changing needs of parents and the school.

* Ongoing discussion and review at School Site Council, ELAC and PTA meetings
* Review at parent nights

4. **Samuel Kennedy Elementary School** will convene an annual meeting to inform parents of the following:

* That their child’s school participates in Title I
* About the requirements of Title I
* Of their rights to be involved
* The meeting will be held and parents will be encouraged to attend.
1. **Samuel Kennedy Elementary School** will hold a flexible number of meetings at varying times, and may provide transportation, child care, and/or home visits, paid for with Title I funding as long as these services relate to parental involvement.
* School Site Council, ELAC and PTA meetings
1. **Samuel Kennedy Elementary School** will provide timely information about Title I programs to parents.
* School website
* School Site Council, ELAC and PTA meetings
1. **Samuel Kennedy Elementary School** will provide to parents a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
* Classroom teacher review at Back to School Night
1. **Samuel Kennedy Elementary School** will provide parents, if requested, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
* School Site Council, ELAC and PTA meetings

9. **Samuel Kennedy Elementary School** will submit to the district any parent comments if the school-wide plan under section (1114)(b)(2) is not satisfactory.

**SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

1. **Samuel Kennedy Elementary School** will build the school’s and parents’ capacity for strong parental involvement. In order to ensure effective involvement of parents, in partnership with the schools and the community, to improve student academic achievement, the following activities shall be implemented:

**PRIORITIZING STUDENT ACHIEVEMENT**

* Title I School Requirements
* High Expectations for all students
* School-wide goals to improve our Academic Performance
* Meeting Federal Adequate Yearly Progress (AYP) criteria

**A RIGOROUS INSTRUCTIONAL PROGRAM**

* Ongoing staff development to train teachers on best practices that help students succeed
* Continued implementation and development of our Wonders Reading, GoMath, Harcourt/Holt Social Studies and Science programs based on California Common Core State Standards

**USE OF ASSESSMENT DATA**

* Each grade level analyzes CAASPP, District benchmark assessments, and program assessments for the purpose of planning instruction
* Additional differentiated intervention support provided to students based on assessment results
* Our data analysis grade-level teams meet three times a year to review student data and ensure all possible interventions are available to each student

**Use of Available of Instructional Resources**

* Parents
* Instructional Coach to support teachers with curriculum and instruction
* Academic Intervention Teachers available to coordinate support for struggling students in reading, math, and English Language development
* A Learning Center to address the needs of students with learning disabilities
* After-school program (Cougar Academy) available to provide additional literacy, homework, and enrichment experiences
* Computer Lab and teacher
1. The school will, with the assistance of the district, provide parents information on the following topics:
* The State’s academic content standards
* The State’s student academic achievement standards
* The State and local academic assessments including alternate assessments
* The requirements of Part A
* How to monitor their child’s progress
* How to work with educators

The school will provide materials and training to help parents work with their children in improving their academic achievement and encourage parental involvement.

* Parent Teacher Conferences
* School Site Council, ELAC and PTA meetings
* Parent Education Meetings
1. The school will educate its teachers and other staff, in how to reach out to, communicate with, and work with parents as equal partners, and in how to implement and coordinate parent programs and build ties between parents and schools.
* Staff Meetings
* Professional Development
1. The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with district preschool and other state and federally funded programs.

DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

(NOTE: The School Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school to support their children’s academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA.)

**Samuel Kennedy Elementary School** shall implement the following additional activities:

* Provide necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training
* Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
* Train parents to enhance the involvement of other parents
* Adopt and implement model approaches to improving parental involvement
* Provide other reasonable support for parental involvement activities under section 1118 as parents may request

**ADOPTION**

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

This policy was adopted by **Samuel Kennedy Elementary School Site Council** on 8/24/16\_and will be in effect for the period of one school year. The school will distribute this policy to all parents of participating Title I, Part A children by the beginning of each school year in the parent handbook.

