



# 2011-12 Parent & Student Handbook

## Learn more about:

- Pre-K to Adult Education Programs
- Academies and Career Pathways
- Your Rights and Responsibilities
- College and Career Planning
- Health and Wellness
- School Safety
- Testing

**SCHOOL IS YOUR PASSPORT TO SUCCESS.  
GO TO SCHOOL. DON'T SETTLE FOR LESS.**



**NO EXCUSES  
GO TO SCHOOL**

This Attendance Campaign poster was designed by 11th grade student Thao Nguyen of Elk Grove High School.

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## **Our Board of Education**

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The Elk Grove Unified School District Board of Education consists of seven members who are elected to four-year terms by a district-wide vote. Each board member lives in a different part of the district. The Board of Education is responsible for approving district policy and the district's annual budget. The board members and district staff work hard to ensure that the district's mission and core values are fulfilled in all classrooms. The public is welcome to attend board meetings the first and third Tuesday of each month at 7 p.m. The schedule can vary during the summer and holidays. Please check the district's website for meeting changes at [www.egusd.net](http://www.egusd.net). Meetings are held at the Robert L. Trigg Education Center, 9510 Elk Grove-Florin Road, Elk Grove, CA 95624. For more information call (916) 686-7700.

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Dear Parents and Guardians,

Welcome to the Elk Grove Unified School District where excellence takes place by design. For 50 years, student success has been and remains a top priority at Elk Grove Unified. The Board of Education and district administration believe student achievement blossoms in an environment defined by rigorous and relevant instruction, strong relationships and parent involvement, all made possible within the confines of a safe school environment.

A key ingredient to our success is communication with parents. One tool for communication is this Parent & Student Handbook. Much of the information included in the following pages will help you understand our district policies and procedures. Other sections describe state and federal laws related to public schools.

The Parent & Student Handbook is just one way in which we communicate. You will also have access to information via newsletters, flyers, emails, School Loop and on school and district websites. Parents can receive the latest district news and read about all the great things going on in our schools in the district's email newsletter, "eguNews." You can subscribe to eguNews at [www.egusd.net](http://www.egusd.net).

I encourage you to stay involved in your child's education. Volunteer time on our campuses and communicate with your child's teachers, school and district administrators and staff. Together we can make a positive difference in the life of each student in the Elk Grove Unified School District.

Sincerely,  
Steven M. Ladd, Ed.D.  
Superintendent



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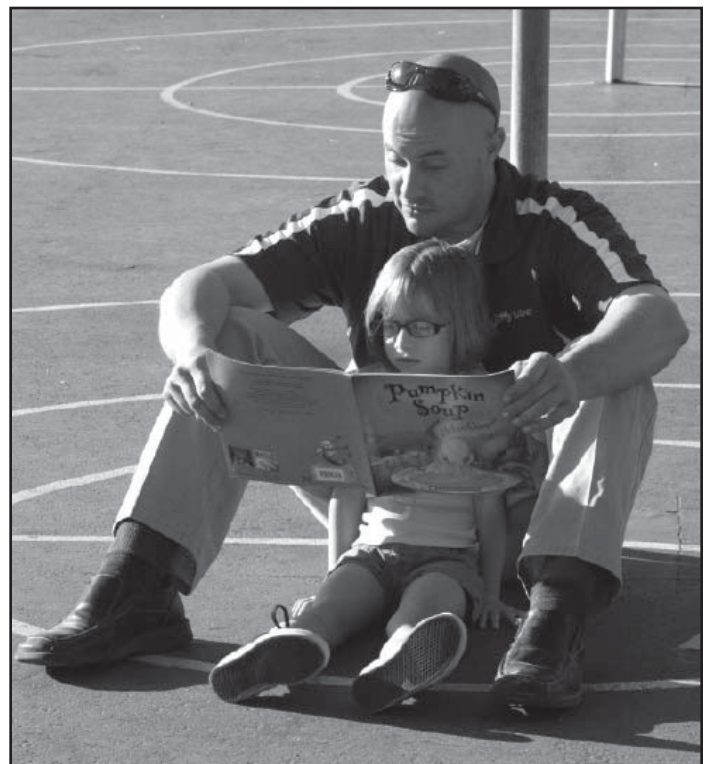
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## The District Serves a Diverse Community

The Elk Grove Unified School District covers 320 square miles that spreads across the communities of Florin, Franklin, Laguna Creek, Laguna West, Rancho Murieta, Sheldon, Sloughhouse, Valley Hi, Vineyard, Wilton, all of the City of Elk Grove and parts of the cities of Sacramento and Rancho Cordova.

The district lies in one of the most diverse areas of California. Students speak more than 70 languages and dialects. Of the more than 61,000 students that attend our schools: 25 percent are white, 26 percent Latino, 18 percent African American, 22 percent Asian, 6 percent Filipino, 2 percent Pacific Islander and 1 percent American Indian.

The district operates 39 elementary schools, nine middle schools, nine high schools, three continuation schools, one K-12 independent study program, one charter school, one virtual online K-12 program and one special education school. In addition, the district offers preschool programs at 12 school sites, an adult education program and a career training center for adults.

### Students Taught Civic Responsibilities

The Elk Grove Unified School District recognizes the role of parents in developing civic values and ethical behavior in their children.

To support and assist parents, the district is committed to providing strong instructional programs that help students develop civic values and good behaviors so that they will grow into responsible citizens, family members and workers.

The district teaches civic values and ethics that focus on honesty, respect, responsibility and morality (understanding and doing what is right, both legally and ethically). These values were identified by parents as “common core civic values” that they wanted taught in school. Parents also supported the teaching of human dignity, empathy, justice, civility, courage and community (concern for the common good). These standards are part of everyday lessons appropriate for each grade level.

The district encourages community service by all students so that they learn the importance of giving back to their community. The district also has an award-winning service learning program. For more information about service learning, visit [www.egusd.net/calserve](http://www.egusd.net/calserve).

**At the back of this handbook you will find a sample form that will be sent home with students from their school at the beginning of the year. The form allows parents to “opt-out” of media visits, release of directory information, viewing PG-13 or R-rated movies and/or the family life program. This handbook contains detailed explanations of the form. If you have any questions about this form, please contact EGUSD Communications at (916) 686-7732.**

## Contact Information

### Information

(916) 686-5085

### Boundary Hotline

(916) 686-7755

### Adult & Community Education

(916) 686-7717

### Alternative Education

(916) 686-7709

### Communications

(916) 686-7732

### Curriculum/Professional Learning

(916) 686-7757

### Education Services

(916) 686-7784

### Facilities & Planning

(916) 686-7711

### Food & Nutrition Services

(916) 686-7735

### Learning Support Services

(916) 686-7712

### PreK-6 Education

(916) 686-7704

### Preschool Program

(916) 686-7595

### Police Services

(916) 686-7786

### Research & Evaluation

(916) 686-7764

### Secondary Education

(916) 686-7706

### Special Education

(916) 686-7780

### Student Support/Health Services

(916) 686-7568

### Summer School

(916) 686-7738

### Transportation

(916) 686-7733

### Parent and Student Rights

This Parent and Student Handbook contains important information about laws related to public schools and your rights and responsibilities as a parent. This includes laws pertaining to the federal No Child Left Behind Act and the military’s access to information about high school students.

The handbook also contains useful information to help parents guide their child’s education. Additional information is available on the district’s website, [www.egusd.net](http://www.egusd.net).



**A-G High School Course Pathway**

The A-G course pathway is designed around the minimum course requirements students must have to enter a University of California or California State University school. While the A-G courses are only required by UC and CSU, many other colleges and universities require similar classes for admission. In addition, the A-G classes provide a strong foundation on which students can build careers.

A-G requires a minimum 15-unit pattern of courses for admission as a first-time freshman to the UC and CSU systems. Each unit is equal to a year of study in a subject area. A grade of C or higher is required for the course to count as an admission requirement to a UC or CSU school.

While the A-G courses fulfill many of our district’s graduation requirements, there are some classes that students will have to complete in addition to A-G courses in order to receive a diploma.

Please refer to page 9 as well as the High School Course Catalog and College Planning Guide for more information on graduation requirements. You may also visit [www.egusd.net/collegeandcareer/highschools.html](http://www.egusd.net/collegeandcareer/highschools.html) to get more information about which A-G approved courses are offered at your student’s future high school.

**Accelerated Learning and Gifted Education**

Elk Grove Unified offers accelerated learning opportunities at each school throughout the district. Students may be identified for Gifted and Talented Education (GATE) in grades 3-12. Additionally, students may participate in accelerated instruction by demonstrating their willingness and ability to meet the high academic standards of the program. Parents sign a contract that describes the expectations of the program.

At the elementary level, students are served by a variety of accelerated options including self-contained classes, clustering in regular classes and flexible grouping. Honors and Advanced Placement classes are offered at the secondary level.

For more information about the GATE program, visit our website at [www.egusd.net/lss/gate.html](http://www.egusd.net/lss/gate.html). For questions concerning GATE identification, contact Learning Support Services at 686-7712. For information on classroom placement, instruction and services, contact your child’s school.

**American Indian Education Program**

The American Indian Education Program provides supplementary education services for eligible American Indian and Alaska Native students. These services include: tutoring assistance; presentation of Native American cultural classes during the regular day and after school; college/career sessions and information; and outreach to students who have not met grade level requirements and are at risk of retention. For more information, please call Learning Support Services at 686-7712.

**Communication on Student Achievement**

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

Report cards of middle and high school students are mailed home. Any parent wanting special arrangements for receiving report cards may call the school. [E.C. 49067]

Parents will be notified when a student is in danger of not passing a course. [E.C. 49063 and 49067]

## Educational Use of the Internet

Elk Grove Unified provides limited access which includes, but is not limited to, local, national and international sources of information via its local network and the Internet.

Every EGUSD user has the responsibility to respect and protect the rights of every other user in our community and on the Internet. Students are expected to act in a responsible, ethical and legal manner on the Internet. Student access to Internet services is provided under staff supervision. Students are taught network etiquette and are expected to follow it.

To become a user, students and their parent(s) must complete the "Application for Educational Use of the Internet" OR sign the Internet permission slip sent home at the beginning of the school year and included in registration packets. When parents and students sign, they verify that they accept the conditions in this handbook and the Board Policy found at [http://www.egusd.net/discover\\_EGUSD/policies.cfm](http://www.egusd.net/discover_EGUSD/policies.cfm). They also agree to hold blameless and release from any liability the Elk Grove Unified School District, the sponsoring school, its subcontractors and employees.

Anyone using these systems are subject to having all activities, including e-mail, monitored by system or security personnel. The district has taken all responsible steps to ensure the Internet is used only for purposes consistent with the curriculum. The district or school cannot prevent the availability of material elsewhere on the Internet that may be deemed harmful or intended for adults, especially to someone determined to find it. Nor can the district ensure that there will not be delays, misdeliveries or service interruptions.

Information obtained via the district's Internet is at the user's risk. Every user is expected to use good judgment and follow the Internet acceptable use policies in making electronic contact with others. Should any user breach the guidelines, then that user may lose all privileges on the network and/or be subject to appropriate disciplinary or legal actions. Using the network is a privilege, not a right, and a student's privilege may be revoked at any time for unacceptable conduct.

