

STONE LAKE ELEMENTARY SCHOOL



**STUDENT & PARENT HANDBOOK
2016-2017**

STONE LAKE ELEMENTARY SCHOOL
ELK GROVE UNIFIED SCHOOL DISTRICT
A California Distinguished School

Mark Beard

Principal

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Laura Anderson

Vice Principal

Laaander@egusd.net

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Dear Stone Lake Families,

Welcome to Stone Lake Elementary School for the 2016-2017 school year. We are looking forward to having another Awesome year. We will continue our theme for this school year of having students, "Soaring Like Hawks." **H.A.W.K.S.** stands for **H**ardworking, **A**ccountable, **W**ise, **K**ind and **S**afe, and this is called our **HAWK'S Honor**, and our students will follow the **HAWK'S Honor** everywhere they go on our campus.

For the 16-17 school year we will be seeing a new English Language Arts Curriculum for all grades called California Reading Wonders. Our teachers are being trained on how to deliver this standards aligned curriculum, and they are looking forward to using it as a tool to teach our children the grade level standards they must know in order to be prepared for the next grade.

Our tradition of a strong partnership with the Stone Lake Community has been a vital part to our school's success. This partnership is what makes our school great, and with the addition of our Stone Lake App for smart phones, and the ability for parents to opt in to receive text alerts from school, we hope to strengthen that partnership and keep parents even more connected to our school.

Our goal is to continue to provide you and our Stone Lake students with the highest quality educational experience. We expect high academic achievement of all of our students, but we also will strive to meet the social, emotional and physical needs of our students as well. Not to mention, we want students to have fun at our school and be proud that they are Hawks! Because once a Hawk, always a Hawk. Our Stone Lake Vision Statement sums it up well:

Stone Lake Elementary School will continue a tradition of high academic achievement in collaboration with staff, families, and students. We will provide a safe environment that promotes hard work, independence, respect, responsibility, and tolerance while encouraging all learners to be successful in a culturally diverse society. Our efforts, along with our partnership with the Stone Lake community, will enable all students to take pride and ownership in their school and continue on their path to college and career readiness.

This handbook has been developed to provide you with information that will help you and your child have a successful year. Please take the time to read over this handbook and discuss relevant information with your child and refer back to it as needed throughout the year.

The 2016-2017 school year will be another year for us to Soar Like Hawks, and we look forward to working with all of you to ensure the success of your child. If this is your first year at Stone Lake Elementary, we welcome you to the family. Veteran Stone Lake Families, welcome back to all of you. We look forward to supporting all of you on this wonderful journey through elementary school.

Respectfully,

The Stone Lake Elementary School Staff

Stone Lake Elementary School

Staff 2016-2017

Principal	Mark Beard		
Vice Principal	Laura Anderson		
Secretary	Carla Troutner		
School Office Assistant	Erika Chavez Shanice Brown		
School Nurse	Kristin Tanaguchi		
Lead Custodian	Wualter Marroquin		
Custodians	Jesse Prasad		
Kitchen Lead	Jean Russell	Kitchen Assistant:	Maria Morlaes
Computer Resource	Scott Pearson		
Subject Matter/PE	Rudy Barros		
Learning Center (RSP)	Christine Fisher Fernandez Joanna Easley		
Speech	Abigael Ray		
School Psychologist Mental Health Therapist	Marilyn Nishkian Cindy Gillingham		
RSP Aide	Sue Webberson		
Inclusive Education	Susmita Roy		
Inclusive Aides/Paraeducators	Kuljit Ghuraya Rupinder Sangha Kou Vang Christina Fresquez Ramandeep Kaur Christie Fox Olga Basurto Sue Weberson		
Instructional Coach	Nicole Sutherland		

Stone Lake Elementary School

2016-2017 Teachers

Track A

Integrated Pre-K		Kristin Ruff
Kindergarten	PM	Sandy Glaeser
Grade 1		Rochelle Trujano
Grade 2		Nicole Peters
Grade 3		Susan Howe Debbie Stovall
Grade 4		Angela Moore
Grade 5		Christine Goodwin
Grade 5		Tara Anderson
Grade 6		Chodi Houston
SDC:		Francisco Chavez

Track B

Kindergarten	AM	Laura Wong
Grade 1		Rosalinda Alarcon
Grade 2		Becky Murchison
Grade 3		Ashley Fields
Grade 4		Patti McDougall
Grade 5		Syndie Mehas
Grade 6		Karin DeArman

Track C

Kindergarten	PM	Danaa Tateishi
Grade 1		Yvette Sack
Grade 2		Liz Mellinger
Grade 3		Laura Heidt
Grade 4		Margaret Martell
Grade 5		Jaime Vazquez
Grade 6		Julio Gonzalez

Track D

Kindergarten	AM	Peggy Seko
Grade 1		Daryl Longenecker
Grade 2		Teisha Tadich/Cher Pizante
Grade 3		Jeremy Roberts
Grade 4		Melanie Tsukamoto
Grade 5		Amy Lunsford
Grade 6		Gisela Gutierrez

Autistic Classes

John Carrick
Amanda Pride

SCHEDULES

Regular School Day

AM Kindergarten	8:00 AM – 11:31 AM
PM Kindergarten	11:05 AM – 2:36 PM
Grades 1-6 Schedule	8:10 AM - 2:40 PM

Early Out Wednesday

AM Kindergarten	8:00 AM -11:31 AM
PM Kindergarten	11:05 AM-2:36 PM
Grades 1-6 Schedule	8:10 AM-1:50 PM

Minimum Days - Track Change Days

Grades 1-6 Schedule	8:10 AM - 12:25 PM
Kindergarten AM & PM	8:00 AM–11:31 AM

Recess and Lunch Schedule

<u>Recess</u>		<u>Lunch</u>	
Grades 1/2/3	10:00-10:15	Grade 1	11:00-11:40
Grades 4 & 5	10:20-10:35	Grades 2 & 3	11:30-12:10
Grade 6	10:40-10:55	Grades 4 & 5	12:00-12:40
		Grade 6	12:30-1:10

Stone Lake Programs

Parent Teacher Organization

The PTO is a vital part of the community and is comprised of our parents and school personnel. It sponsors activities for parents and students in both the evening and during the school day in correlation with the goals:

1. To establish an active PTO at Stone Lake
2. To support parent involvement
3. To support on-going student and school needs

We ask that you support the PTO by paying your dues, by volunteering to help with activities, by attending PTO meetings, and by supporting the fundraisers that give money to school programs. **The meetings will be held on the second Tuesday of each month starting at 6:00 PM in the Stone Lake Library. All parents are invited to these meetings.** We look forward to and encourage all parents to become involved in the PTO.

School Site Council

The primary role of the Stone Lake Elementary School Site Council is to assist in the planning, implementation and evaluation of our Local Control and Accountability Plan (LCAP). The LCAP focuses on enhancing targeted areas of our curriculum and other key aspects of our school environment and directing the needed resources for our students. Through a collaborative decision making process, the School Site Council assists in determining academic targets for improvement, oversees the school budget, and acts as an advisory to the administration relative to school improvement.

The School Site Council includes the principal, teachers, parents, and other staff. The Council meets regularly to review the budget, plan and evaluate school programs. Teachers, support staff and parent terms are two years.

Gifted and Talented Education (GATE)

Gifted and Talented students exhibit superior performance or show the potential for performing far beyond others of the same age, experience, or environment. Students will be recognized for GATE in the following areas: Creative Ability; Leadership Ability; Visual and/or Performing Arts Ability; High Achievement/Specific Academic Ability; and Cognitive Ability. Students can be identified for GATE in a couple of ways. First, formal GATE identification will begin in third grade. The screening process will continue throughout elementary, middle and high school. All students in third grade will take the Naglieri Non-Verbal Aptitude Test (NNAT) for cognitive ability identification purposes. There will also be opportunities for community, parent, and school staff referral. As CAASPP results come in for third through fifth grade students, these results will also be used in the identification purposes. Stone Lake will have a GATE coordinator and a GATE committee that will help in the GATE identification process. This committee will examine teacher and parent referrals in the areas of Creative Ability, Visual and Performing Arts Ability, and Leadership Ability.