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 *(Signature of Administrator) (Signature of Parent Representative)*

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*(Date)8/24/16* *(Date)8/24/16*

SCHOOL-PARENT COMPACT 2018-19

**Samuel Kennedy Elementary School**

The Samuel Kennedy Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the school staff, and the students will develop a partnership to share the responsibility for improved student academic achievement.

**As part of this Compact, *the principal and school staff* agree to*:***

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child’s achievement.
3. Provide parents with frequent reports on their children’s progress, through report cards, progress notices, regular assessment scores, and classroom newsletters and communication.
4. Provide parents reasonable access to staff, by holding parent teacher conferences as needed, available before and after school for phone calls and be accessible by email as needed.
5. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, such as school field trips and supporting the teacher in their child’s classroom during the school day.

As part of this Compact, *parents* agree to:

1. Get their child to school daily and on time.
2. Make sure that homework is completed.
3. Volunteer to support their child’s classroom.
4. Participate, as appropriate, in decisions relating to their children’s education.
5. Promote positive use of their child’s extracurricular time.
6. Stay informed about their child’s education and communicate with the school by promptly reading all notices from the school or the school district either received by their child or by mail and responding, as appropriate.
7. Serve, to the extent possible, on parent advisory groups, such as the District Categorical Advisory Committee, School Site Council, Parent Teacher Association, and English Learner Advisory Committee.

As part of this compact, *students* agree to:

1. *Complete class work and do homework every day and ask for help when needed.*
2. Read at least 30 minutes every day outside of school time.
3. Give parent/guardian all notices and information received from the school every day.
4. Bring necessary books and materials to school each day.

**Parents’ Right to Know**

The Elk Grove Unified School District is very proud of the performance of students in our schools, and we commend you, the parents, for your excellent support of academic achievement. A Federal law requires that parents, upon request, should be informed about the qualifications of their children’s teachers.

**As a parent, *you have the right* to request the following information regarding the professional qualifications of your child’s teacher:**

1. The college degree major of your child’s teacher and any other graduate certification or degree held;
2. Whether the State of California has licensed or qualified your child’s teacher for the grade level and subjects taught;
3. Whether your child’s teacher is teaching with an emergency credential;
4. Whether your child is provided services by paraprofessionals, and if so, their qualifications.

Information about the teacher’s qualifications can be obtained by requesting it (in writing) from the school office.

**ELK GROVE UNIFIED SCHOOL DISTRICT**

**SCHOOL HANDBOOKS**

 **2018-2019**

## Disciplinary Practices

A student may be disciplined, suspended, or expelled for acts enumerated in Disciplinary Practices and Progressive Discipline 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:

1. While on school grounds.

2. While going to or coming from school.

3. During the lunch period whether on or off campus.

4. During, while going to, or coming from a school sponsored activity.

5. 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

## The Elk Grove Unified School District has a defined and progressive set of interventions, remediations and consequences that schools follow when a student misbehaves. The superintendent or principal may use his or her 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 two hours during non-instructional time
* Community Service - Student 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.

**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 inclusive of:

* 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 for more detail.)*

Students who commit these offenses may be suspended from school and/or 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. A principal or designee may suspend a student for up to five days. A teacher may suspend 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.

There are two kinds of suspension – on-campus suspension and home suspension. 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, but 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 district 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)]

## The Role of Parents and Guardians

School rules are designed to teach children to be responsible, respectful, and safe. Parents and guardians have a key role in maintaining welcoming, safe campus environments that are conducive to learning.

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. Parent/student handbooks are available online in English, Spanish, Hmong and Vietnamese.

The Elk Grove Unified School District 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 the [Student Support and Health Services](http://www.egusd.net/about/divisions-departments/educational-services/student-support-and-health-services/).