### Unacceptable conduct includes:

- Using the network for any illegal activity.
- Using the Internet for violation of copyright or other contracts.
- Using the network for financial or commercial gain.
- Degrading or disrupting equipment or system performance.
- Vandalizing the network or data of any other user.
- Stealing or damaging files or data of any other user.
- Stealing or damaging files or databases through tampering or hacking.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Revealing their last name, address or phone numbers if under 18.
- Using an account owned by another user without authorization.
- Posting personal communications without the author's consent.
- Posting anonymous messages.
- Placing unlawful information on a system.
- Using abusive or otherwise objectionable language or images in either public or private messages.
- Sending messages that contain viruses or malware that are likely to result in the loss of recipient's work or systems.
- Sending "chain letters" or "broadcast" messages to lists of individuals, and any other types of user, which would cause congestion of the networks.
- Accessing or transmitting (e-mail) any material that may be deemed harmful.
- Installing software on any computer that is not properly licensed for use and authorized by Technology Services.
- Sharing your password, using someone else's password or sharing someone's password.
- Attaching a non-district computer or other device including wireless devices to the network.
- Leaving a computer unattended with your password entered.
- Using a teacher or administrator's computer or accounts.

**Web & Social Media Page Creation**

Official EGUSD websites and social networking websites shall be used by district staff to provide current and useful information regarding school and district programs, activities and operations. Access to the Internet through the Elk Grove Unified School District and creation of a Web Page using the district’s network or server and as part of the educational program is a limited forum, similar to the school newspaper. The district will exercise its rights within the law to regulate speech within that forum. Therefore, the district, the principal or the classroom teacher may restrict student speech pursuant to Education Code section 48907 if the speech is obscene, libelous, slanderous, or likely to incite students and create a clear and present danger to the operation of the schools, or otherwise interferes with the educational mission of the district. The district will not restrict a student’s speech on the basis of a disagreement with the opinions a student expresses. Web Pages are defined as actual HTML pages, blog pages, social networking pages, portal entries or other representation/depiction on the World Wide Web.

The following shall be adhered to when staff design Web Pages for display, or utilize web pages on the Internet in connection with their work, or post or allow the posting, of student web pages or student work:

Web pages must support course objectives and be educationally informative.

1. **Names** of students may be posted to an Elk Grove Unified School District web page or official social networking web page, unless the student has an opt-out form on file requesting that their photo or name not appear on web pages.
2. **Images** (photos, videos, etc.) of students without names may be posted to an Elk Grove Unified School District web page or official social networking web page, unless the student has an opt-out form on file requesting that their photo or name not appear on web pages.
3. In order to post **images of students along with their first and last name**, parent/guardian written permission must be obtained before a student’s photograph is placed on an Elk Grove Unified School

District or official district social networking web page. The page must be approved by an administrator.

4. Administrator approval must be obtained before a video is posted containing students and before a video conferencing session involving students begins. Videos are required to follow the same guidelines in using names and student images.
5. **Student work** may be published on a web page provided that both the student and his/her parent/guardian provide written permission.
6. **Electronic student newspapers** are required to follow these same requirements.
7. Students’ mailing addresses, email addresses and/or phone numbers shall not be posted in any public web space or private web space unless parent/guardian written permission is obtained before the information is posted. One exception to this is in the case of Technology Services and Superintendent’s Cabinet approved Application Service Providers (ASP’s). Student data may be loaded or transferred to an ASP system in order to meet district or school needs if the application/system, the ASP vendor, and associated security measures have been approved by the Superintendent’s Cabinet and Technology Services.
8. Any use of copyrighted material or the intellectual property of others on official websites/pages must be authorized in advance by the owner of the material or permitted by applicable law.
9. Social media web pages and blogs which allow commenting are required to be moderated.
10. Material placed on a district web page is expected to meet academic standards of proper spelling, grammar and accuracy of information.

The following shall be adhered to regarding student Web Pages:

1. Students will receive instruction on the design of web pages.
2. A teacher or administrator may authorize the posting of student web pages (and/or student work) that support course objectives or are educationally informative on an Elk Grove Unified School District web page if student and parent/guardian written permission is obtained before posting. In addition, any student work that contains photos or videos of other students must comply with requirements of this regulation prior to posting.



**Internet Safety**

A student's safe and ethical use of the Internet is important in the changing world of technology. The district is committed to helping staff, parents and students understand the appropriate and safe use of the Internet. The following information includes details about some of the actions the district has taken to keep our children safe in cyberspace:

- The district has implemented a filtering solution designed to comply with CIPA (Children’s Internet Protection Act) guidelines.
- The district offers training workshops for staff and parents on the development of the skills necessary to make safe, lawful and appropriate use of the Internet in an educational environment.
- The district website offers an extensive list of resources to help you and your child use the Internet safely, effectively and ethically – please visit [http://www.egusd.net/students\\_parents/isafety.cfm](http://www.egusd.net/students_parents/isafety.cfm).

**Email Communication with Teachers**

Email communication is a very effective means for parents to communicate with their student's teacher. Please know that teachers are not able to respond immediately to emails they receive. However, they will respond within a reasonable amount of time.

**EGUSD Virtual Academy**

The EGUSD Virtual Academy offers a free, innovative learning experience for the 21st century student. This accredited, online academy allows students in kindergarten through 12th grade to experience teaching and learning from virtually anywhere a computer will take them. The curriculum is provided through a partnership with K<sup>12</sup> Inc., a national online program. All courses are aligned to the State of California’s standards and benchmarks. Students can earn an accredited high school diploma. Call (916) 686-7747 or visit <http://blogs.egusd.net/egva/> for more information.



**English Learner Program**

The English Learner Program provides instruction for all students who are learning English. Students receive instruction primarily in English and are provided with an English Language Development program. In addition, students receive sheltered instruction in the core content areas and primary language support as needed.

Students who are reasonably fluent in English are placed in mainstream classes and receive services to learn English in those classes. They will continue to receive instruction in English Language Development and core subjects through effective instructional strategies from teachers. When students achieve English fluency they are re-designated “Fluent English Proficient.” They then exit the English Language Development program and are enrolled in mainstream English/Language Arts classes.

Parents are notified annually of their child’s English fluency level and program placement. For more information, please contact Learning Support Services at (916) 686-7712.

**Family Life Education is a Family Decision**

Every year school districts offer a unit of Family Life education to students in grades 5, 6, 7 and 9. The district’s Family Life curriculum is based on abstinence. It acknowledges the family as the primary provider of family life education. It was developed by teachers, community members and administrators. The curriculum is monitored by the district’s Family Life Education Advisory Committee.

At the elementary level, the topics covered in Family Life include making decisions, self-esteem, communicable infections, anatomy and physiology. Teachers are prepared to respond to students’ questions regarding sexually transmitted infections, including the transmission of HIV/AIDS. During the anatomy portion of the curriculum, the fifth grade video “Always Changing, About You” will be shown. During the anatomy and physiology portion of the curriculum in the sixth grade, the video “We’re Growing Up” will be shown. Your child’s school will contact you with specific dates.

In middle school, topics covered in Family Life include responsible decision-making, assertive and refusal skills,

human anatomy and physiology, fetal development, birth control, child abuse, and sexually transmitted diseases including HIV/AIDS prevention education.

High school students complete a Family Life unit as part of their health course, which they can take in either 9th or 10th grade. The curriculum includes: wellness; the human life-cycle; anatomy and physiology of the reproductive systems; responsible decision making about sexual activity; birth control with an emphasis on and encouragement of abstinence; pregnancy; child birth; sexual abuse and prevention; and sexually transmitted diseases including HIV/AIDS prevention education.

If you do not wish to have your child participate in all or part of the district's Family Life program, please return the opt-out form that will come home with your child at the beginning of the school year. Please note that the form only covers the current school year. [E.C. 51937, 51938, 51939.]

Parents have the right to preview all materials presented in the classroom under state law. Each year the district holds two Family Life preview nights for the parents of elementary students. Information about these preview events can be found on the district's website at [www.egusd.net](http://www.egusd.net) or by calling the Curriculum/Professional Learning Department at (916) 686-7757. Parents of middle and high school students who wish to preview Family Life materials should contact their children's schools.

Parents will be notified at least two weeks in advance of Family Life instruction in their student's class. Under state law, students may be excused from participating in health and family life curriculum when the instruction conflicts with either your or your child's religious training and beliefs or personal moral conviction. Your request for your child to be excused must be submitted to the school in writing prior to the lesson. [E.C. 51240]

## Individualized Instruction

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

## EGUSD Graduation Requirements

- 4 years of English
- 4 years of math (including algebra) and 2 years of science **or** 3 years of math (including algebra) and 3 years of science (math must be taken senior year)
- 3.5 years of social science
- 2 years of world language **or** 1 year of world language and 1 year of fine arts
- 2 years of physical education
- 1 semester of health
- Must pass the California High School Exit Exam
- Must demonstrate proficiency in current technology or pass a course
- Must demonstrate proficiency in public speaking or pass a course
- Additional electives

## Movies Shown at School

The district's board policy emphasizes a parent's right to decide what movies a student will see. The Board of Education has provided multiple opportunities for parents to exercise this right. Under Board Policy 6162.1:

- If a teacher plans to show a movie that falls under this policy and that movie has been approved by the district's review committee, the movie's title and a description will be included in a course syllabus. The syllabus will include a form to withhold parent permission. Copies of the syllabus will be available during Back-to-School nights. It will also be sent home with students.
- Two public preview sessions of R and PG-13 movies approved by the review committee will be held at the district's Education Center at 9510 Elk Grove-Florin Road, Elk Grove. Parents are welcome to attend these previews. The schedule for the preview nights will be posted on the district's website at [www.egusd.net](http://www.egusd.net).
- Prior to showing a movie approved by the district committee, teachers will send home a notice. A form to withhold parent permission will be included.
- Parents shall be informed in writing if controversial or sensitive media is used for student viewing, regardless of Motion Picture Association of America (MPAA) film rating.
- Parents who wish to withhold permission for students in grades 6-8 to see PG-13 movies or for students in grades 9-12 to see R-rated movies for the entire 2011-2012 school year should complete the "opt-out" form that comes home with students during the first weeks of school.
- Students may decline to view a film approved by the district committee, even without a signed form from a parent.

Any students who do not view a movie will be entitled to an appropriate and comparable alternative assignment.

The district follows EGUSD Board Policy 6162.1 regarding movies and videos shown in classrooms. The policy limits the types of films shown and emphasizes communication with parents.

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



## Movie Approval Process

A district-wide review committee composed of parents, teachers and administrators must approve any movie rated PG-13 that a teacher wishes to show to students in grades 6-8 and any movie rated R that a teacher wishes to show to students in grades 9-12. The teacher must show a valid connection between the movie and the curriculum. If the movie is approved by the committee, the teacher will send written notification to parents that the movie will be shown. Examples of R-rated movies shown to students in the past include “Romeo and Juliet,” “Schindler’s List” and “Glory.”

## Multimedia Access

The Elk Grove Unified School District wants you to know there may be occasions when news media will be on school campuses to interview, photograph and film students for print and broadcast stories.

In many cases, media presence is positive in spreading good news about our students, teachers and staff. However, there may be instances when the media seeks access to our schools on more controversial issues. At all times our goal is to maintain student security and privacy.

As with all guests visiting a school campus, Board Policy 1112 requires media representatives to register before coming on campus. At the time of registration our staff will inform the media of our guidelines and parental preferences indicated by the Multimedia Withhold Form sent home at the beginning of the school year. School officials may refuse access to all visitors if there is a reasonable belief their presence would disrupt the school, students or employees. In order to minimize possible disruption, media representatives are strongly encouraged to make prior arrangements with the district’s Communications Department.

The district uses the Multimedia Withhold Form to identify students who do not want their names or images in public news stories. The district cannot guarantee the media will comply with parental preferences for news reports. Photos of students without their name may be posted to a district web page, unless the student has an opt-out form on file requesting that their photo or name not appear on web pages.