Services for GATE students will occur within the regular school day in the classroom. We will also provide extended learning opportunities after school that will be geared towards our GATE students.

Student Study Team (SST)

A classroom teacher may refer a student for an SST meeting if there are academic or behavior concerns that do not improve after interventions in the classroom. This team is made up of Special Education teachers, school psychologist, sometimes the speech and language therapist, site administration, and the classroom teacher. The purpose of the meeting is to determine what additional supports and services the student might require and to work as a team to provide these services.

Special Education-Resource Specialist

Our Learning Center and resource specialists work with students who have been identified with learning disabilities or other disabilities that may impair their ability to perform in the regular classroom. Individualized Education Plans (IEP's) are developed for these students in order for them to learn at their pace or level.

Special Education-Speech/Language Specialist

The Speech Program at Stone Lake is a special education service for those students who qualify based on need. When a referral is received, a request for testing is submitted and our speech therapist will schedule an assessment at Stone Lake. Based on the test results, a recommendation is presented to the educational team that includes the parents. Speech therapy includes remediation of any of the following disorders: articulation (sound production), language (receptive and expressive), voice and fluency (stuttering).

Special Day Classes (SDC)

Stone Lake will continue to have an emotionally disturbed class servicing students from throughout the district. This class will be for students in first and second grades only. In addition, Stone Lake will have three Autism Spectrum Disorder (ASD) classes. Two classes will also serve students from throughout the district and specifically students in fourth through sixth grades. The other class will be an Integrated Preschool Program. Program specialists in the district office make all placements in our SDC classes

Student Programs

Computer Technology

Technology is an important part of the Stone Lake Elementary curriculum. Students in grades first through sixth participate in technology based activities that are integrated into the total elementary curriculum and reinforce learning that is happening in the classroom. Students use technology to access, analyze, and present information and to master basic keyboarding skills. Another major part of the technology curriculum at Stone Lake is teaching students digital citizenship, which helps kids understand the importance of them becoming good digital citizens. Stone Lake has a dedicated computer lab for our students. The lab was refreshed with new computers during the 14-15 school year. In addition, we will again utilize Chromebook carts in grades third through sixth. For the 16-17 school year we will be receiving two more carts, which will bring our total to six Chromebook carts. These carts contain 30 Chromebooks that have wireless access to the internet. All students will have access to a Google Cloud account that will allow them work on writing in an interactive process with their teachers and with each other. Their classroom teachers will decide when students will have access to this application.

English Language Arts (ELA)

During the 15-16 school year the EGSUD Board of Education decided to adopt a new English Language Arts curriculum for the 16-17 school year. California Reading Wonders will be our new Common Core aligned English Language Arts curriculum. This curriculum will expect the students to interact with the text that they read, learn grammar skills, spelling skills, vocabulary skills, and much more. Students will be challenged by their teachers and asked questions that push them to refer back to what they've read. "Site evidence from the text" is a term that our students will hear often. California Wonders is a comprehensive K-6 ELA/ELD program built on the California ELA/ELD Framework and the CA Common Core 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 Connected.mcgraw-hill.com.

There will continue to be an integrated model of literacy where kids will be expected and taught that reading, writing, and speaking are connected. Research and media skills will also be a major component of the ELA curriculum. Our teachers will stress critical-thinking, problem-solving, and analytical skills that are required for success in college, career, and life. Writing will also continue to be a focus at all grade levels for the 16-17 school year. Kinder through sixth grade students are taught and expected to become fluent writers in opinion, informative/explanatory, and narrative pieces of writing. Our fifth and sixth grade students will gain experience in Document Based Questioning (DBQ) which is used extensively at Toby Johnson and Franklin High School. DBQ's are units of study around an event or person of historical interest. Students are then asked to develop a position on a particular question that is asked of them, and then provide a rationale for their position based on the materials that are presented to them.

Mathematics

California Go Math!™ 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. The comprehensive digital resources promote college and career readiness and support students, teachers, administrators, and parents.

Science

Stone Lake Students will receive science instruction that balances hands-on activities with problem solving skills. Expanding science vocabulary is a vital part of the curriculum that will be taught here at Stone Lake, while also providing students the opportunity to ask questions and form and test hypothesis in the realm of science. Science is a cross-curricular subject that blends well with language arts and especially math.

Social Studies

Stone Lake Students receive social studies instruction based on the California State Standards. Each grade level maintains particular themes and units of study unique to that grade level. All grades incorporate studies of communities, customs, maps, landforms, economics, government, and persons of historical significance. Social studies is also a cross-curricular subject that blends well with language arts and technology.

Physical Education

At Stone Lake we understand the importance of a healthy mind and a healthy body. Mr. Barros will teach P.E. skills to our intermediate students two times a week for 40 minutes. All of our first through sixth grade students will receive the mandatory 100 minutes of P.E. each week. In addition, each year all of our 5th grade students participate in a physical fitness test that measures their aerobic and strength capabilities. These results are reported to the district and the state. Our PE schedule will be posted on our school website. These schedules are tentative and can be changed due to unforeseen events (i.e. weather, assemblies, etc.). We ask that parents be aware that PE is an important part of our school-wide curriculum; therefore, students must be dressed appropriately for this activity each day by not wearing open-toed shoes. Stone Lake also does a school-wide PE, and this year it will be on Fridays, and we call it Fitness Friday. Students, administration and teachers meet on the field at the start of the school day and spend about 15 minutes walking the track.

Reading Counts

At Stone Lake we encourage and help students develop a love and passion for reading. One way that we encourage this passion for reading is our PTO funded Reading Counts Program. Our Reading Counts Program is an independent reading program which combines reading practice with technology based quizzes that assess the students' understanding of the books that they have read. Based on the quiz results, students received points for their performance on the quizzes. Classroom teachers and administration monitor the points and the progress of students, and the students receive classroom incentives for reaching goals, and administration rewards students with Reading Counts Medals for reaching certain point thresholds. Your child's classroom teacher will share more information regarding this program at Back to School Night.

Lexia Core 5 Reading Program

Lexia Core 5 Reading Program is a computer based reading program that is provided by Stone Lake to support all students in gaining literacy skills. This program will be done with students in the classroom, computer lab, but more importantly, can also be done at home. Please talk with your teacher to get more information about this reading support program

Library Services

We are once again lucky to have the services of our awesome librarian Mrs. Bush. Mrs. Bush services our students by providing all grade levels access to our library and the ability to check out books, but Mrs. Bush has some expectations for our school library and the students that visit, and these are listed below:

1. Kindergarten through 5th grade can check out 1 book. 6th graders can check out 2 books.
2. Books are due the day before your child's scheduled library time. Library books are checked out for a period of one week and textbooks for the entire school year.
3. Please help your child to find a safe place to keep library books (away from toddlers, pets, food and water).
4. While the fee for most lost or damaged books averages \$16.00, there are reference books or textbooks used by some students that may cost as much as \$75.00. By signing below, you agree to pay for library books checked out to your child that are lost or damaged.
5. If a book has been marked as "lost", a fine plus shipping costs will be assessed. No additional books may be checked out until the fine is paid.
6. A refund may be mailed if a lost book is found during the current year- BEFORE a replacement has been purchased. Books returned after the end of the school year, or the following school year are not eligible for a refund.
7. Students whose library accounts are not cleared by the end of the school year or at the time of disenrollment from Stone Lake Elementary will have their report cards held in the office until fines are paid or materials returned.