**Table of Education Codes Related to Discipline**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Mandatory Expulsion [E.C. 48915(c)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| (1) Possession, selling or otherwise furnishing a firearm. However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion. |  | ● | ● |
| (2) Brandishing a knife. |  | ● | ● |
| (3) Unlawfully selling a controlled substance. |  | ● | ● |
| (4) Committing or attempting to commit a sexual assault or battery.  |  | ● | ● |
| (5) Possession of an explosive. |  | ● | ● |
| **2. Mandatory Recommendation for Expulsion [E.C. 48915(a)(1)]** Unless the Superintendent, Superintendent's designee, principal or principal's designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct. | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| (1) Causing serious physical injury to another person except in self-defense. |  | ● | ● |
| (2) Possession of any knife or other dangerous object of no reasonable use to the pupil. |  | ● | ● |
| (3) Unlawful possession of any drug except for (1) the first offense of possession of not more than one ounce of marijuana, or (2) for the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician. |  | ● | ● |
| (4) Robbery or extortion. |  | ● | ● |
| (5) Assault or battery upon a school employee. |  | ● | ● |
| **3. Acts of Violence [E.C. 48900(a)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| (1) Caused, attempted to cause, or threatened to cause physical injury to another person. | ● | ● | ● |
| (2) Willfully used force or violence upon another person. |  | ● | ● |
| **4. Weapons and Dangerous Objects [E.C. 48900(b)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| (1) Possession, sale, or furnishing of weapons (knife, gun, sharp object, club, or an object that could inflict injury) or explosive. |  | ● | ● |
| (2) Explosives, use or possession. |  | ● | ● |
| **5. Drugs and Alcohol [E.C. 48900(c)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| (1) Possession, use, sale, or furnishing, or otherwise being under the influence of alcohol, controlled substances, or an intoxicant. |  | ● | ● |
| **6. Sale of “Look-Alike” Controlled Substance or Alcohol [E.C. 48900(d)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant. |  | ● | ● |
| **7. Robbery or Extortion [E.C. 48900(e)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Committed or attempted to commit robbery or extortion. |  | ● | ● |
| **8. Damage to Property [E.C. 48900(f)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Caused, or attempted to cause damage to school or private property. | ● | ● | ● |
| **9. Theft or Stealing [E.C. 48900(g)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Stealing, or attempting to steal school or private property. | ● | ● | ● |
| **10. Tobacco [E.C. 48900(h)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Possessed or used tobacco or nicotine products. | ● | ● |  |
| **11. Profanity, Obscene Acts, Vulgarity [E.C. 48900(i)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| (1) Directed at peers. | ● | ● | ● |
| (2) Directed at school personnel. | ● | ● | ● |
| **12. Drug Paraphernalia [E.C. 48900(j)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. |  | ● | ● |
| **13. Willful Defiance or Disruption of School Activities [E.C. 48900(k)(1)]**Disrupting school activities or otherwise refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties. “Disruption of school activities” is defined as follows: when a student’s conduct, presence or actions disrupts or threatens to disrupt normal district or school operations, threatens the health or safety of anyone on district or school property, or causes or threatens to cause damage to district property or to any property on school grounds. “Willful defiance of valid authority” is defined as follows: when a student defies the valid authority of a district or school official or district or school staff in a manner that has an impact on the effective or safe functioning of district or school operations, such as continuing to remain at the scene of a fight or to instigate a disturbance after being told to stop the subject behavior; repeated disobedience to or defiance of school personnel when other interventions have not been successful in modifying the misbehavior; or in the proper instance one-time or first-time disobedience to or defiance of school personnel that has an impact on the effective or safe functioning of district or school operations.Note: With the exception of classroom suspensions imposed by a teacher under Education Code 48910, no student enrolled in kindergarten through grade three may be suspended for violation of Education Code 48900(k)(1). Additionally, no student enrolled in kindergarten through grade twelve, regardless of age, may be recommended for expulsion for violation of Education Code 48900(k)(1) [E.C. 48900(k)(2)] | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| (1) Disrupting school activities.Examples of disruption of school activities under Education Code 48900(k)(1), as defined above, which may subject a student to discipline, include but are not limited to: Classroom behavior that impedes a teacher’s ability to teach and other students’ ability to learn, such as a student talking loudly or making other distracting noises or gestures while a teacher is speaking to and instructing the class and when students are expected to be silent and attentive; or the intentional activation of the fire alarm causing the temporary evacuation of the school and/or causing emergency personnel to respond. | ● | ● |  |