We have included a checkbox for parents and guardians who wish to withhold authorization from news media to broadcast and/or publish photographs, film or information identifying their child on the Multimedia Withhold Form. This form goes home with students at the beginning of the school year. Please find a sample of this form at the back of this handbook.

There are times when the media will interview or photograph students outside the campus. Signing the form will not apply to off campus media interactions. We encourage parents to talk to their children about possible media interactions if they do not want them interviewed, photographed or videotaped.


In the case of special education students, Board Policy 1112 states, “The student shall not be identified as a special education student without prior written consent.”

## Notice of Alternative Schools

California state law authorizes all school districts to provide alternative schools. The Education Code defines an alternative school as a separate class group within a school which is operated to:

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

In the event a parent, pupil or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in the district. [E.C. 58501]



## eguNews

Bringing the EGUSD Community Together

**eguNews is an email newsletter published every two-weeks by EGUSD. Sign-up for eguNews to learn about district and school highlights and upcoming events. To subscribe, go to <http://www.egusd.net/news/index.cfm>. Archive copies are also available to read on the web page.**

## Parent Involvement

The Board of Education recognizes that parents and guardians are their child's most influential teachers. Continuous parental involvement in a child's education contributes greatly to achievement and a positive school environment. To maximize the potential of parent involvement on campus, each school:

- Develops programs and activities that enable parents to actively participate in their child's education.
- Helps parents develop skills and home environments that support their child's growth as responsible members of society.
- Provides parents with techniques and strategies to improve their child's academic success and help learning at home.
- Initiates consistent and effective two-way communication between the home and school so parents know when and how to support classroom learning activities.
- Provides training to teachers, administrators, and other school staff that fosters effective and culturally sensitive communication with the home.

[B.P. 6020 (a), E.C. 11500-11506, L.C. 230.8]

## Pre-Kindergarten Programs

The Elk Grove Unified School District's Board of Education is committed to providing opportunities for pre-kindergarten education. Several programs help 4-year-old children (and some 3-year-olds) get ready for kindergarten. The programs are funded through different sources and their requirements vary. The following programs are offered in the district. To find out more information or to register for any of these programs, please call the numbers listed below:

- Head Start and State Preschool are free preschool programs for children whose parents meet specific income eligibility. (916) 686-7595
- Title I Preschool is a free preschool program available to children who reside in a Title I school attendance area. (916) 686-7595
- Parent Participation Preschools are funded through Adult Education. Please call Adult Education for more information. (916) 686-7717

## Promotion and Retention

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

Students are promoted to the next grade level or, in the case of high school, pass the course when they learn the standard.

Standards also play a critical role in identifying and helping struggling students. Once a student is identified as being at risk of retention, several factors are reviewed including: teacher evaluations of the student performance on standards, grades, test scores from the Standardized Testing and Reporting (STAR) program, attendance and other academic indicators.

In first, second and third grades reading proficiency is the prime factor in identifying students for retention. In grades fourth through eighth, retention identification is based primarily on reading proficiency, English language arts and mathematics.

The district strives to notify parents as early as possible if their student is at risk of retention. At risk students are given opportunities for remedial instruction, with priority given to those retained. If you have any questions about promotion or retention, contact your school's principal.

## Services to Disabled Pupils

If you have reason to believe your child (ages 0 to 21 years) has a disability requiring special services or accommodations, you should inform school officials. Your child will be evaluated to determine whether he/she is eligible for free special instruction or services.

The district wants to locate, identify, and assess all children with disabilities whether homeless, wards of the state or enrolled in public or private schools. [E.C. 56020 et. seq., 56040, 56301; 20 U.S.C. 1412; 34 C.F.R. 300.121]

## Special Education

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

Individual Education Plan (IEP). Programs include services and supports for Autism (Aut), Deaf/Blind (DB), Deaf, Hard of Hearing (DHOH), Emotionally Disturbed (ED), Orthopedically Impaired (OI), Other Health Impaired (OHI), Mentally Retarded (MR), Multiple Disabilities (MD), Speech and Language Impaired (SLI), Specific Learning Disability (SLD), Traumatic Brain Injury (TBI) and Visually Impaired (VI). The district annually notifies parents of the rights related to special education identification, referral, assessment, instructional planning, implementation and review and procedures for initiating a referral for assessment. Parents receive this special education information at their child's annual IEP meeting. For more information about special education services, please call (916) 686-7780.

## Textbook Review Process

Elk Grove Unified School District teachers, administrators and community members carefully review all instructional materials, textbooks and novels. The state-recommended textbooks are reviewed cyclically and are made available to the public for review before being recommended to the Board of Education for adoption. All textbooks are aligned with state standards. The review process is very important to ensuring that students have the best possible materials for learning. [E.C. 49063, 49091.14; N.C.L.B.A., 20 U.S.C. 6301 et seq., 20 U.S.C. 1232h]

Your child's teacher should share with you information about classroom textbooks and literature. Teachers should also inform you about any particularly sensitive or possibly objectionable portions of instructional materials. Upon request, parents may also receive a course outline from their child's teacher.

If you are concerned or have questions about instructional materials, please call your child's teacher, principal or the district's Curriculum/Professional Learning office at (916) 686-7757.



## Attendance is Key to Academic Success

Teachers build your child's education one day at a time so every day is essential. In elementary, middle and high school, your child's academic success can be put in jeopardy if too many days are missed. If your child must miss school due to an illness or other critical reasons, work with his/her teacher to make-up the lost time in class. Ask for homework assignments and do extra review.

In addition to the academic component, student absences directly affect the district's finances. The majority of state funding is based on each day each a student attends school. The state only pays the district for those days the student is physically in class. It does not pay for excused absences, even if the parents provide a note from a doctor.

## Attendance in District in Which Parent or Guardian is Employed

Students (K-8) may have the option of attending schools in the school district only if his/her parent is employed within the boundaries of the district. For more information call PreK-6 Education at 686-7704 or Secondary Education at 686-7706. [E.C. 48204(b), 48980(i)]

**SKIPPING SCHOOL will seal your fate.  
YOU must attend to Graduate.**



**NO Excuses  
Go to School**

## Facts about Attendance

Facts from the California Department of Education's 2000 "School Attendance Improvement Handbook" and Elk Grove Unified School District data:

- California law requires that children ages six to 18 attend school regularly.
- Since 1997 with the passage of Senate Bill 727, schools do not get funding for excused absences – only actual attendance.
- A truant is any student who is absent from school three times in the same school year without a valid excuse according to the California Education code.
- Studies show that incentives and reward programs boost attendance and student excitement about school.
- Daylight juvenile crime decreases significantly when the community works together to keep students in school.
- Studies demonstrate students who are absent two or more days each school month struggle more academically than their classmates.
- Chronic absenteeism is associated with dropping out of school.
- Absenteeism often leads to students falling behind in school.
- Missing too much school can affect a students' ability to learn key socialization concepts.
- Students who are often absent require more individual attention from teachers.
- Studies show that truancy leads to criminal activity, incarceration and drug use.
- Every day a student misses school Elk Grove Unified loses \$30 in state funding.

## General Absences

According to Education Code 48205(a) a pupil shall be excused from school when the absence is:

- Due to an illness.
- Due to quarantine under the direction of a county or city health officer.
- For the purposes of having medical, dental, optometric or chiropractic services rendered.
- For the purposes of attending the funeral services of a member of the student's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- For the purpose of jury duty in the manner provided for by law.
- Due to an illness or medical appointment during school hours of a child for whom the pupil is the custodial parent.
- For justifiable personal reasons, including, but not limited to: an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, for attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization. [E.C. 48205]
- For attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- For the purposes of serving as a member of a precinct board for an election pursuant to Sec. 12302 of the Elections Code.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and upon satisfactory completion within a reasonable period of time shall be given full credit. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the test and assignments that the pupil missed during the absence.

Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

"Immediate" family as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee: shall be deemed to be references to pupil." [E.C. 46014, 48205]

A pupil shall be excused for participation in religious instruction or exercises upon written notice. Such absences may not exceed four days per month. [E.C. 46014] Any excused child must nevertheless maintain his or her attendance at the minimum level of school days required for his or her grade.

## Failure to Ensure Student Attendance

Any parent or guardian who fails to ensure their student's attendance may be guilty of an infraction and can be punishable as follows: \$100 for first conviction; \$250 for second conviction; and \$500 for third conviction. A parent or guardian may be placed in a parent education program or counseling program in lieu of a fine. A willful violation of a court order directing that a student must be enrolled in a school or program can mean a \$1,000 fine. [E.C. 48293]

## Leaving School at Lunch Time

The Elk Grove Unified Board of Education has established a closed campus policy at all sites. Students may not leave campus at any time during the school day. This is to protect your student's health, safety and welfare and maintain the security of the campus. We ask that you not request permission for your student to leave campus during the school day. [E.C. 44808.5]

## Minimum Days & Pupil Free Staff Development Days

If your child will be affected by minimum days or staff development days, we will give you at least one month's notice. At various times during the year, schools will be on a minimum day schedule. Schools have minimum days due to testing, track change days and teacher professional development. [E.C. 48980]

**NO EXCUSES**  
**Go to School**

**Code of Conduct**

As a parent, you are the best person to set rules and consequences for your children. Society has set rules as well. This section talks about those rules. Parents can impact their children’s discipline at home and at school. Studies prove that children whose parents are involved in their education perform better in school. That is why we encourage parents to be active with their children at all grade levels – even high school. We encourage parents to work with their school parent group, volunteer in the classroom, and to be active with their children’s learning at home.

**Behavioral Requirements for Participation in Graduation Ceremonies**

Students must demonstrate good citizenship to participate in the graduation ceremony. Any student who has received an off-campus suspension from school in the spring semester prior to graduation will be notified in writing that if a second off-campus suspendable event occurs, he/she will not be eligible to participate in the graduation ceremony. A senior student with a second off-campus suspension will be denied the privilege of participating in the graduation ceremony.

In addition, a senior student may not attend the graduation ceremony while under off-campus suspension, even if the off-campus suspension is the first for the student during the senior year. Each high school student and his/her parent/guardian will receive annual notification of this policy. [B.P. 5127 (a)]

**EDUCATION CODES RELATED TO DISCIPLINE**

<b>1. Mandatory Expulsion {E.C. 48915(c)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Possession, selling, or otherwise furnishing a firearm.			●
(2) Brandishing a knife.			●
(3) Unlawfully selling a drug.			●
(4) Committing or attempting to commit a sexual assault or battery.			●
(5) Possession of an explosive.			●
<b>2. Mandatory Recommendation for Expulsion {E.C. 48915(a)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Causing serious physical injury to another person except in self-defense.			●
(2) Possession of any knife, or other dangerous object of no reasonable use to the pupil.			●
(3) Unlawful possession of any drug except for the first offense of possession of not more than one ounce of marijuana.			●
(4) Robbery or extortion.			●
(5) Assault or battery upon a school employee.			●

**California Education Code**

A student shall not be disciplined, suspended, or recommended for expulsion unless the superintendent, a designee or the principal of the school in which the student is enrolled determines the student has violated one or more parts of the Code of Conduct.

A student may be disciplined, suspended or expelled for acts enumerated in the Code of Conduct that are related to school activity or school attendance occurring at any district school or within any other school district, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off campus.
4. During, going to or coming from a school-sponsored activity. [Administrative Regulation 5144.1(f)]

The following table identifies the sections of the California Education Code that govern student conduct and the consequence in the Code of Conduct that may be applied. Most violations allow for a range of disciplinary responses within the educational system. Some consequences may occur simultaneously. Certain violations overlap the California Penal Code and may have consequences within the juvenile/adult court systems. The alternatives to suspension are at the discretion of school administrators.