Standardized Testing

The California Assessment of Student Performance and Progress (CAASPP) will be administered again in the Spring. All of our students in grades third through sixth take this test. Some of our students take the test in their classrooms on Chromebooks, and many students take the test in the computer lab. Achievement levels for students will be the following: Level 1-Standard Not met; Level 2- Standard Nearly Met; Level 3-Standard Met; Level 4-Standard Exceeded. Our fifth grade students will continue to be assessed with the STAR test for science only, but they will still take the CAASPP for the English Language Arts and Math. We will continue to keep parents posted regarding the CAASPP through the Hawker's Herald, Coffee Klatch meetings, and via teacher correspondence.

HOMEWORK

We have a school wide homework policy that is discussed during our Back to School Night with your classroom teacher. Each grade level will vary in length of daily time for homework. Homework is always assigned as practice and not as new skills. The goal of homework at Stone Lake Elementary School is to promote and foster student responsibility for each child's own learning.

THE PURPOSE OF HOMEWORK FOR OUR CHILDREN IS TO:

- Promote responsibility
- Promotes student understanding of skills being taught and their child's level of mastery
- Practice and review of skills necessary to meet state standards
- Promotes internalization and application of previously learned concepts
- Matches needs of each learner
- Fosters the ability to complete work independently

EXPECTATIONS FOR HOMEWORK

Our teachers expect our students to put forth their best effort in all they do, including homework. Each student is expected to do the following as it relates to our homework:

- Homework is to be completed by students.
- Homework quality reflects standards for all work produced in the classroom.
- Homework is to be turned in complete, on time, neat, and with the proper heading format.
- Nightly homework includes mandatory reading in all grades.

Minimum district expectations for nightly homework:

Kindergarten	20 minutes which includes reading with or to parents, or by themselves
First	30 minutes which includes reading with or to parents, or by themselves
Second	30 minutes which includes reading with or to parents, or by themselves
Third	45 minutes which includes reading with or to parents, or by themselves
Fourth	1 hour which includes reading with or to parents, or by themselves
Fifth	1 hour which includes reading with or to parents, or by themselves
Sixth	1 hour, 15 minutes which includes reading with or to parents, or by themselves

GRADING EXPECTATIONS

- Grade levels will determine specific grading criteria and protocols for homework and share these expectations at Back to School Night. It is expected that homework be completed in preparation for classroom assessments and activities that are aligned with State and District Standards.

HELPFUL HOMEWORK HINTS FOR PARENTS:

- Keep in mind that your child should have a clear understanding of the homework assignments each day/week. Homework reinforces the concepts taught in the classroom and never is used as an “introduction” to a new concept. If your child is confused, talk it over with them asking for examples of what was taught during the day.
- Designate a specific time for homework each day.
- Have all materials your child will need for homework available.
- Provide support and supervision – check work periodically if your child needs some extra reinforcement and encouragement for a job well done.
- Provide an area free of distractions – TV, radio, video games, and other conversations.
- Teach independence by encouraging your child to persevere and complete assignments without assistance. Act as a consultant for your child and encourage him/her to try with brief directions from you.
- After your homework time is completed, check your child’s work and assist him/her in putting it in the backpack for return to school. Praise your child for their commitment to a job well done.
- Designate some pleasure reading time separate from the homework time too. Children are never too old to read with a parent.
- Don’t struggle with homework – call your child’s teacher and talk about the struggles you may be experiencing if they occur on a regular basis. Our goal is to work as a team to keep homework a positive learning experience for all students.



Parent Involvement

We enjoy active participation from the community and encourage this partnership as we work together to ensure that every child reaches their potential. Parent participation is vital! As the school starts, understand that most teachers ask for some time at the start of the year without parent volunteers. This provides allows teachers time to get to know students and start the bonding process.

We continually seek assistance from our parents, grandparents, and community at large. The following are some suggested forms of assistance:

- PTO (officer, committee chairperson, members)
- Working in your child's classroom or doing work at home
- Attending the various functions/events and activities held at the school
- Chaperoning field trips
- Serving on advisory committees such as the School Site Council, the English Learners Advisory Committee, GATE Advisory Committee, and the District Parent Advisory Committee.
- Dads can join our popular Watch D.O.G. Dads program
- Coaching sports programs at Stone Lake (district fingerprinting is required)

For more information please see your child's teacher or call our office at 683-4096.

Coffee Klatch

Starting on August 1st, 2016, and every first Monday of the month for the rest of the school year, Stone Lake Administration will be holding meetings with parents to discuss what is happening at Stone Lake and provide all parents the opportunity to connect with the administrative team. This is a great forum for parents to ask questions and connect with other parents. Below is the schedule for this year's Coffee Klatches. Please mark your calendars for the dates and times that work for you.

Aug 1 st : 8:30 A.M.	Sept 6 th : 5:30 P.M.	Oct 3 rd : 8:30 A.M.	Nov 7 th : 8:30 A.M.
Jan 9 th : 5:30 P.M.	Feb 6 th : 8:30 A.M.	Mar 6 th : 8:30 A.M.	Apr 3 rd : 5:30 P.M.
May 1 st : 8:30 A.M.	Jun 5 th : 5:30 P.M.		

Home-School Communication

Administrative Contact with Home

As your principal, it is vital for me to connect with our families for a variety of reasons. Sometimes these reasons are as simple as to share information about upcoming events, but unfortunately it may be for something more vital, as in a school emergency. We will use a variety of methods to contact parents; these may include flyers, phone calls, emails, Hawker's Herald, Mr. Beard's Blog, and for the 2016-2017 school year we will be using text messages. **However, in order to receive text messages you must opt-in to receive the messages. In order to opt in you must do the following:**

- **Send a text message to the number 67587 with the letter "Y" in the text box.**

Many parents already did this opt-in during the 15-16 school year in order to receive attendance information for your child. If you have already opted-in, there is no need to do it again.

I will reserve the use of text messages for reminders of minimum days, whole school events like Open House, early out Wednesday reminders, and for emergencies. This will not be a system that I will abuse.

Parents should make sure that any changes to addresses and phone numbers be communicated to the office staff as soon they are made. It is a safety issue if the school does not have accurate information.

Teacher Contact with Home

Teachers welcome and encourage all ways for parents to stay connected to the classroom. Phone calls, notes, emails, and conferences are all ways that teachers use to stay connected to parents. Teachers are usually available to accept phone calls before school and after school. The office will not connect calls during the school day and will take messages.

If you are concerned about something that is happening in the classroom, talk to the teacher first. They are the best resource to find out exactly what is happening in the classroom, and sometimes their perspective on things is a little different than the perspective of students. Our teaching staff is committed to addressing situations in a timely manner, but if you feel the situation cannot be resolved at that point, please feel free to talk with a school administrator.

The school district has outlined specific guidelines for parent meetings, and while these guidelines are the "official" guidelines, teachers are always flexible when it comes to meeting with parents:

Parent Meeting Guidelines

CA Education Code 51101 and Board Policy 5020

Parents and/or guardians have the right, as supportive and respectful partners in the education of their child, to be informed by the school, and to participate in the education of their child, as follows:

- To meet with their child's teacher or teachers and/or the principal, within a reasonable time of the request
- To observe their child's class or classes, within a reasonable time following their request
- To be informed of their child's progress and of the appropriate staff to contact if problems arise with their child
- To examine the curriculum materials of their child's class or classes

A parent/guardians lack of English fluency does not preclude them from exercising these rights (EC 51101.1).

Notification Process

School administrators, counselors and/or school office staff will provide notice to the teacher of a parent request to meet or to visit the classroom. Notice will be provided to the teacher the day of the request: via a teacher mailbox note, a verbal message, email or phone/intercom communication, etc. A minimum one day notice will be provided to the teacher, prior to a parent class visitation, unless there is an urgent need.

Timeline

- A parent requests a meeting with teacher or a class visitation – request received (day one).
- Teacher is notified (same day if possible) of request to meet or to visit class.
- Within 24 hours of request (notice to teacher), teacher will contact parent by phone or email to coordinate and schedule an appointment to meet or a date and time for the class visit.