| (2) Refusing to follow the valid authority of school personnel, includingsupervisors, teachers, school officials or other school staff performing their duties.Examples of willful defiance of valid authority under Education Code 48900(k)(1), as defined above, which may subject a student to discipline, include but are not limited to: Continuing to remain at the scene of a fight or other violent disturbance despite specific directions to leave the area by administrators or other school staff attempting to break up the fight or mitigate the disturbance caused by the fight; or repeated episodes of misbehavior, despite multiple efforts and/or directives by a classroom teacher or other district staff intended to change and correct the student’s misbehavior.  | ● | ● |  |
| (3) Failure to follow school rules. | ● | ● |  |
| (4) Failure to follow directive or instruction of staff or teachers. | ● | ● |  |
| (5) Failure to follow conduct code for school bus passengers. | ● | ● |  |
| **14. Possession of Stolen Property [E.C. 48900(l)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Knowingly received stolen school property or private property.\*\*School property includes, but is not limited to, electronic files. [E.C. 48900(u)] | ● | ● | ● |
| **15. Imitation Firearm [E.C. 48900(m)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Possession of an imitation firearm that is substantially similar in physical properties to anexisting firearm as to lead a reasonable person to conclude the replica is a firearm. |  | ● | ● |
| **16. Sexual Assault or Sexual Battery [E.C. 48900(n)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Committed or attempted to commit a sexual assault or battery. |  | ● | ● |
| **17. Harassment of a Student Witness [E.C. 48900(o)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Harassed, threatened, or intimidated a pupil who is a witness in a schooldisciplinary proceeding for the purpose of intimidation or retaliation. | ● | ● | ● |
| **18. Prescription Drug Soma [E.C. 48900(p)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescriptiondrug Soma. | ● | ● | ● |
| **19. Hazing [E.C. 48900(q)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Engaged or attempted to engage in hazing. | ● | ● | ● |
| **20. Bullying and Bullying by Electronic Act [E.C. 48900(r)]**Bullying means any severe or pervasive or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimentaleffect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from services, activities, or privileges provided by a school. [E.C. 48900(r)] Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined inEducation Code 48900.2, 48900.3, or 48900.4 that has any of the effects described above on a reasonable student. [E.C. 48900(r)] | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Engaged in an act of bullying, including, but not limited to, bullying committed by meansof an electronic act, directed specifically toward a pupil. | ● | ● | ● |
| **21. Aided or Abetted to Inflict Physical Injury [E.C. 48900(t)]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Aided or abetted in the infliction or attempted infliction of physical injury toanother student. | ● | ● | ● |
| **22. Sexual Harassment [E.C. 48900.2]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Prohibited sexual harassment includes, but is not limited to, unwelcome sexualadvances, requests for sexual favors, and other verbal, visual, or physical conductof a sexual nature. Applies to grades 4-12. | ● | ● | ● |
| **23. Acts of Hate Violence [E.C. 48900.3]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Students in grades 4-12 may be suspended or recommended for expulsion for causing,threatening, or attempting to cause, or participating in an act of hate violence defined aswillfully interfering with or threatening another person's person or property rights becauseof race, ethnicity, national origin, religion, disability, or sexual orientation. Speech thatthreatens violence, when the perpetrator has the apparent ability to carry out the threat, maybe considered an act of hate violence. | ● | ● | ● |
| **24. Other Harassment [E.C. 48900.4]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Students in grades 4-12 may be suspended or recommended for expulsion for intentionallyengaging in harassment, threats, or intimidation against a student or group of students becauseof race, ethnicity, national origin, religion, disability, or sexual orientation.The harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment. | ● | ● | ● |
| **25. Terrorist Threats [E.C. 48900.7]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Making terrorist threats against school officials and/or property. | ● | ● | ● |
| **26a. Attendance – Truant [E.C. 48260]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Absent from school without a valid excuse. | ● |  |  |
| **26b. Attendance – Repeat Truant [E.C. 48261]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Absent from school more than one day without a valid excuse. | ● |  |  |
| **26c. Attendance – Habitual Truant [E.C. 48262]** | **Alternative****to Suspension** | **Suspension** | **Expulsion** |
| Any student truant three or more times per school year. Students who are habitually truantmay be referred to the School Attendance Review Board. | ● |  |  |