## CODE OF CONDUCT

<b>3. Acts of Violence {E.C. 48900(a)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Caused, attempted to cause, or threatened to cause physical injury to another person.	●	●	●
(2) Willfully used force or violence upon another person.		●	●
<b>4. Weapons and Dangerous Objects {E.C. 48900(b)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
(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.		●	●
<b>5. Drugs and Alcohol {E.C. 48900(c)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Possession, use, sale, or furnishing, or otherwise being under the influence of alcohol, controlled substances, or an intoxicant.		●	●
<b>6. Sale of “Look-Alike” Drugs and Alcohol {E.C. 48900(d)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
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.		●	●
<b>7. Robbery or Extortion {E.C. 48900(e)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Committed or attempted to commit robbery or extortion.			●
<b>8. Damage to Property {E.C. 48900(f)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Caused, or attempted to cause damage to school or private property.	●	●	●
<b>9. Theft or Stealing {E.C. 48900(g)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Stealing, or attempting to steal school or private property.	●	●	●
<b>10. Tobacco {E.C. 48900(h)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Possessed or used tobacco or nicotine products.	●	●	
<b>11. Profanity, Obscene Acts, Vulgarity {E.C. 48900(i)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Directed at peers.	●	●	●
(2) Directed at school personnel.		●	●
<b>12. Drug Paraphernalia {E.C. 48900(j)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.		●	●
<b>13. Willful Defiance or Disruption of School Activities {E.C. 48900(k)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Failure to follow school rules.	●	●	●
(2) Failure to follow directive or instruction of staff or teachers.	●	●	●
(3) Failure to follow conduct code for school bus passengers.	●	●	●
<b>14. Possession of Stolen Property {E.C. 48900(l)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Knowingly received stolen school property or private property.	●	●	●

## CODE OF CONDUCT

<b>15. Imitation Firearm {E.C. 48900(m)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
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.		●	●
<b>16. Sexual Assault or Sexual Battery {E.C. 48900(n)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Committed or attempted to commit a sexual assault or battery.			●
<b>17. Harassment of a Student Witness {E.C. 48900(o)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliation.	●	●	●
<b>18. Prescription Drug Soma {E.C. 48900(p)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	●	●	●
<b>19. Hazing {E.C. 48900(q)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Engaged or attempted to engage in hazing.	●	●	●
<b>20. Bullying and Bullying by Electronic Act {E.C. 48900(r)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.	●	●	●
<b>21. Aided or Abetted to Inflict Physical Injury {E.C. 48900(t)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Aided or abetted in the infliction or attempted infliction of physical injury to another student.	●	●	●
<b>22. Sexual Harassment {E.C. 48900.2}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
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.	●	●	●
<b>23. Acts of Hate Violence {E.C. 48900.3}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
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 or person's property 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.	●	●	●
<b>24. Other Harassment {E.C. 48900.4}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
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.	●	●	●
<b>25. Terrorist Threats {E.C. 48900.7}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Making terrorist threats against school officials and/or property.		●	●
<b>26a. Attendance – Truant {E.C. 48260}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Absent from school without a valid excuse.	●		
<b>26b. Attendance – Repeat Truant {E.C. 48261}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Absent from school more than one day without a valid excuse.	●		
<b>26c. Attendance – Habitual Truant {E.C. 48262}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Any student truant three or more times per school year. Students who are habitually truant may be referred to the School Attendance Review Board.	●		

**Detention**

Detention is the assignment of a student to a supervised area for a specified time before or after school, at lunch or during Saturday school.

**Expulsion**

Expulsion, as ordered by the Board of Education, is the removal of a student from all schools in the Elk Grove Unified School District for violating the California Education Code. The expulsion is for a defined period of time, but an application for re-admission must be considered within a specified time period. State law provides for full due process and rights to appeal any order of expulsion.

The district has long maintained a “zero tolerance” policy that is supported by state law. State law mandates the Board of Education expel students for:

- Possession, sale, or furnishing of a firearm;
- Brandishing of a knife;
- The sale of drugs;
- Committing or attempting to commit sexual assault or battery; and
- Possession of an explosive.

State law requires a school administrator to recommend expulsion if a student commits any one of the following offenses:

- Causing serious physical injury to another person except in self-defense;
- Possession of any knife or other dangerous object of no reasonable use to the student;
- Unlawful possession of any drug except for the first time offense of possession of not more than one ounce of marijuana;
- Robbery or extortion; and
- Assault or battery upon a school employee.

**Respect and Civility**

We believe everyone – students and district employees – deserves to be treated with respect. There is a great deal of diversity in the families we serve and we believe that our diversity is a strength. We strive to ensure everyone feels welcome in our schools. The school district will not tolerate behavior by students, staff or visitors that insults, degrades or stereotypes any race, gender, disability, physical characteristic, ethnic group, sexual preference, age, national origin or religion. Appropriate consequences for violating the Human Dignity Policy are specified in this handbook. In addition, any person who comes onto a school campus or other school facility and there is reasonable cause to believe that their conduct has willfully disrupted the orderly operation of such campus/facility is subject to having their permission to remain withdrawn by the chief administrator or arrest. [Penal Code 626.4, 626.8]

**School Attendance Review Board (SARB)**

SARB reviews student attendance and disruptive behavior. Students may be referred to SARB for habitual truancy or irregular attendance. The SARB process may involve the District Attorney, County Probation Department and County Health and Human Services.

**School Rules**

You have a right to review school rules regarding student discipline. If you wish to do so, please contact the school office. [E.C. 35291, 48980]

**Search and Seizure Policy**

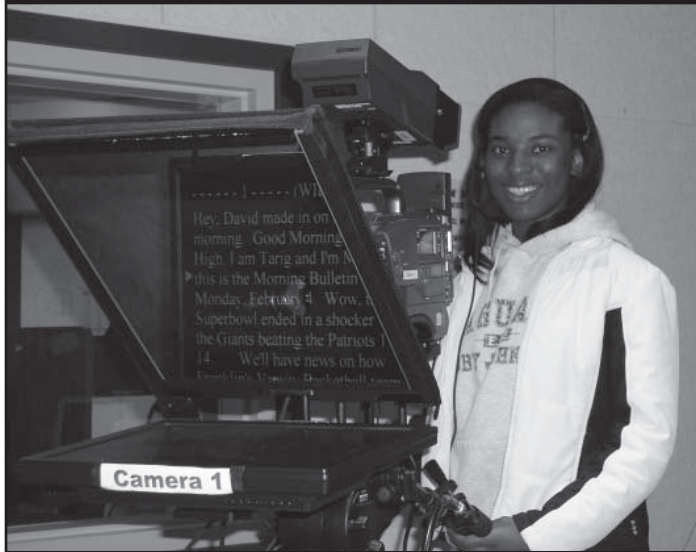
The Search and Seizure Policy governs the district’s authority to search individual students and their property and the student’s responsibility to submit to searches. Under Board Policy 5145.12, school officials may search when there is a reasonable suspicion the search will uncover evidence that the student is violating the law or the rules of the school or district.

General inspections of school properties, such as lockers and desks, may be conducted on a regular, announced basis. Any items in a locker shall be considered the property of the student to whom the locker was assigned.

To ensure the safety of students and staff, schools may conduct random searches for weapons using metal detectors. The district may use specially trained, non-aggressive dogs to detect the presence of substances prohibited by law or district policy; and that when a dog alerts on a students’ property or locker, this may constitute the reasonable suspicion necessary to conduct a search. Dogs may be used in the inspection of lockers, vehicle or personal property, but may not be used to search a person. [B.P. 5412.12]

**Suspension**

Suspension is the removal of a student from the classroom for disciplinary reasons for a defined period of time by a teacher or school administrator. A principal or designee may suspend a student for up to five days. A teacher may suspend a student for the remainder of the class in which the misbehavior occurred and for the next day’s class. A suspension may be extended under certain conditions. There are two kinds of suspension – on-campus suspension and home suspension. Students placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension. They may, however, be required to complete assignments and tests which will be made available to them through an intermediary.



### **Career Academies and Pathways**

At Elk Grove Unified, our desire is to provide our students with an educational experience that goes beyond the classroom and reaches into their future. We strive to guide each student to be prepared for college or a career. Through small learning career academies and pathways, we offer our students the ability to specialize in a number of career fields including: public service, business, health, engineering, technology, ag-science, auto-technology, education and media. These career learning opportunities are possible as a result of relationships Elk Grove Unified has established with local businesses and community members who provide our students with real world training.

Many of the courses offer students A-G academic classes that are integrated with career classes and internship opportunities. The ROP programs include fire science, administration of justice, auto technology, health careers, culinary arts, floral design, animation, computer graphics, and television occupations. Students can also enroll in Junior Reserve Officer Training Corps (JROTC). A detailed description of these programs is available on the district's website at [www.egusd.net](http://www.egusd.net).

Career academies and pathways share many components. They are small learning communities that encompass a broad-based industry area, which include careers from technical learning through professional levels. They serve to promote student/employer engagement through workplace experience and provide industry certifications (when applicable). Most importantly, they prepare students for post-secondary pursuits, both for college and the workplace.

Specifically, a career pathway is a recommended sequence of general and career technical courses related to a career focus area. Career pathways include an introductory and an intermediate career technical education course. Enrollment in a related ROP course is encouraged for students who participate in a career pathway.

Career academies include additional criteria. Students in career academies are assigned to a team of teachers and participate in integrated academic and career/technical courses related to a career focus area. A career academic sequence includes not only exposure to the world of work but the opportunity to earn a certificate recognized by businesses and industry. A career academy is flexible, but is structured within a 9th to 12th-grade sequenced, integrated course of study with performance-based projects. Employers are engaged in the academy process through mentoring, job shadowing and participation in advisory meetings.

If you would like your student to participate in our career academies and pathways, please contact Alternative Education at (916) 686-7709.

The following career academies and pathways are offered at different high schools throughout our district:

#### ***Cosumnes Oaks High School*** **CULINARY ARTS ACADEMY**

The Culinary Arts Academy students will receive a 4-year sequenced curriculum that prepares them for National Restaurant Certification. Students will learn nutrition science, restaurant management, food chemistry and culinary skills to prepare them for employment in the hospitality, tourism or recreation industry.

#### **GREEN ARCHITECTURAL DESIGN AND URBAN PLANNING ACADEMY**

This interdisciplinary academy provides students with the opportunity to explore the complex worlds of architecture, construction and urban planning. The program will culminate with students completing an internship at a local business, government agency and/or non-profit organization.

#### **VISUAL AND PERFORMING ARTS PATHWAY**

This program provides students with advanced coursework in music, theatre arts, dance, video production, photography, two and three dimensional art, stagecraft and design.

#### ***Elk Grove High School***

##### **AGRICULTURE SALES AND SERVICE ACADEMY**

This academy is designed for students interested in agricultural sales and service. Students learn the fundamental concepts of agriculture, including sales, purchasing, inventory and delivery of merchandise, advertising, animal nutrition and health.

##### **TECHNICAL AND DIGITAL ARTS ACADEMY**

Students interested in media advertising and entertainment industries can learn filmmaking, photography and digital design in the Technology and Digital Arts Academy.