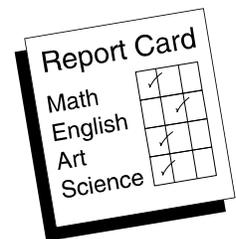
Urgent Requests

When there is an urgent need for a parent meeting, as determined by a school administrator, the administrator will notify the teacher and coordinate a time to meet. If the teacher is unable to meet that day within the teacher workday/workweek time limits, a meeting time will be scheduled/coordinated between the teacher, the administrator and the parent.

Administration participation in parent/teacher meetings or class visitations

Parents or teachers may request the administration attendance and participation in a parent/teacher meeting. If for any reason a teacher desires to have the principal attend a meeting with a parent, it is appropriate and recommended that they ask a site administrator to accompany the parent during the class visitation or to attend a parent/teacher meeting.

Report Cards and Grades



Report cards are issued three times during the year. Conferences may be scheduled by the teacher or parent as needed throughout the year.

Student grades are based on impartial and consistent observation of the quality of the student's work towards mastery of content standards. Teachers utilize tests, projects, class work, quizzes, and class participation to determine report card grades.

In addition to report cards, Stone Lake teachers are expected to communicate the academic progress of your child at the mid-way point of each trimester. Progress reports will differ in nature by teacher and grade level, but students that are receiving a "D" or "F" grade at the midway point of the trimester must have this progress communicated to parents.

School Attendance

One of the most important elements of successful learning is regular, on-time attendance at school. If an absence is necessary, call the school office at 683-4096 the morning of the absence or send a note. The note should include the dates of absence and the reason for the absence.

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

- Illness
- Court Appearance
- Religious Reasons
- Quarantine, as directed by the Health Department
- Medical, dental or eye services rendered
- Attendance at funeral of immediate family member to extent of ONE DAY in California, and NO MORE THAN THREE DAYS outside of California.

Stone Lake Elementary School will be using a new automated calling system. This new system will be sending you attendance notifications in various ways. When your child is absent from school and the absence has not been cleared via a parent phone call, you will be called on your home and cell phones, Emailed an alert, as well as texted an alert(if you have opted in). Notifications will be made at 10:30am and 6:00pm to ensure that you are contacted. If you receive one of these notifications, please contact the school during regular school hours to ensure they have correct information regarding your child's absence.

Attendance Definitions

Truant

Any student subject to compulsory full-time education or compulsory continuation education who is absent from school without a valid excuse three full days, or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof.

Habitual Truant

Any student who has been truant three or more times per school year. However, this designation can only be made following a conscientious effort by an appropriate district officer or employee to hold at least one conference with a parent/ guardian of the student. In addition, notifications required by EC 48260.5 must be sent to the parent/ guardian through the most cost-effective means possible which may include electronic or telephone call [EC 48262]

Chronic Truant

Any student subject to compulsory full-time education or compulsory continuation education who is absent from school without a valid excuse for 10% or more of the school days in one school year, from the date of enrollment to the current date, provided that the appropriate school district officer or employee has complied with EC sections 48260, 48260.5, 48261, 48262, 48263, 48291, and 48263.6.

Chronic Absentee

A student absent on 10% or more of the days, calculated by dividing total absences by the total number of school days the student is enrolled during the school year. Unlike truancy, this measure includes all absences – including excused absences – and assumes all excessive absence impedes learning. [EC 60901(c)(1)]

Early Dismissals:

We understand that early dismissals have to occur for a multitude of reasons; however, early dismissals cause students to miss educational time in the same way that tardies do. If at all possible, we ask that parents attempt to make appointments after the school day, and if an appointment is made during the day that causes an early dismissal, please sign-out your child and return them to school if time allows. **For the 16-17 school year, we will be electronically tracking, as part of your child's attendance record, early dismissals. Habitual early dismissals could constitute your name be referred to SARB. Early dismissals will also affect perfect attendance. Students cannot have ANY early dismissals of greater than 30 minutes to be considered for perfect attendance. Early dismissals of less than 30 minutes will also affect a student's ability to get perfect attendance. Please see Perfect Attendance Award criteria.**

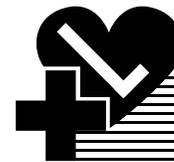
Any student needing to be picked up prior to the end of the school day will need to be signed out in our front office by the parent, guardian, or emergency contact listed in our records. Please do not call the office ahead of your arrival to have your child waiting in the office. This causes your child to miss valuable learning time, and it is often our experience that children wait in the office longer than was expected. We will notify classroom teachers that an early dismissal is going to happen but that we will notify them when the parents arrive in the office.

Please Note:

A student will not be permitted to leave school with a person other than his/her own parent or guardian unless we receive a note signed by the parent or guardian. Students cannot sign themselves out, and we will not release students to siblings that are under the age of 18.

Student Volunteers:

Students (fourth grade or higher) who are off track and have volunteered to work during their time off must have permission from the requesting teacher in written form. The teacher will notify the office which students are volunteering on campus.



Medical Information

Illness & Attendance:

Children should not come to school with a fever or a rash. In fact, children should stay home one more day after the fever subsides to decrease the risk of a reoccurrence of an illness.

While it is important for students to return as soon as possible following an illness, they should not return too soon. If a student is not well enough to go outdoors at recess, he/she should not be in school.

EGUSD Head Lice Policy:

A suspected case of head lice will be individually screened. If students are identified with lice by the presence of a live louse or lice, the student's parent will be called to come and pick up the student from school. No classroom checks will be done. A notification letter will be sent home with the student. When a student is sent home, families will be provided with instructions for treatment. Pharmacists and physicians can assist in recommending over-the-counter medication. Directions from treatment labels should be followed exactly regarding application and any repeat treatments. Readmission occurs if and when the student is free of live lice. Students that have nits (eggs) present in their hair are not excluded from school. Our head lice policy/procedure is in line with evidence based practice and is based on the recommendation from the Center

of Disease Control, the American Academy of Pediatrics, the Sacramento County Public Health Department, and the National Association of School Nurses.

Allergic Reactions:

If your child has an identified allergy or reacts violently to insect bites, you should send a note to the office staff and to the teacher to inform them. All information should be filed at the beginning of each new school year. If medication for this allergy is necessary, a medical form must be completed and updated annually.

Medication:

The following information is designed to help you and your child comply with state law, and the district policy and procedures in relation to the administration of medication at school.

1. Education Code 49423. Sets forth procedures which must be followed if school staff is to accept the responsibility for administration of medication
 - a. Notwithstanding the provision of Section 49422, any pupil who is required to take, during the regular school day, medication prescribed for him/her 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 and amount (2) the parent or guardian of the pupil giving authorization that the school district assist the pupil in the matters set forth in the physician's statement. (E.C. 49423).
2. The authorization form for the Administration of Medication by School Personnel is available in the school office.
3. No medication (prescription or non-prescription) will be dispensed to students or allowed on the school site without the appropriate form being completed and on file in the school office.
4. 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 an exception may be made for students who need medication for potentially life threatening conditions. Such exceptions require physician, parent and principal authorization.
5. Parents are requested to provide written verification from the pupil's physician to the principal or the school nurse as to any change in the medication or dosage.
6. **The authorization for the Administration of Medication by School Personnel must be updated annually or whenever changes are made in the treatment plan.**

Registration of Students

Transitional Kindergarten:

Stone Lake **WILL NOT** have a transitional kindergarten class at our school site, but transitional classes are still available at other school sites. Please inquire with our office staff, and they will help with the process of finding a TK class for your child. The following students are eligible for transitional kindergarten:

- Students whose birthday is September 2- December 2 are eligible for TK
- Students born before September 2 are eligible for Kindergarten and are not eligible for TK
- Students born AFTER December 2 are eligible for Early Entry to TK – but may not begin school until their fifth birthday
- Students born AFTER September 1 are eligible for Early Entry to KINDERGARTEN – but may not begin in a Kindergarten class until their fifth birthday.
- Parents can request Early Entry assessment for their child 60 days prior to the child's fifth birthday

- The HOME SCHOOL does all assessments for Early Entry
- If a child qualifies for Early Entry to either TK or Kindergarten, he/she is returned to the home school if space allows or is offloaded according to our current procedures for offloads.
- Students who are not considered by the parent “mature enough” to attend Kindergarten but have a birth date prior to September 2 are not eligible for TK. (See bullet 2 above.)