**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. The District 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.

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]

**PROHIBITION OF DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING, AND RELATED COMPLAINT PROCEDURES**

District programs and activities shall be free from discrimination, including harassment, intimidation and bullying based on a student’s actual or perceived disability, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics. The district has a policy of nondiscrimination in accordance with federal law and Title IX, and also prohibits sexual harassment of or by any student or by anyone in or from the district. More detailed information regarding the district’s prohibition of discrimination, harassment, intimidation, and bullying or the prohibition against sexual harassment is contained in the district’s Parent & Student Handbook and is also available on the district’s website.

Parents, students and staff should immediately report incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment to the Principal or designee. Students, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint are urged to first contact the Principal or designee, but if your concerns are not resolved, you may also contact the Associate Superintendent for Human Resources, at (916) 686-7795, for matters involving a potential complaint or concern regarding a district employee. You may contact the Associate Superintendent for Pre-K-6 Education, at (916) 686-7704 regarding a potential complaint or concern related to a PreK-6 student (or students); and you may contact the Associate Superintendent for Secondary Education, at (916) 686-7706, regarding a potential complaint or concern related to a student (or students) in grades 7-12. No one shall be retaliated against for reporting any incident of alleged discrimination or harassment, and complainants’ identities will be kept confidential to the extent practical in the course of investigating the incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment.

Pursuant to California Education Code 221.5, a pupil shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil’s records.  Questions regarding the foregoing rights shall be directed to your Principal or Vice Principal.

**UNIFORM COMPLAINT PROCEDURES**

The Elk Grove Unified School Districthas the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, complaints alleging violation of state or federal laws governing educational programs, and complaints alleging the district’s failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

Adult Education

After School Education and Safety

Agricultural Vocational Education

American Indian Education Centers and Early Childhood Education Program Assessments

Bilingual Education

California Peer Assistance and Review Programs for Teachers

Career Technical and Technical Education and Career Technical and Technical Training

Career Technical Education

Child Care and Development

Child Nutrition

Compensatory Education

Consolidated Categorical Aid

Course Periods without Educational Content

Economic Impact Aid

Education of Pupils in Foster Care and Pupils who are Homeless

Every Student Succeeds Act / No Child Left Behind

Local Control Accountability Plans (including Charter Schools as described in EC §§ 47606.5 and 47607.3);

Migrant Education

Physical Education Instructional Minutes

Pupil Fees

Reasonable Accommodations to a Lactating Pupil

Regional Occupational Centers and Programs

**Annual Notification of the Uniform Complaint Procedures (UCP)**

**2017 - 2018 School Year (continued)**

Rights of certain juvenile court school transfer students

School Safety Plans

Special Education

State Preschool

Tobacco-Use Prevention Education

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, homeless education, foster youth services, rights of certain juvenile court school transfer students, reasonable accommodation for a lactating student on a school campus, assignment of a student to a course without educational content for more than a week in one semester or to a course the student has previously completed, noncompliance with the physical education instructional minutes for students in elementary school, alleged retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy, and noncompliance with the Local Control and Accountability Plan (LCAP).

More detailed information regarding the Uniform Complaint Procedures, including the timeline for resolving complaints and the complaint appeal process, is contained in the district’s Parent & Student Handbook. A copy of our UCP complaint policies and procedures is available free of charge and is available on the District’s website at the following link: <http://www.egusd.net/about/district/policiesproceduresnotices/>