## *Florin High School*

### **AG TECH ACADEMY**

The Ag TECH Academy provides students with training in floriculture, agriculture technology and related sciences. This four-year academic program combines graduation requirements, on-site laboratory experiences, workplace partnerships, study programs and a two-plus-two college opportunity. This is a district-certified academy.

### **AUTO TECHNOLOGY CAREER PATHWAY**

Students learn skills to obtain an entry-level job in the automotive services industry. Topics discussed include: engine operation, electrical systems, fuel injection, computer systems, brake, and basic engine repair. Students will receive certification.

### **BUSINESS AND TECHNOLOGY ACADEMY**

Through this three-year academy, students learn valuable job skills related to computer technology. They also work with adult mentors from business and professional communities. This is a district certified academy.

### **LAW AND THE WORLD ACADEMY**

The LAW Academy is a four-year course of study which combines core academic classes that emphasize legal, justice and world language curriculum for students interested in pursuing a career in law related fields.

## *Franklin High School*

### **SCHOOL OF TECHNOLOGY, ENGINEERING AND MEDIA ACADEMY**

The School of Technology, Engineering and Media Academy allows students to explore computer technology, industrial engineering and media communications careers. This is a district certified academy.

### **GREEN RENEWABLE ENERGY ENGINEERING NETWORK ACADEMY**

The GREEN Academy is a four-year course of study which gives students the opportunity to explore a variety of fields based on green and clean technology, including wind, solar energy, hydroelectricity and bio fuel.

## *Laguna Creek High School*

### **MANUFACTURING PRODUCTION TECHNOLOGY ACADEMY**

This academy specializes in training students with hands-on mastery of virtually every aspect of modern-day production and manufacturing. Students will be prepared to enter college and/or careers in manufacturing, engineering and skilled trades. This is a Connect Ed: The California Center for College and Career Model Program and district certified academy.

### **BUSINESS CAREERS PATHWAY**

Students interested in careers in banking, finance and related financial industries have the opportunity to explore these fields in depth through the Business Careers Pathway.

### **GREEN ENERGY TECHNOLOGY ACADEMY**

The Green Energy Technology Academy is designed for students interested in the energy industry. They will learn about solar energy, wind turbines, photovoltaics, biodiesel, hydroelectricity and hydrogen fuel cells.

## **SPORTS CAREERS ACADEMY**

In this academy students learn skills in athletic training, physical therapy and fitness instruction. They will receive a background in anatomy and physiology, ethical and legal issues involved in medicine and medical terminology.

## *Monterey Trail High School*

### **DESIGN AND TECHNOLOGY ACADEMY**

The Design and Technology Academy provides students the chance to learn about computers, engineering, transportation technology and agriscience. This is a district certified academy.

## *Pleasant Grove High School*

### **CADD/COMM ACADEMY**

The CADD/COMM Academy is an academy with a dual focus of engineering and digital communication. Students will learn the fundamentals of both architectural and mechanical CADD, experience a hands-on engineering lab with electrical, hydraulic, pneumatic and construction elements and create 3-dimensional designs in both mechanical and architectural AutoCAD. The academy curriculum has a green environmental science focus.

### **PUBLIC SERVICE ACADEMY**

The Public Service Academy gives students an opportunity to study and prepare for careers related to fire science, criminal justice and health fields.

## *Sheldon High School*

### **ARTSWORK CAREER PATHWAY**

With courses designed to be applicable to many professions, the Artwork Career Pathway prepares students for careers in graphic design, publicity, radio, movies, television, music, dancing and drama.

### **BIOTECHNOLOGY ACADEMY**

Students in the Biotechnology Academy learn the process of genetic engineering and its application in agriculture, forensics, environment and molecular biology. Curriculum includes analyzing their economic impact and evaluating the ethical implications of biotechnology.

### **ENGINEERING CAREER PATHWAY**

The Engineering Career Pathway combines theoretical training with hands-on projects. It prepares students for careers in architecture, engineering and city planning.

### **EQUITAS (Government/Public Policy) CAREER PATHWAY**

The EQUITAS Career Pathway prepares students to enter many government related careers in justice, political campaigns, law, federal investigations, intelligence agencies, public assistance programs, teaching and paralegal service.

## *Valley High School*

### **HEALTH TECH ACADEMY**

Health TECH (Tomorrow's Employees in Careers in Health) is an innovative four-year program that combines advanced technology, student workplace experience and direct contact with local health officials. This is a district certified academy.

**Career Technical Education**

Career Technical Education is a program of study that involves a multiyear sequence of courses that integrate core academics with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. For more information visit the California Department of Education's website at <http://www.cde.ca.gov/ci/ct/>.

**CSU & UC Admissions Requirements**

The University of California has three paths to eligibility for freshmen:

**Eligibility by Examination Alone** - students must achieve specified high scores on their college admissions tests.

**Eligibility in the Local Context (ELC)** - students must rank in the top four percent of their graduating class at a participating California high school.

**Eligibility in the Statewide Context** - students must complete specific coursework and college admissions tests and earn the required GPA and test scores.

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

- <http://www.universityofcalifornia.edu/admissions/welcome.html>
- [http://www.universityofcalifornia.edu/admissions/undergrad\\_adm/pathstoadm.html](http://www.universityofcalifornia.edu/admissions/undergrad_adm/pathstoadm.html)

The California State University system has A-G standards that must be met in each of the following areas:

- Specific high school courses
- Grades in specified courses and test scores
- Graduation from high school

The following website link provides more information regarding the California State University admission requirements: <http://www.csumentor.edu/planning/highschool/>

**College and University Preparation**

The Elk Grove Unified School District offers every student a quality education. The district's graduation requirements exceed those at most school districts in California. The graduation requirements represent the minimum students must take to earn a diploma. Students are also highly encouraged to take A-G courses that prepare them for college or university entrance. The district's college and career website at <http://www.egusd.net/collegeandcareer/> has an extensive section on how to help your children prepare for college and careers.

The district has partnerships with CSU, Sacramento and UC Davis to increase the number of high school graduates earning degrees. Part of the agreement is that UCD and CSUS counselors are available to our students. The district also works closely with Cosumnes River College, which offers classes to help high school students prepare for college.

**AP Financial Assistance**

Post-secondary education financial assistance information is available at each high school. Translators and translated financial aid materials are available to those families whose primary language is not English.

All high schools also offer a wide selection of honors and advanced placement (AP) courses. Some colleges and universities will give credit to students who have scored high on an advanced placement test.

State funding is available to students who need assistance paying the AP exams fees. [E.C. 52244]

**Guidance Counseling**

Guidance and career counseling and course selection opportunities are available to all students. Students may meet with guidance counselors at their school to discuss college admission requirements and/or to enroll in career technical education courses. [E.C. 51229 and 48980(1)]

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

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

## **Complaints Regarding Discrimination, Students with Disabilities, Categorical Programs, Federally Funded Programs**

Elk Grove Unified School District is committed to equal opportunity in education for all individuals. District programs and activities shall be free from discrimination based on age, ethnicity, race, national origin, sexual orientation, actual or perceived sex, ancestry, religion, color, mental or physical disability, limited English language skills or because a person is perceived to have one or more of the above characteristics. The district is committed to equal opportunities for all students in all of its educational programs and activities.

The district shall promote programs that ensure nondiscriminatory practices in all district activities. If you want further details, or wish to file a complaint, please contact the district's Uniform Complaint Officers. The Board of Education designates the following compliance officers to receive and investigate all complaints and ensure district compliance with the law:

- Against employees –Associate Superintendent, Human Resources, 9510 Elk Grove-Florin Road, Elk Grove, CA 95624, 916-686-7795
- Student against student –Associate Superintendent, PreK-6 Education, 916-686-7704; or Associate Superintendent, Secondary Education, 916-686-7706; 9510 Elk Grove-Florin Road, Elk Grove, CA 95624

The Uniform Complaint Procedures can be used in cases of discrimination in adult education, consolidated categorical programs, vocational education, special education programs that receive state or federal financial assistance, Williams Settlement issues, homeless enrollment disputes and other areas designated by the district. [E.C. 260 et seq., 56501; Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA); B.P./A.R. 1312.3]

## **Due Process Protections and Complaints**

The district is responsible for compliance with state and federal laws and regulations and has procedures to address allegations of unlawful discrimination and complaints alleging violation of laws governing educational programs. Employees, students, parents or guardians, advisory committees and other interested parties are advised how to file a complaint if they so desire.

## **Homeless Enrollment Dispute Resolution Process**

Complaint forms are available at the school, but the form need not be used to make a complaint. Students are to be maintained in their school of origin whenever feasible, unless the parent prefers the student attend their school of residence. If a dispute arises over school selection or enrollment in a particular school, the student shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. [42 U.S.C. 11432] If, after enrollment, it is determined that a student is not homeless as defined in the law, the student may be dis-enrolled and the district will follow policies in place to address fraud.

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

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

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

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

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

## Non-Discrimination and Harassment

The district does not discriminate on the basis of a person's actual or perceived ethnic group, religion, sex, gender (including sex and a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with a person's assigned sex at birth), color, race, religion (including agnosticism, atheism and all aspects of religious belief, observance and practice), ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, age or sexual orientation (including heterosexuality, homosexuality and bisexuality) in any of its policies, practices, procedures, programs or activities. The district's Nondiscrimination Policy complies with the requirements of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act of 1990 and other related state and federal laws.

Coverage applies to admission to, treatment and employment in all district programs and activities, including career technical education. Lack of English language skills will not be a barrier to admission and participation in career technical education or any other district program such as career technical, and consumer and family studies.

Students, parents, guardians or any other individuals having questions or concerns regarding the district's Non-discrimination and Harassment Policy or who may wish to file a complaint should contact the Title IX Coordinator, Human Resources, 9510 Elk Grove-Florin Road, Elk Grove, CA 95624. 686-7795 [E.C. 260]

## Uniform Complaint Procedures (UCP)

You may contact your school's office or the district office to obtain a copy of the district's complaint procedures. Policies, procedures and forms can also be found online at: [http://www.egusd.net/students%5Fparents/district\\_policies.cfm](http://www.egusd.net/students%5Fparents/district_policies.cfm).

Complaints alleging discrimination shall be filed by a person on their own behalf or on behalf of another person or group of people. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination. Complaints

regarding a special needs student may be filed within 12 months of the occurrence. [E.C. 56500.2]

The complaint procedure can be used for a variety of issues not mentioned above, including but not limited to, employee issues, school safety planning requirements in the No Child Left Behind Act and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations. The following procedures shall be used to file UCP complaints: [5 C.C.R. 4600 et seq.]

- Complaints made under this procedure shall be directed to the UCP officer who is responsible for processing the claims.
- A decision must be issued within 60 days from the receipt of the complaint unless the complainant agrees in writing to extend the timeline.
- You may contact the UCP officer to obtain a copy of the complaint process at (916) 686-7795.
- The complainant has the option of having the complaint mediated.
- After receiving the complaint, there shall be an investigative meeting.
- The compliance officer shall send a written report about the investigation and decision.
- If the complainant is not satisfied with the result, the complainant then has 15 days to appeal to the CDE. The appeal must include a copy of the locally filed complaint and a copy of the decision.
- You may forward the complaint directly to CDE and it may choose to intervene immediately based on established criteria.
- There is nothing in this process that precludes a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys and legal action. Civil law remedies may include, but are not limited to injunctions and restraining orders.
- An unlawful discrimination complaint must be filed no later than six months from the date the alleged discrimination occurred or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination. Complaints regarding a special needs student must be filed within 12 months of the date of occurrence.