All items needed to register for kindergarten are also needed to register for transitional kindergarten:

Kindergarten:

If you live within the boundaries of the Elk Grove Unified School District and your child will turn 5 years old on or before September 1, 2017, you may register him/her for the 2017-2018 kindergarten school year on Thursday, **January 5, 2017**, beginning at 7:30 a.m. at your home school.

The following items are required to complete the registration:

1. Evidence of age (birth certificate, official notification of birth, passport, or affidavit of birth).
2. Immunization Requirements Kindergarten – 6th Grade:
 - a. DPT - 5 doses total or 4 doses if the 4th dose is after 4th birthday. 3 doses meet requirement for ages 7-17 years if at least one dose was on or after 2nd birthday. If last dose was given before 2nd birthday, one more dose, and a 4th dose) is required.
 - b. POLIO - 4 doses total or 3 doses if 3rd dose after 4th birthday. 3 doses meet requirements for ages 7-17 years if at least one dose was on or after 2nd birthday.
 - c. MMR -2 doses, both after 1st birthday (4 day grace period if 1st dose given before 1st birthday)
 - d. Hepatitis B – 3 doses total.
 - e. Varicella - 1 dose or Physician documented proof of history of disease.
3. Proof of Residence- copy of the utility bill (PG& E or SMUD) which shows address and parent name, or copy of purchase or rental agreement with a copy of a utility bill within 6 months if house is under construction/sale pending or within 2 months for a rental agreement).

At first grade entry, all students must provide the district with written evidence of a physical examination (by a licensed physician) completed no sooner than 18 months prior to first grade entry. Before entering 1st grade all immunizations listed above must be completed. Proof of completion is required for entry into middle school.

Homeroom Assignments

Stone Lake is a school on a year around track system. This means that most students matriculate to the next grade on their particular track. However, when student classroom assignments are made, a variety of criteria are sometimes considered when making student classroom placements. **With that being said, requests for specific teachers to office staff or administration are respected but will not be honored. Parents can always fill out track change request forms if there is a desire to change to a different track.**

At Stone Lake, we will post class lists on the day before the 4th of July holiday break. Based on fluctuations in enrollment, these class lists are subject to change, and it is sometimes necessary to have families move tracks. These forced track changes will be based on students that are the last to register to Stone Lake and only for the particular impacted grade and track. Unfortunately, we also sometimes have to place newly enrolled siblings on different tracks based on the space available. If this happens, it is our priority to get siblings on the same track as soon as possible.

Important Policies

Supervision of Students

Before School:

The campus is open to students beginning at 7:55 A.M. Please do not bring or send students before 7:55 A.M. The late kindergarten students cannot arrive before 10:50 A.M. There is no supervision for students before these times.

During School:

Yard supervisors are on the playground during all recesses. Teachers are responsible for all other supervision during the school day, either by an assigned schedule or by teacher selection.

After School:

No supervision is available after students are dismissed at the end of the day. All students must leave the campus at 2:40 p.m. **Please do not ask students to wait for you any amount of time after their dismissal time.** We do not have any supervision available.

Field Trips:

Teachers are responsible for requesting assistance from parents for field trips. We are happy to accept volunteers as arranged with the teacher any time parents are willing and available. Please see your child's teacher to volunteer. Siblings are not allowed to attend field trips. District Board Policy also makes clear that ALL students who are transported to activities must return to the point of departure by the same vehicle unless they are released at the activity site by a parent or guardian, principal or principal designee. Students may be released to parents or guardians and then parents must personally sign a written release. Students may not be released to other parents while attending a field trip, no exceptions. **Field trip forms must be submitted back to your child's teacher 24 hours prior to the field trip.**

Dogs on Campus:

We ask that all parents please refrain from bringing dogs on campus. Many students have a fear of dogs, and while we all want to think that our dogs will be safe, the safest environment that I can create at Stone Lake is by making sure that ALL dogs stay on the outside of our school gates. The only exception would be service animals.

Phone Use and Messages

Cell Phones:

Students may bring cell phones to school. The phone must be OFF and IN THE BACKPACK. Phones that are not OFF and IN THE BACKPACK will be confiscated and must be picked up in the office by a parent. No other electronic devices are allowed at school.

Office Hours:

School office hours are 7:30 AM - 4:00 PM. An answering machine is available before and after office hours.

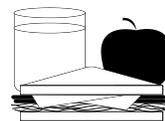
Campus Visitor Policy:

ALL visitors to the Stone Lake Campus **must sign in** at the front office. Please note that you may also be asked to show valid identification before access to the school campus is allowed. Additionally, after signing in **ALL** visitors must obtain and wear a visitor badge/sticker while on campus. When leaving the campus **ALL** visitors must sign out in the office.

CUSTODIAL ARRANGEMENTS

Parent(s) shall provide complete information regarding the custodial care of the student and visitation rights. Upon request, the parent(s) shall furnish to the principal a copy of any relevant court order so as to insure the safety and welfare of the student. The parent(s) shall have a continuing duty to apprise the school of any changes in the custodial care of the student and of the issuance of any court order restricting or prohibiting parental or third party access to the child.

Unless a court order states otherwise, the **non-custodial** parent has the same legal rights as the custodial parent. **Step-parents** have no rights to records, reports, or conferences unless the custodial parent confers these rights on them.



Lunch Program

Lunch Payment:

Families are encouraged to purchase meals in advance. The cost is **\$2.75** for the 2016-2017 school year. Food and Nutrition Services has also launched a new online service that will allow parents to prepay for their child's lunch and ala carte items using their credit or debit card. Parents may enroll by going to: www.myschoolbucks.com and click on **SIGN UP TODAY**. This service will allow parents to view student purchases; set spending limits, and even sends an e-mail when account balances are low. There is also a very convenient My School Bucks app for your smart phone that makes it even easier to place money on your child's account. Menus are posted on the District's Website: www.egusd.net

Charged Meals:

The Food and Nutrition Services lead (Jean Russell) will verbally inform the child if they are running low on their lunch money. Parents are to send their child to school with a lunch or lunch money as well as pay for any previously charged lunches.

- Please note that students may not charge meals during breakfast. For lunch, students may charge no more than **two** meals. Any student who exceeds this number of charged lunches will be given a complimentary "basic lunch" which consists of a cheese sandwich and white milk.

Parents should be informed that if their child has charged, they are to send their child to school with a lunch or lunch money for the next day as well as money to pay for the previously charged lunch(es).

Meal Applications:

To qualify for free and reduced meals, a new application must be completed and approved at the beginning of each school year. Parents must have the current application to be approved for the new school year.

Food Service employees do not approve meal applications at the school site. They will however, receive applications and forward them to FNS where they will be scanned and checked for eligibility and approved if they meet the guidelines.

Parents must provide their child with a lunch from home or lunch money until they receive written notification that they have been approved for free or reduced cost lunch.

Breakfast Program:

Breakfast is served daily from 7:45 a.m. to 8:10 a.m. The cost for breakfast is **\$1.75** for the 2016-2017 school year. If your family is eligible for the free and reduced meal program, breakfast is free.

If you have any questions regarding breakfast program at Stone Lake Elementary School please contact Jean Russell, Food Service Lead, at 916-683-4096.

Foster Students:

Guardians must complete a separate, new meal application for each foster student.

Riding Bicycles

A bicycle storage area is furnished for students who want to ride bicycles to school. **IT IS THE RESPONSIBILITY OF THE STUDENT TO LOCK HIS/HER BICYCLE IN THE STORAGE AREA AT SCHOOL.**

There are not sufficient personnel available to monitor this area, and the school cannot assume responsibility for bikes. Please walk bicycles at all times while on the school grounds.

It's the Law! Youth Bicycle Helmets: Minors

21212. (a) A person under 18 years of age shall not operate a bicycle, a non-motorized scooter, or a skateboard, nor shall they wear in-line or roller skates, nor ride upon a bicycle, a non-motorized scooter, or a skateboard as a passenger, upon a street, bikeway, as defined in Section 890.4 of the Streets and Highways Code, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC), or standards subsequently established by those entities. This requirement also applies to a person who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle.

School Activities and Expectations

Back to School Night:

Our school will host a night for parents to visit the school and discuss with teachers the school program for the school year. **BACK TO SCHOOL NIGHT IS FOR ADULTS ONLY.**

Tracks B, C, D Thursday, July 14, 2016

Track A Monday, August 8, 2016

Open House:

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 the teachers.

Tracks B&C: March 23

Tracks A&C: May 4

Birthday Snacks

We request that parents refrain from bringing sweet treats for birthdays. Our district wellness policy states the following, **“Classroom snacks and celebrations should reinforce the importance of healthy choices and will make a positive contribution to children’s diets and health.”** So we ask that parents help our students make healthy food choices by refraining from bringing sweet treats to celebrate birthdays. Please make sure to connect with your child’s teacher in a timely manner to discuss any plans to celebrate your child’s birthday at school.

Helium balloons should be delivered to homes rather than to the school. Although they are fun and exciting for children, they are a distraction in the classroom and a safety hazard on buses.

Spirit Days

One of our goals at Stone Lake is to provide our students with a fun place to learn. One of the things we do to help provide this fun atmosphere is to have spirit days. **Each and every Friday is Stone Lake Pride Spirit Day. All students are encouraged to wear their Stone Lake t-shirts, sweatshirts, or just wear the school colors of navy blue and burgundy on each and every Friday!** Please make sure to purchase Stone Lake Spirit Wear from our school office. This purchase supports our school, and

promotes the pride that we all have for our school. Each week the intermediate and primary classrooms that have the most school spirit on Fridays will be recognized and receive special recognition.

We will also have special spirit days to celebrate track change days and to have fun during our spirit rallies. These days are listed below:

Aug 5: Soccer Day

Sep 9: Football Day

Sept 30: Crazy Hair and Sock Day

Oct 25: Pink Day

Nov 18: Fancy Friday

Feb 3: Blackout Day

March 3: Superhero Day

April 5: Baseball Day

April 26: Mustache/Tie Day

Awards

Trimester Awards:

Each trimester there will be an awards assembly to honor student accomplishments in grades 4th – 6th. Awards given include:

- Perfect Attendance- Students who have no absences and have no more than 2 tardies or early dismissals less than 30 minutes and **no tardies or early dismissals beyond 30 minutes.**
- Most Improved (4-6)- Teachers select students who have shown the most improvement in citizenship and/or academics each trimester.
- HAWK'S Award for primary students for Hardworking, Accountable, Wise, Kind, and Safe students
- Writers Who Soar (TK-6)
- Honor Roll - Students who receive a 3.5 or higher GPA.
- Principal's List - Student's who receive a 4.0 GPA.
- Physical Fitness Awards – This award is given to 5th graders who meet the criteria during the 3rd trimester. There are Distinguished and Elite Award categories.

President's Award for Education Excellence

The purpose of this award is to recognize academic success in the classroom for promoting sixth grade students. To be eligible for the President Award of Educational Excellence, students are to:

- a. Earn a grade point average of 3.5 and above in fourth through sixth grades.
- b. Additionally students must be advanced in one of the subjects tested in the state standardized tests.

District Selection Criteria – School principal has the final authority to determine which students have met the criteria to receive the award

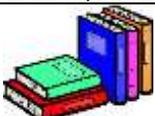
HAWKS Honor

Stone Lake practices Positive Behavior Intervention Supports (PBIS). PBIS is a framework that our school will use to help improve the social and learning behaviors of students and decrease disruptions that interfere with learning. The basis of this framework at Stone Lake will include systematic instruction to students regarding school-wide expectations, positively recognizing students for following the expectations, provide supports for students that need extra support, and examining behavior data to inform decisions and track successes.

Part of PBIS at Stone Lake is that we will expect all students to follow the HAWKS Honor. The HAWKS Honor means that ALL students are expected to be Hardworking, Accountable, Wise, Kind, and Safe. Students will be explicitly taught the expectations for all areas around our school and how to be HAWKS in these areas. Students will be able to earn HAWKS Coupons for being HAWKS around the campus. These tickets will earn students the chance to select prizes. Stone Lake expectations will be posted clearly all over the campus and are listed below



STONE LAKE HAWKS

Area	Be Wise	Be Kind	Be Safe
 Common Area (Transitions/Passing)	<ul style="list-style-type: none"> - Walk directly to your destination - Say excuse me, please and thank you - Listen to adults 	<ul style="list-style-type: none"> - Be considerate - Remember personal space - Quiet Sidewalk 	<ul style="list-style-type: none"> - Always walk - Feet on sidewalk - Backpack on back
 Library	<ul style="list-style-type: none"> - Turn books in on time - Hold book properly - Use shelf markers - Listen to adults - Hats off 	<ul style="list-style-type: none"> - Be polite - Treat books with care - Whisper voices 	<ul style="list-style-type: none"> - Crisscross applesauce - Chair legs on ground - Use shelf markers properly
 Bathroom	<ul style="list-style-type: none"> - Use the restroom - Wash hands - Exit and return to class 	<ul style="list-style-type: none"> - Give people privacy - Use quiet voices - Flush toilet 	<ul style="list-style-type: none"> - Keep water in sink - Put towel in trashcan - Walk in & out, leave lights on
 Cafeteria/MP Room	<ul style="list-style-type: none"> - Food & drinks stay in MP room - Know your code - Stay seated - Clean up, dispose of trash - Hats off 	<ul style="list-style-type: none"> - Listen to adults - Use good manners - Be patient - Inside voices - Sit immediately 	<ul style="list-style-type: none"> - Always walk - Face forward - Eat only your food - Hands free
 Playground (Recess)	<ul style="list-style-type: none"> - Play by school rules - Be involved - Stop & freeze at bell, walk at whistle - Food in snack area, throw away trash 	<ul style="list-style-type: none"> - Take turns - Invite others to play - Share equipment - Return equipment to carts - Show sportsmanship 	<ul style="list-style-type: none"> - Keep body to yourself - Use equipment appropriately, hold after bell - Be aware of your surroundings - Always stay within the red lines
 Bus Area	<ul style="list-style-type: none"> - Walk to bus area & be on time - Have bus pass 	<ul style="list-style-type: none"> - Share sidewalk - Listen to adult directions 	<ul style="list-style-type: none"> - Walk to and stand in bus line - Quiet voices
 Front of School	<ul style="list-style-type: none"> - Know your pick up plan - Be on time - Hands free 	<ul style="list-style-type: none"> - Backpack on back - Listen to adults - Respect school property 	<ul style="list-style-type: none"> - Use the crosswalk - Always walk bikes/scooters - Walk on sidewalks
 Computer Lab	<ul style="list-style-type: none"> - Stay on approved sites - Know/have your login info - Always log off - Hats off - Food/Drinks not allowed 	<ul style="list-style-type: none"> - Use only your equipment - Raise hand - Follow adult directions 	<ul style="list-style-type: none"> - Keep body to self - Chair legs on floor
 Office	<ul style="list-style-type: none"> - Follow directions - Know staff by name - Have hall pass for office staff - Hats off 	<ul style="list-style-type: none"> - Be patient - Wait your turn - Sit correctly in chairs 	<ul style="list-style-type: none"> - Walk quietly to and from the office
 Classroom	<ul style="list-style-type: none"> - Be prepared - Be ready to learn - Hats off 	<ul style="list-style-type: none"> - Follow directions of any adult - Be respectful 	<ul style="list-style-type: none"> - Sit safely in chair - Demonstrate self-control
 Assemblies	<ul style="list-style-type: none"> - Follow directions from any adult - Eyes on presenter - Hats off 	<ul style="list-style-type: none"> - Applaud appropriately - Stay seated - Follow quiet chant 	<ul style="list-style-type: none"> - Walk in & out in single file line - Hands free - Sit crisscross applesauce

Distracting or Dangerous Items:

Materials or objects that distract from instruction must be left at home. Teacher permission can be given for special occasions. Unacceptable:

1. Make-up, artificial nails
2. Clear or light colored fingernail polish is acceptable
3. Any electronic device
4. Spray containers of any type
5. Sports equipment (school furnishes all equipment)
6. Toys or trading cards
7. Lighters, matches, pocket knives, toy guns or squirt guns.