## COMPLAINT PROCEDURES

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

**Rehabilitation Act Section 504 –**

*Office of Civil Rights*

**Child Abuse – Department of Social Services,  
Protective Services Division or law enforcement**

**Discrimination/Nutritional Services–**

*U.S. Secretary of Agriculture*

**Employment Discrimination –**

*Department of Fair Employment and Housing,  
Equal Employment Opportunity Commission*

**FERPA Requirements –**

*U.S. Department of Education,  
Family Policy Compliance Office*

**General Education Provisions Act –**

*U.S. Dept. of Health, Education and Welfare*

**Health and Safety/Child Dev. –**

*Department of Social Services*

**Student Records – Family Policy Compliance**

*Office (FPCO), U.S. Department of Education*

[20 U.S.C. 7114(D)(7) (No Child Left Behind),  
20 U.S.C. 1232(g); 34 C.F.R. 300.510-511, 300.513,  
99.7; E.C. 231.5, 262.3, 33031, 33032, 33381,  
48985, 49063(j), 56000-56885, 59000-59300,  
64000(a); 5 C.C.R. 4610; 5 C.C.R. 4622]

### **Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Vacancies and Misassignments, School Facilities and High School Exit Exam Intensive Instruction and Services**

Parents should use the district Williams Uniform Complaint Procedure to identify and resolve any deficiencies regarding instructional materials, facility cleanliness and safety, emergency or urgent facility conditions that pose a health or safety threat to students or staff, teacher vacancies or misassignments and High School Exit Exam intensive instruction and services.

[E.C. 35186; E.C. 37254(d)(4) & (5)] and California High School Exit Exam intensive instruction [E.C. 35186]

## **Williams Settlement Complaint Procedure**

Complaint policies and forms are available at the school office and are available online at: [www.egusd.net/students\\_parents/district\\_policies.cfm](http://www.egusd.net/students_parents/district_policies.cfm).

The following procedures shall be used to file Williams-related complaints:

1. Complaint forms can be turned in to the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the district within 10 days.
3. Complaints may be filed anonymously. The form will have a box to mark if a response is requested. The complainant must be identified and provide a mailing address on the complaint form.
4. Valid complaints shall be remedied within 30 days of receipt.
5. If a response was requested, it shall be provided by mail within 45 days of resolution to the address listed. The principal will also inform the Superintendent of resolution within the same timeframe.
6. If dissatisfied with the resolution, the complainant may file a request to describe the complaint to the governing board at the regularly scheduled meeting.
7. If the complaint involves a condition of a facility that poses an emergency or urgent threat, a complainant who is not satisfied with the resolution proffered by the principal or appropriate district official has the right to file an appeal to the Superintendent of Public Instruction.

8. The district will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records. [E.C. 35186]

**Academic Program/  
Childcare Transfers**

Students in grades 9-12 may transfer to another school within the district to participate in an academic program that is otherwise not available at their school of residence on condition that space is available. The child must meet the entrance criteria for the program.

Children in grades K-8, living within the district boundaries, can attend another school in the district on an intradistrict transfer only if they have childcare in that school's attendance area. Verification must be provided by the childcare provider. At grades 7-8, this is only granted if space is available at the requested school.

**Immunizations**

A student may not be admitted to school unless he/she has been fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, Hepatitis B and rubella. Students must be immunized for varicella (chicken pox) or provide proof from a doctor stating the child had the disease. The Sacramento County Division of Public Health strongly recommends a second vaccination against varicella. The required immunizations are available from the County Division of Public Health or a physician.

**New California Law AB 354 will be effective July 1, 2011 through 2012. All students entering 7th through 12th grades will need proof of a Tdap (Pertussis) booster shot before starting school.**

Documented proof of immunization is required upon admission. It is the policy of this district that there be no "conditional" admittance to schools. Immunizations must be up-to-date before admission to school is granted. This requirement does not apply if a district waiver is signed stating that the immunization is contrary to the beliefs of the parent or guardian, or if a licensed physician writes a letter indicating the immunizations are inadvisable. If a student is verified as homeless, they must be enrolled immediately, even without proof of immunization. The school site must contact the previous school to obtain immunization records. The district's liaison to the homeless may assist in obtaining records and/or helping the student get the necessary immunizations. If an outbreak of a communicable disease occurs at a school, the non-

immunized student will be excluded for his/her safety until an appropriate time to return is communicated by health officials or district administration. [Health and Safety Code 120335; E.C. 48216 and 49403]

**Enrollment**

Registration packets can be picked up at all district schools. Under state law, the district annually reviews the enrollment options available to pupils within the district. The district strives to maintain available enrollment options that meet the diverse needs, potential and interests of California pupils. In school districts of choice, priority can be given to children of military personnel. [E.C. 48306, 48308] Homeless students shall be immediately enrolled and, to the extent feasible, be placed in their school of origin unless otherwise requested by their parent/guardian. [42 U.S.C. 11432] In the case of an unaccompanied youth, the district liaison to the homeless shall assist in placement or enrollment decisions. [42 U.S.C. 11432] If, after enrollment, it is determined that a student is not homeless as defined in the law, the district will follow policies in place to address fraud.

**Interdistrict Policies and Procedures**

The Board recognizes that the district may be capable of serving additional students. Therefore, the Superintendent or designee may approve interdistrict attendance agreements with other districts. The Board may approve requests for school attendance in the district for students living outside the district only for reasons specifically listed herein:

1. Parents work within the boundaries of the Elk Grove Unified School District;
2. Mental or physical health of the student as certified by a physician, school psychologist or other appropriate school personnel;
3. To complete a school year when the parents have moved out of the district during the school year;
4. To participate in a specialized program in secondary schools should space be available after first serving in-district students;
5. When the class enrollments in the district will permit the addition of out-of-district students;
6. If, during the school year, a student becomes homeless or if a foster student is placed in a temporary or emergency placement, then the student may continue in the school of origin for the remainder of the school year and through the duration of their homelessness. For more information, contact the district's liaison to the homeless in Student Support and Health Services at (916) 686-7568.

Transportation beyond that normally provided for students living in the district shall not be provided for students attending on an interdistrict attendance agreement. The governing Board reserves the right to revoke any interdistrict attendance agreement at any time.

Parents choosing to apply for an interdistrict attendance agreement must complete a form available from elementary or secondary education. The form must be returned to elementary or secondary education for processing. Elementary and secondary education offices are located in the Robert L. Trigg Education Center at 9510 Elk Grove-Florin Road, Elk Grove, CA. [B.P./A.R. 5117; E.C. 46600-46611]

## Intradistrict Permit Criteria and Procedures

Students who wish to attend a school other than their school of residence must have daycare at the school they are requesting for a minimum of three days or more per week. Their parent/guardian must complete the district's Intradistrict Permit request.

- Parents/guardians who want to request a permit must initiate the request at their home school. If the administrator at the home school believes approval is warranted, then the administrator will contact the requested school. Administrators from the home school and the requested school will communicate and decide whether there is mutual agreement for the transfer. If both administrators agree, then the request is granted. Approval for or termination of a permit is at the discretion of the principal or his/her designee.
- Intradistrict transfers for grades 7-8 are granted on a space available basis. They are not approved for enrollment impacted schools.
- Administrators are encouraged, but not required, to renew existing permits annually if the original conditions of the permits are honored by the student and his/her parent/guardian. Receiving schools review and renew permits each spring for the following school year.
- Administrators at the school site of residence are responsible for verifying the student's address.
- Special consideration is not given to children of district employees.
- Permits revoked for behavior violations are revoked according to conditions set forth in the permit agreement and after the school administrator has verified the alleged behavior violations.

- Permits revoked for academic or attendance deficiencies are revoked at the end of the probationary grading period.

## Kindergarten Registration

If you live within the boundaries of the Elk Grove Unified School District and your child will turn 5 years old on or before November 1, 2012, you may register them for the 2012-2013 kindergarten school year on one of the following dates:

- If your child's home school is on a **Year Round** calendar, registration begins at 7:30 a.m. on **Monday, November 7, 2011.**
- If your child's home school is on a **Traditional or Modified Traditional** calendar, registration begins at 7:30 a.m. on **Tuesday, January 3, 2012.**

If your child will turn 5 years old between November 2 and December 2, he/she is eligible for our newly formed Transitional Kindergarten Class. To learn more or register your child for Transitional Kindergarten, please call the PreK-6 Education office at (916) 686-7704.

### To Register

1. Pick up a registration packet from your home school. The packet will be time-stamped and dated by the school office staff. Return your completed registration packets by the first Monday in February.
2. Return the completed kindergarten registration packet back to your child's home school including:
  - Completed registration packet
  - Child's immunization record
  - Birth certificate
  - Proof of residence in the form of a SMUD or PG&E utility bill, rental agreement, or purchase papers for a home

### Please Note

Although most families who turn in their registration materials by the first Monday in February are likely to get into their home school, the district is not able to guarantee placement for every child at their home school. Due to crowded conditions in the Elk Grove Unified School District, there is a possibility that your child may be reassigned to another Elk Grove Unified elementary school.

Parents seeking more information about the registration process can call the district's PreK-6 Education office at (916) 686-7704.

**Kindergarten and First Grade****Dental Screenings**

California law requires a dental screening by May 31 of a student's first year of public school, kindergarten or first grade.

The screening must be done by a licensed dentist or other licensed or registered dental health professional within 12 months of enrollment. If a dental check-up cannot be obtained, parents may get excused from this requirement by filling out a form.

The law, California Education Code Section 49452.8, went into effect in 2007. The goal of the law is to establish dental care for every child. The screenings will identify children who need further examination and dental treatment.

Parents who have questions about the dental screenings can call the district Student Support & Health Services Department at (916) 686-7568.

**Kindergarten and First Grade****Physical Exam**

State law requires that for each child enrolling in the first grade, the parent or guardian must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file a waiver with the school district stating the reasons you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. [E.C. 49450; Health and Safety Code 124085, 124100, 124105, 120475] These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For more information, you may contact Sacramento County CHDP at (916) 875-7151.

**Medical/Health Transfers**

Intra-district transfers may be granted for health reasons, provided that the parent or guardian has written documentation from a health care professional. The documentation should clearly identify the problem and how it can be resolved by granting this transfer.

**Open Enrollment**

Open enrollment is offered only at those schools designated by the Board of Education as having enrollment capacity. Open enrollment is open to all students who live within the district's boundaries as of January 1, just prior to the open enrollment process. If schools have space available for transfers in the 2012-2013 school year, open enrollment will take place between January 2012 and March 2012. For the 2012-2013 school year, open enrollment will not be offered at the elementary level. The district reserves the right to limit the number of students transferring into or out of any school designated as open enrollment. [E.C. 48980]

**Persistently Dangerous School****Choice Enrollment Options**

Within 10 school days after learning that a school has been designated as "persistently dangerous," the Superintendent or designee shall notify parents/guardian of the school's designation. Within 20 school days after learning of the school's designation, parents/guardians may exercise their option to transfer.

**Program Improvement**

Under the 2001 federal Elementary and Secondary Education Act (ESEA), any Title I school or school district that does not reach its Adequate Yearly Progress (AYP) targets for two consecutive years in the same content area will be identified for Program Improvement.

Since the district did not meet AYP in 2009 - 2010 for English Language Arts (ELA) and math, the district is now in Program Improvement.

Ten district Title I schools did not meet AYP in 2010 and are in Program Improvement. These include: Florin, Samuel Kennedy, Anna Kirchgater, Herman Leimbach, Charles E. Mack, Prairie, David Reese, John Reith, Sierra Enterprise and Union House elementary schools.