If you have any questions or concerns, please call the administrator at 683-4096.

Specific Playground Expectations for games:

1. **Basketball Courts:** Rules for games must be predetermined and agreed upon prior to starting the game. Basic beginning basketball rules apply in all games. Students may not craft alternative rules for the purpose of restricting a game for players of different skill levels. There must be a reasonable amount of students on the courts during games—no more than 4-on-4 for a half-court game, no more than 5-on-5 for a full-court game. *Students must be allowed to play if there is enough room in the game to add them on to teams.*
2. **Four Square:**
 - Ball is served by dropping it and serving it underhand off the bounce. If the serve hits the inside line, the server is out. The server can hit the ball to any of the other 3 squares.
 - The player receiving the ball must keep it in play by striking the ball after it has bounced once in his or her square. The receiver directs the ball to any other square with an **underhand hit**.
 - When a player misses or commits a fault, he or she goes to the end of the line and all players move up.
 - The following are faults: hitting the ball sidearm or overhand; **ball landing on a line between the squares** (if the ball hits an outer boundary line this is not a fault and the play is good); catching or carrying a return volley; allowing the ball to touch any part of the body except the hands.
 - To help keep the flow of the game going, the FIRST person in line is the judge and will monitor play. Only the judge can make calls.
 - If the ball accidentally hits a person standing in line, play is stopped and the ball is re-served.
3. **Tetherball Courts:**
 - Tetherball lines are to be formed outside the playing circle.
 - Students must remain on their side during play or they will be considered out.
 - The non-serving player will pick the side they wish to stand on and the direction the ball is to be hit.
 - During play, the ball may not be swung by the rope.
 - Students may not climb the tetherball poles or sit on the tetherballs.
 - There may be a two-minute time limit to games if lines are formed.
4. **Bar Area:**
 - Students are to use monkey bars in the manner for which they have been designed.
 - Students may not climb on top of equipment or run and jump onto the bars.
 - **Chase and tag games are never permitted** on or near bars at any time.
 - ***Students may never hang upside down, stand on top or flip off the bars.***
5. **Jump Ropes:** Ropes are for jumping only. They are not to be swung over students' heads or on the ground or used in any other unsafe manner.

Character Education Program:

Our character education program is aligned to the Student Unity Goals of Elk Grove Unified School District. These goals are as followed:

- Students will display mutual respect and recognize the rights and individuality of others
- Students will work together as a school community to establish common goals for the common good.
- Students will strive to find supportive solutions in areas of conflict and/or concern.
- Students will take positive action to contribute to a safe, peaceful, and healthy environment.

Each month a character trait is identified. The teachers and the administration address the theme throughout the month. Teachers do various activities with their class relative to the theme. Students that have exhibited the particular theme for the month are recognized at our Spirit Assembly.

Uniform Policy

Student Dress and Grooming Guidelines: Parents or guardians have the primary responsibility for appropriate standards of dress and grooming. However, as an elementary school in the Elk Grove Unified School District we have the responsibility to establish and maintain appropriate standards of dress and grooming for students. The purpose of the dress code outlined below is to facilitate education, not to inhibit any person's taste in attire or appearance. Students should be clean and neatly dressed in a manner that will be modest, not hazardous to the health and safety of the students and not disruptive or distracting from the educational program of the school.

Prohibited Clothing include the following: backless tops, spaghetti straps, halter tops, shirts that expose the midriffs, tube tops, see-through tops, clothing that depicts or refers to alcoholic beverages, drugs, nudity, or contains obscene or profane slogans, sagging pants and tank tops. Shorts that students wear must be at the fingertip length or longer. Visors, baseball caps, and beanies are ok during outside activities only. Bandanas and headbands are not allowed.

Safety Concerns: Shoes shall be worn at all times. Recess and P.E. happen each day at Stone Lake, and sandals and flip flops do not provide the protection needed to be safe on the playground. Light-up shoes and roller-shoes are also not allowed.

Stone Lake Elementary

Anti-Bullying Policy and Definition

Stone Lake Elementary believes, just as our district and governing board believe, that *all* students have a right to a safe and healthy school environment. Our school further believes that our students, staff and school community have an obligation to promote mutual respect, tolerance and acceptance. Student safety is a high priority and we are committed to maintaining the physical and emotional well-being of all students at Stone Lake Elementary. To this end, Stone Lake has adopted the following definition of bullying as outlined in our district's board policy and administrative regulation 5144.1:

"Bullying is defined as an abusive action or conduct, which can be physical, verbal, written, or psychological. It is further defined as a pattern of behavior repeated over time, but may in some instance take the form of one severe or egregious act."

Examples of bullying include, but are not limited to:

- Physical: hitting, kicking, spitting, and pushing
- Verbal or Written: teasing, threatening, and name-calling
- Psychological: social isolation, manipulation, spreading rumors, and intimidation

Student/Parent Action

Stone Lake Elementary School encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to a school administrator for further investigation. Any student who retaliates against another for reporting bullying will also be subject to consequences.

Complaint/Investigative Procedure

All students shall be informed of their right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action. Any student, be they the victim or the bystander, may initiate a complaint by completing a confidential reporting form and returning it to an administrator. These forms are available in the school office and on our school website.

Intervention/Consequences:

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to the following:

- Mediation
- Loss of privilege
- Parent conference
- Counseling
- Suspension
- Expulsion
- Referral to local law enforcement agency.

ELK GROVE UNIFIED SCHOOL DISTRICT

SCHOOL HANDBOOKS

Inserts for 2016-2017

Item 1: Suspension/Expulsion/Reference Chart

*Instructions: Place insert in its entirety and without modification under a section entitled **Student Discipline or Education Codes Related to Discipline**.*

*If you have additional charts designed to state specific minimum & maximum consequences for offences that refer to **Exclusionary Discipline Education Codes**, remove these in all sections of your handbook.* Examples: Swearing/Foul Language - Minimum 1-3 days Suspension (48900k); Playing Cards - Minimum 1 day Suspension (48900k).*

Optional: Should you feel the need to place a supportive chart to supplement this required language relative to using exclusionary discipline, use the chart that is provided below entitled **Reference Chart: Education Codes Related to Discipline & Required or Potential Disciplinary Consequences. This chart also is contained in the EGUSD District Parent & Student Handbook provided to all parents.*

SUSPENSION

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]

Reasons for Suspension*

State law allows for the suspension of a student if a student commits or engages in any of the acts listed below, where such conduct or acts relate to school activities or attendance, such as, but not limited to when such acts or conduct take place: while on school grounds, going to or from school, during lunch period (on or off campus), during, or while going to or from, a school-sponsored activity, or for certain 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:

- **Assault/Battery [E.C. 48900(a)]**

Causing, attempting to cause, or threatening to cause physical injury to another person. Exceptions may be made in a situation where witnesses and evidence support a case of self-defense.

- **Weapons [E C. 48900(b)]**

Possessing, selling or otherwise providing any weapon--including firearms, knives, explosives, or other dangerous object.

- **Alcohol/Intoxicants/Controlled Substances [E.C. 48900(c)]**

Unlawfully possessing, using, selling or otherwise providing alcohol, intoxicants or controlled substance, including prescribed medications. Also applies to being under the influence of alcohol, intoxicants or controlled substances.

- **Substance in Lieu of Alcohol/Intoxicants/Controlled Substances [E.C. 48900(d)]**

Delivering, providing or selling items which are claimed to be alcohol, intoxicants or controlled substances but were not such items.

- **Robbery or Extortion [E.C. 48900(e)]**

Committing or attempting to commit robbery or extortion. Extortion occurs when threats are made with the intent to obtain money or something of value.

- **Property Damage** [E.C. 48900(f)]**

Causing or attempting to cause damage to school property or private property.

- **Property Theft** [E.C. 48900(g)]**

Stealing or attempting to steal school or private property.

- **Tobacco or Nicotine Products [E.C. 48900(h)]**

Possessing, providing or using tobacco, or any item containing tobacco or nicotine products, including but not limited to cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.

- **Obscenity [E.C. 48900(i)]**

Committing an obscene act or engaging in regular profanity, swearing or vulgarity.

- **Drug Paraphernalia [E.C. 48900(j)]**

Unlawfully possessing, offering, arranging for, or negotiating to sell any drug items.

- **Disruption or Defiance [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.

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.

“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.

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.

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)]

- **Receiving Stolen Property** [E.C. 48900(l)]**

Receiving stolen school or personal property.

- **Possessing Imitation Firearm [E.C. 48900(m)]**

Possessing an imitation firearm or simulated firearm that is substantially similar in physical properties to an existing firearm.

- **Sexual Harassment [E.C. 48900(n)]**

Committing or attempting to commit a sexual assault or committing a sexual battery.

- **Threats and Intimidation [E.C. 48900(o)]**

Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.

- **Prescription Drug Soma [E.C. 48900(p)]**

Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.

- **Hazing [E.C. 48900(q)]**

Engaging in, or attempting to engage in any activities used for initiation or pre-initiation into a student

organization, or student body or related activities, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm.

- **Bullying [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 detrimental effect 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 in Education Code 48900.2, 48900.3, or 48900.4 that has any of the effects described above on a reasonable student. [E.C. 48900(r)]

- **Aided or Abetted to Inflict Physical Injury [E.C. 48900(t)]**

Aiding or abetting in the infliction or attempted infliction of physical injury to another student. However, the District cannot seek to expel a student for violation of Education Code 48900(t) until juvenile court proceedings are completed and the juvenile has been convicted of being an aider or abettor of a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury.

- **Sexual Harassment (Grades 4-12) [E.C. 48900.2]**

Engaging in prohibited sexual harassment that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.

- **Hate Violence (Grades 4-12) [E.C. 48900.3]**

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (E.C. 233; Penal Code 422.55)

- **Other Harassment (Grades 4-12) [E.C. 48900.4]**

Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work or creating substantial disorder, or creating a hostile educational environment.

- **Terrorist Threats [E.C. 48900.7]**

Making terrorist threats against school officials and/or property, or both.

* 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]

**School property includes, but is not limited to, electronic files. [E.C. 48900(u)]

EXPULSION

Expulsion, as ordered by the Elk Grove Unified School District Board of Education, is the removal of a student from all schools in the district for violating the California Education Code at school or at a school activity off school grounds. 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 full due process and rights to appeal any order of expulsion.

A student shall be recommended for expulsion for violation of any of the acts set forth in Education Code 48915(a)(1)(A)-(E), 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:

- **Serious Physical Injury [E.C. 48915(a)(1)(A)]**

Causing serious physical injury to another person, except in self-defense.

- **Possession of Knife or Dangerous Object [E.C. 48915(a)(1)(B)]**

Possessing a knife or other dangerous object of no reasonable use to the student.

- **Unlawful Possession of a Controlled Substance [E.C. 48915(a)(1)(C)]**

Unlawful possession of any drug except for (1) the first time 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.

- **Robbery or Extortion [E.C. 48915(a)(1)(D)]**

- **Assault or Battery on a School Employee [E.C. 48915(a)(1)(E)]**

State law requires a school administrator to recommend expulsion if a student commits certain violations of the Education Code. A student shall immediately be recommended for expulsion for violation of any of the acts set forth in Education Code 48915(c)(1)-(5):

- **Possession, Selling or Furnishing a Firearm [E.C. 48915(c)(1)]**

Possessing, selling or otherwise furnishing a firearm (verified by an employee of the school district). 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.

- **Brandishing a Knife [E.C. 48915(c)(2)]**

Brandishing a knife at another person.

- **Selling a Controlled Substance [E.C. 48915(c)(3)]**

Unlawfully selling a controlled substance.

- **Sexual Assault or Battery [E.C. 48915(c)(4)]**

Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in Education Code 48900(n).

- **Possession of an Explosive [E.C. 48915(c)(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)]

**REFERENCE CHART:
EDUCATION CODES RELATED TO DISCIPLINE
& REQUIRED OR POTENTIAL DISCIPLINARY CONSEQUENCES**

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	Alternative to Suspension	Suspension	Expulsion
(1) Causing serious physical injury to another person except in self-		•	•
(2) Possession of any knife, or other dangerous object of no reasonable use to the		•	•
(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	•	•	•
(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 and 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)}	Alternative to Suspension	Suspension	Expulsion
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)]			
(1) Disrupting school activities.	•	•	
(2) Refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.	•	•	
(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.	•	•	•
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 an existing 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 school disciplinary 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 prescription drug 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)}	Alternative to Suspension	Suspension	Expulsion
Engaged in an act of bullying, including, but not limited to, bullying committed by means of 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 to another student.	•	•	•
22. Sexual Harassment {E.C. 48900.2}	Alternative to Suspension	Suspension	Expulsion
Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of 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 as willfully interfering with or threatening another person's person or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be 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 intentionally engaging in harassment, threats, or intimidation against a student or group of students when 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 truant may 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]

Item 2: Prohibition of Discrimination or Harassment and Related Complaint Procedures

Instructions: Add or replace in your School Handbook using the exact title. Place insert in its entirety and without modification. If you currently have no section with this title or only a section that is entitled "Sexual Harassment," the following is to be used.

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.

Item 3: Uniform Complaint Procedures

*Instructions: Replace the section of your handbook entitled **Uniform Complaint Procedures** with the following language. If your School Handbook currently does not have this section, it must be added.*

UNIFORM COMPLAINT PROCEDURES

The Elk Grove Unified School District has 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.

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, 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. If you have questions regarding the Uniform Complaint Procedures, you can contact the district's Legal Compliance Specialist in Human Resources at (916) 686-7795.

Stone Lake Traffic Expectations

Safety is the primary concern that each and every staff member has as we monitor the parking lot, the side streets, crosswalks, and bus stop. We have to have parent support when it comes to some very general rules of safety. The following rules will be enforced by all staff, please refer to the map to identify areas that I have highlighted with the bullet points:

- There is no parking, stopping or dropping off in the bus zone on Lakepoint.
- There are two lanes in the front school driveway that empties out to Lakepoint Drive. Please do not turn left onto Lakepoint from the right lane. The left lane turns left onto Lakepoint and the right lane turns right onto Lakepoint.
- As you are dropping off or picking up in the front zone, please pull forward as soon as possible to allow cars to pull in off of Four Winds Drive. Please do not leave your car unattended in the front zone.
- There is no stopping or parking in the Yellow Drop-Off Zone or behind the Blue Handicapped Zone (see map below). These are drop-off areas in the morning only and should not be used to pick up students after school. Please park in identified spaces for after school pick-up.
- Please do not cross your child on Lakepoint or Four Winds without using a crosswalk. If waiting for your child on either street, please do not prompt or ask your child to cross the street.
- We ask that all parents exercise patience and set good examples for all students.

Stone Lake Elementary School Entering and Exiting Map