**Public School Choice**

ESEA requires that all students enrolled in schools identified as Program Improvement are given the opportunity to attend another public school in the district. This is called Public School Choice.

Students who choose to transfer have the right to remain at that school until the student has completed

the highest grade level offered by that school. The district's obligation to provide transportation ends at the end of the school year once the original school is no longer identified for Program Improvement. Students who select Public School Choice are no longer eligible for Supplemental Educational Services.

## Supplemental Educational Services

ESEA requires that eligible students enrolled in schools identified as Year 2 or above Program Improvement are given the opportunity to receive free tutoring services from an outside agency that has been approved by California Department of Education and has a contract with Elk Grove Unified School District. This is called Supplemental Educational Services.

Students who choose to participate in Supplemental Educational Services are not eligible for Public School Choice. The district is not obligated to pay more than the per pupil allocation set by the California Department of Education per student per year.

## Exiting Program Improvement

If a district or school makes AYP for two consecutive years, then it will exit from Program Improvement.

## Proof of Residency

Proof of residency can be established by showing a current PG&E bill, SMUD bill or a mortgage statement. If a home is under construction, a title/deed or a signed sales or purchase agreement will be accepted, but parents must bring a current PG&E bill, SMUD bill or mortgage payment within six months. A signed rental agreement will be accepted, but a current PG&E bill or SMUD bill must be presented to the school within two months.

If a family is homeless or the student is an unaccompanied youth, proof of residency is not required for immediate enrollment. However, homeless status must be verified. The following items may be accepted: motel or campground receipts, letters or receipts from shelters or transitional housing programs, an affidavit of non-permanent residency, or a letter from the district liaison to the homeless. Contact the district liaison to the homeless for assistance. (916) 686-7568

If your child lives in the home of a care giving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family

Code by the care-giving adult is required to determine that your child lives in the caregiver's home.

[E.C. 48204(a)(4)]

## Pupils in Hospitals Outside of School District

If, due to a temporary disability, your child is in a hospital or other residential health facility, which is located outside your school district, he/she may be eligible to attend the school district in which the hospital is located. [E.C. 48207] If this situation should arise, you should notify both the district where you reside and where the hospital is located so that individualized instruction, if possible, can be provided. [E.C. 48208, 48206.3, 48980]

## School Boundaries

If you are moving and want to know which school your child will attend, you may use the School Locator Tool online. To find this tool on the district website, click on 'Enrollment' then 'Boundary Information': [http://www.egusd.net/new\\_to\\_egusd/boundaries.cfm](http://www.egusd.net/new_to_egusd/boundaries.cfm).

Please know the district cannot guarantee any child attendance at a particular school, regardless of where the child lives. However, every child is guaranteed a place somewhere in the district. In addition, there may be instances when a secondary school is filled to capacity. This could result in new students being offloaded to another school in the district.

The Elk Grove Unified School District must periodically change its school boundaries. For example, school boundaries are changed when new schools open or as necessary to balance enrollment. In practical terms, this means some students may have to change schools.

If you need further assistance, please call the district's Boundary Hotline at (916) 686-7755. In addition to asking where your child will attend school, you may also wish to ask the following:

- *Have any boundary changes been approved for this area? If so, when will they take effect and where will my child attend school after they take effect?*

Staff members answering the Boundary Hotline can also answer other questions related to school boundaries.

## **Americans With Disabilities Act**

The Elk Grove Unified School District is committed to achieving full compliance with the Americans with Disabilities Act (ADA) and does not:

1. Deny the benefits of district programs, services and activities to qualified individuals with a disability on the basis of a disability.
2. Discriminate on the basis of disability in access to or provision of programs, services, activities of the district, or application for employment or employment to qualified individuals with disabilities.
3. Provide separate, unequal or different programs, services or activities, unless the separate or different programs are necessary to ensure that the benefits and services are equally effective.

The district operates its programs so that, when viewed in their entirety, they are readily accessible to or usable by individuals with disabilities. We welcome those with disabilities to participate fully in the programs, services and activities offered to students, parents, guardians and members of the public. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in any program, service or activity offered to you, contact the district ADA Coordinator in the Risk Management Department at 916-686-7775 at least 48 hours before the scheduled event so that we may make every reasonable effort to accommodate you. [Government Code Section 54953.2; Americans with Disabilities Act of 1990, Section 202 (42 U.S.C. Section 12132), (42 U.S.C. Section 12132, Section 35.106)]

## **Cell Phones, Pagers, Electronic Signaling Devices**

Districts may regulate the possession or use of any cell phone, pager or electronic signaling device while students are on campus, attending school-sponsored activities or under the supervision and control of school district employees.

## **Child Care**

Most elementary schools in the district contract with outside agencies in order to offer extended day student care for a fee. Most agencies operate before and after school programs. If you are interested in enrolling your child in any of these programs, please call (916) 686-7797, x7828 or visit [www.egusd.net/schools/childcare.cfm](http://www.egusd.net/schools/childcare.cfm).

## **Subsidized Child Care**

Families should inquire about subsidized child care at the on-site child care center at their home elementary school. Subsidized slots based on income and need are available at some centers. All centers can provide information about subsidized slots available through the Sacramento County Centralized Eligibility List managed by Child Action, Inc.

## **Licensed Day Care - Before and After School Child Development, Inc. (CDI): (916) 286-7865**

[www.cdicdc.org](http://www.cdicdc.org)

Maeola R. Beitzel, Arthur C. Butler, Raymond Case, Elitha Donner, John Ehrhardt, Elk Grove, Elliott Ranch, Ellen Feickert, Robert J. Fite, Foulks Ranch, Franklin, Isabelle Jackson, Anna Kirchgater, Barbara Comstock Morse, Pleasant Grove, Prairie, John Reith, Joseph Sims, Stone Lake, Mary Tsukamoto

Champions Extended Learning: (916) 714-2452 or (916) 687-3493 [www.discoverchampions.com](http://www.discoverchampions.com)

Arnold Adreani, Edna Batey, Carroll, Helen Carr Castello, Arlene Hein, Roy Herburger, James A. McKee, Sunrise, Irene B. West

YMCA: (916) 682-6829  
Cosumnes River

## **Recreation - Before and After School Cosumnes Community Services District (CSD):**

(916) 405-5300

Florence Markofer, Stone Lake

## **Recreation - After School Only**

Cosumnes Community Services District (CSD):  
(916) 405-5300

Arthur C. Butler, John Ehrhardt, Elk Grove, Ellen Feickert, Franklin, Joseph Sims

Sacramento Neighborhood Services District START Program: (916) 808-6197

Isabelle Jackson, John Reith

Southgate Recreation & Parks District:  
(916) 391-7622

Maeola R. Beitzel, Before and After School  
Mary Tsukamoto, After School Only

## **Child Custody**

Schools in the Elk Grove Unified School District follow child custody decisions made by courts. Principals cannot modify a judge's ruling regarding custody of a child. If a child custody arrangement has changes, a parent or guardian must provide the school with complete legal documents.

## **Dissection of Animals**

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

## **Homework Supports Classroom Learning**

Homework benefits students by teaching them good study skills, discipline and responsibility. It also gives parents the opportunity to be involved in their child's education. Homework should relate to classroom instruction, as well as reinforce and extend learning and promote immediate recall of basic skills. Homework guidelines are available on the district's website at [http://www.egusd.net/students\\_parents/homework.cfm](http://www.egusd.net/students_parents/homework.cfm).

A minimum amount of homework is assigned at each grade level. Parents may request a meeting to review instructional materials and discuss course curriculum. [E.C. 49063(k) and 49091.14 and 20 U.S.C. 1232h(c) and (d)]

## **Management Plan for Asbestos-Containing Material**

The district has, available upon request, a complete and updated management plan for asbestos-containing material. [Code of Federal Regulations: 40 C.F.R. 763.93]

## **Medication**

Children may take medication which is prescribed by a physician and get help from school personnel during the school day if:

- The district designee has received a written statement from the physician detailing the medication name, method, amount and time schedule by which the medication is to be taken;

- The district may accept a written statement from a physician or physician's assistant for self administration of an epinephrine pen;

- Parent, guardian or caregiver submits a written statement indicating his/her desire that the school district assist his/her child in taking the medication;

- Parent or guardian signs a release statement on a special form available from the district.

[E.C. 49423, 49480, 5 C.C.R. 600-611]

Children may carry and self-administer a blood glucose test and diabetes care, as well as inhaled asthma medication and auto-injectable epinephrine if:

- The district designee has received a written statement from the physician or surgeon confirming that the child is able to self-administer the medication and detailing the name of the medication, the method, amount, and time schedules for administration;
- Parent, guardian or caregiver submits a written consent for the child to self-administer;
- Parent or guardian signs a release allowing the school nurse or other school personnel to contact the student's physician; and
- Parent or guardian agree to release the district and school personnel from civil liability in the event of an adverse reaction to the medication.

[E.C. 49423, 49423.1, 48980]

These written statements must be provided to the school at least annually or more frequently if the medication, dosage, frequency of or reason for the medication administration changes.

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the district designee of the medication being taken, the current dosage and the name of the supervising physician. With your consent, the district designee may communicate with your child's physician and may counsel school personnel regarding the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose. [E.C. 49480]

If your child has a Section 504 Plan or individualized education program (IEP), the Section 504 team or IEP team will discuss and consider any medication your child self-administers.

## Parent Responsibility

Parents or guardians are liable for all damages caused by the willful misconduct of their minor children which result in death or injury to other students, school personnel or damage to school property. Parents are also liable for any school property loaned to the student that is willfully not returned. Parents' or guardians' liability may be as much as \$10,000 in damages and another maximum of \$10,000 for payment of a reward, if any. The school district may withhold the grades, diploma or transcript of the student responsible until such damages are paid, the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [E.C. 48900.1, 48904, 48914; Civil Code 1714.1]

## Pesticide Use

The district will provide for parents the names of all pesticide products expected to be applied at school facilities this school year. That identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds.

Signs are posted at the school, describing the pesticides or herbicides to be used, along with the active ingredients contained in the pesticide/herbicide, at least 24 hours prior to the application and such sign will remain posted at least 72 hours after the application. If you would also prefer to be notified by mail at least 72 hours prior to application at your child's school in the 2011-2012 school year, please call the district's Maintenance and Operations Department at (916) 686-7745 to be placed on a notification list. In the event of an emergency condition, advance notification and prior sign posting may not be feasible, but a warning sign will be posted immediately upon application.

Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, [www.cdpr.ca.gov](http://www.cdpr.ca.gov). [E.C. 17612, 48980.3]

*At this time, Elk Grove Unified School District is planning to use the following pesticides: CY-Kick (Cyfluthrin), Delta Dust (Deltamethrin), Wasp Freeze (d-Trans Allethrin, 3-Phenoxybenzyl Dimethyl-3), Merit (Imidacloprid) Termidor (Fipronil), BP-100 (1% Pyrethrin Fog), CRC Wasp & Hornet Spray #14001 (Methl Chloroform) 1,1,1-Trichloroehanel (Saralll) Spectracide Wasp & Hornet Killer (Propylene glycol monobutyl, Lamda-Cyhalthrin, Prallethrin), Ant/roach bait – Pro Control Dual Choice (N-Ethyl perfluorooctane sulfonamide), Spectracide PRO Roach Bait Stations (chlorpyrifos); Granular Insecticide – ECO Exempt D Dust (2-phenethyl propionate eugenol), Valuline Ca Granular Insecticide (bifenthrin); aerosol/spray insecticides – Insecticidal Soap (potassium salts of fatty acids, ethanol), Spectracide PRO Wasp and Hornet Killer (tetramethrin, permethrin,*

*piperyonyl butoxide, and petroleum distillate), Micro-Gen ULD BP-300 (pyrethrum, permethrin, piperyonyl butoxide), Premise 75 WP (N-Octyl bicycloheptane and petroleum distillate), Talstar Lawn and Tree Flowable (imidacloprid, ingredient 1968 and 1611(chemical identity is a trade secret)), Knoxout (bifenthrin and propylene glycol butoxyethanol and sodium metasilicate) Phantom termiticide-insecticide (chlorifenyapyr), Permethrin Pro TC (33-phenoxyphenyl)methyl cis-trans-3-(2, 2-dichloroethenyl)-2, 2 dimethylcyclopropan-carboxylate), Contrac (Rodenticide)-3[3-(4'-Bromo-[1, 1'-biphenyl]-4-hydroxy-2H-1-benzopyran-2-one), Gentrol IGR Concentrate (Roach control) (S)-Hydroprene [Ethyl (2E, 4E, 7S)-3,7,11-trimethyl-2, 4-dodecadienoate)], Precor flea emergence (S)-Methoprene [Isopropyl (2E, 4E, 7S)-11-methoxy-3,7,11-trimethyl-2, 4-dodecadienoate)], ULD BP-100 insecticide Pyrethrum, Piperonyl Butoxide Tech, N-octyl Bicycloheptane Dicarboximide, Petroleum distillate, and Vikane gas fumigant (termiticide) Sulfuryl fluoride, SuspendSC-Deltamethrin, TermidorSC-Fipronil, 5-amino-1(2,6-dichloro-4(trifluoromethyl) phenol)-4-((1R,5O-(trifluoromethyl)-1-H-pyrazole-3-carbonitrile, Wasp Freeze 3-phenoxybenzyl d-cis and trans 2, 2-Dimethyl-3-(2-Methyl-1-propenyl) cyclopropane carboxylate), Dagnet-Pyrethroid Pesticide, CyKick Cyfluthrin, Merit Imidacloprid 75 WSB (Imidacloprid), Zenith 75 WSP (Imidacloprid), Maxxthor SC (Bifenthrin – C23H22 ClF3O2), ZP Rodent Oat Bait (Zinc Phosphide), Talpirid Mole Bait (Bromethalin), Diphacinone Rodent Bait (Diphacinone), Rozol Pocket Gopher Bait (chlorophacinone), P.C.Q. Rodenticide (Diphacinone), Fumitoxin (Aluminum Phosphide) and Wilco Gopher Getter Type I (Strychnine Alkaloid), Herbicides: Barricade 4FL (Prodiamine), Pendulum Aqua Cap Herbicide (Pendimethalin), Lontrel (Clopyralid), Primo-Maxx (Trinexapac-ethyl), Glyphosate Pro 4 (Glyphosate), Snapshot 2.5 TG (Trifluralin/Isosabten), Turflon Ester (Triclopyr), Fusilade II (Fluazifop-P-butyl), SpeedZone Southern Broadleaf Herbicide, (Carfentrazone-ethyl, 2,4-D, 2-ethylhexyl ester, Mecoprop-p acid, Dicamba acid), Reward Herbicide (Diquat dibromide), Turf Supreme 16-6-8 w/ Trimec (2,4-D acid, MCPP acid, Dicamba acid), Dimension 270G (Dithiopyr), Dimension 2EW (Dithiopyr), RoundUp ProMax (Glyphosate), Mecomec 2.5 Turf Herbicide (MCPP, Potassium Salt) and No Foam B (Octyl phenoxy polyethoxy ethanol, Linear alykyl sulfonates, Ethanolamine).*

## Physical Examination Exemptions

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

## Private Duty Nurses

Parents who provide a private duty nurse for their child at school must notify both the Elk Grove Unified School District's Student Support and Health Services Department at (916) 686-7568, and their child's assigned school site, in order to comply with the district's procedural guidelines. Specific guidance will be given upon notification to facilitate the provision of this service.

## Release of Directory Information

The law allows schools to release "directory information" to certain persons or organizations including military recruiters. Directory information may include a student's name, photograph, address, telephone information, date and place of birth, participation in officially recognized

activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received and the most recent previous public or private school attended by the student. You may have the district withhold any of this information by submitting a request in writing or submitting a "Release of Directory Information" Opt-Out form. In the case of students who have been identified as having exceptional needs, no material can be released without parent or guardian consent. [E.C. 49061(c), 49070, 56515; NCLB, 20 U.S.C. 9528(a)(2); 34 C.F.R. 99.37(a)(5)]

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

School Accountability Report Cards are available on the Internet at <http://www.egusd.net/schools/sarcs/index.cfm> and in school offices upon request. The SARC contains information about the district and school, including the quality of programs and the school's academic achievements. They are updated annually and posted on the district's website and printed in hardcopy by February 1 each school year. [E.C. 33126, 35256, 35258, 52056]

### **Storm Water Management**

The district has a Storm Water management program that complies with the California Regional Water Quality Control Board. The Storm Water Management Program seeks to reduce the dumping of water from school sites into streams, lakes and rivers within the district. For more information about the district's Storm Water Policy, please visit <http://www.egusd.net/riskmanagement/Info-SWMP.html>.

### **Student Records**

Parents and guardians of students, or students over 18, have the right to review and inspect their school records within five days of a written request. Student records are confidential and privacy will be maintained, except in some instances such as when your child transfers to another school, the district receives a lawfully issued subpoena or a court order, or under the conditions specified in Education Code 49076. The records include report cards, transcripts, discipline history, commendations, attendance, assessment information, program participation (including Special Education and Section 504) and health information. The records are maintained at the school site.

A log of who has viewed the records is kept at the same location as the records [E.C. 49064]. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. Education Code and

Board policy/administrative regulation 5125 set forth the criteria under which school officials and employees may access, change or delete information in a file. [E.C. 49075,49076]. You may have copies made and you have the right to file a written request with the superintendent or designee challenging the records. You may challenge the content of the student record if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, a comment not based on personal observation with the time and date noted, or if the student record includes misleading information or violates a student's privacy rights. The superintendent or designee will respond to your complaint within 30 days.

If your challenge is sustained, the changes will be made. If not, you may appeal to the school board, which has final authority. If you still have a different opinion, it can be included in the student's record. If you are not satisfied with how your case was handled by the district, you may file a challenge with the United States Department of Education. [E.C. 49063, 49060, 49070; Family Educational Rights and Privacy Act (FERPA); 34 C.F.R. Part 99]

When a student transfers into the school district, a copy of their school records will be requested from their previous district or private school. Parents will be notified of this request, and have the right to review, challenge and receive a copy of the student's record if desired. [E.C. 49068; 5 C.C.R. 438] The district will forward student records, including academic records, suspension and/or expulsion disciplinary records, health records and special education records (if applicable) to other schools that have requested the records in which the student seeks or intends to enroll. [E.C.49068; FERPA, 34 C.F.R. 99.7,99.34(a) (ii); 5 C.C.R. 438]

### **Withholding Grades, Diploma, or Transcripts**

Any school district whose real or personal property has been willfully cut, defaced or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon the request of an employee authorized to do so, may, after affording the pupil his or her due process rights, withhold official grades, diploma and transcripts of the pupil responsible for the damage, from the pupil and/or their parent or guardian, until the pupil or the parent or guardian has paid for the damages. [E.C. 48904]

If a previous school district has withheld the grades, diploma or transcripts of a pupil pursuant to Section 48904, the school district to which the pupil has transferred shall also withhold the grades, diploma or transcripts of the pupil as authorized by that section, until it receives notice from the district that initiated the decision to withhold, that the hold has been lifted. [E.C. 48904.3]

### **Student Welfare, Victim of a Violent Criminal Offense**

Within 10 school days after a student becomes the victim of a sexual offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the superintendent or designee. The superintendent or designee shall consider the student's needs and parent/guardian preferences in making the school assignment. If the parents/guardians choose to transfer their child, the transfer shall be completed as soon as practical.

### **Sun Protection**

Students, when outdoors, can wear sun protective clothing, including but not limited to, hats. Students may also apply sunscreen during the day without a doctor's note or prescription. [E.C. 35183.5]

### **Teacher Qualifications**

A provision of federal Title I requires all districts to notify parents of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals. This includes state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject, and if paraprofessionals or aides are in the classroom and their qualifications. [NCLB, 20 U.S.C. 6311(h)(6)]

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

Unless required by law, your child will not be given any test, questionnaire, survey, examination, or marketing material containing questions about your child's or his/her parents' or guardians' personal beliefs of practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality or religion without prior notification and written permission of the parent or guardian. Parents may also opt out of their child supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The district has developed policies relating to the surveys and personal information. [E.C. 51513, 60614; PPRA, 34 C.F.R. 98; NCLB, 20 U.S.C. 1232h(b)]

### **Title I Program**

Title I is a federal program that provides funds to high-poverty schools to assist students in attaining proficiency on state academic standards/assessments.

Elk Grove Unified School District supports many important strategies for student success with Title I funds, including preschool, after school instruction, academic intervention, professional development, parent involvement and education, and the homeless student program.

For more information on the Title I Program, you may contact your child's school or Learning Support Services at 686-7712.

### **Tips for Helping Your Child**

#### **Succeed**

The district encourages parents to ask about their child's progress throughout the school year. Parents can ask for progress reports on how well their child is doing in school rather than waiting for one each quarter. Please contact your child's teacher or principal to get information about your student's academic performance.

There are several things parents can do that help children succeed in school:

- Spend time at school. Interact with teachers and administrators.
- Make sure your child arrives at school on time.
- Volunteer in the classroom or at school events.
- Attend student performances and school meetings and participate in site and advisory councils.
- Read to your student or encourage them to read independently.
- Insist that your students treat teachers, administrators, staff and other adults with respect.
- Talk to your student about obeying school rules.
- Contact your child's teacher when you have a question, concern or complaint.
- Carefully review your child's report cards, school newsletters and other information from the school.
- Discuss upcoming tests with your child.
- Encourage them to do their best in school.
- Reinforce the importance of homework.
- Talk to them about turning assignments in on-time.

#### **Wellness Policy**

The district recognizes the strong link between student health and learning and maintains a district-wide Wellness Policy promoting healthy eating and physical activity. The Wellness Policy is monitored by the Coordinated School Health Program which is comprised of a group of parents/guardians, teachers, nurses, school food service professionals, school administrators, and community partners. The Wellness Policy focuses on improving health and preventing childhood obesity by creating a school environment where healthful food choices predominate and physical activity is part of every school day.

## Administrator Responsibilities

The teachers and administrators of Elk Grove Unified School District demonstrate appropriate school and classroom behavior in their attitudes and in their communication with students and parents. Each school is expected to:

- Adopt a comprehensive school safety plan and disaster preparedness procedures.
- Establish an environment in which students can meet their academic standards.
- Communicate regularly with students and their families about their child's academic progress and behavior.
- Involve students in an ongoing process of self-evaluation.
- Communicate the district's standards of behavior.
- Enforce district policy and school rules fairly and consistently.
- Communicate absences to parents.

As representatives of the school and district, administrators will:

- Establish and enforce school rules to ensure a safe educational environment.
- Provide support to teachers as they carry out their discipline responsibilities.
- Communicate school rules and consequences to students, families and staff.
- Support students by involving them in activities that increase confidence in accepting their academic responsibilities.

## Parent/Guardian Responsibilities

Every member of the school community shares the responsibility for maintaining a safe and productive environment at your child's school. As a parent or guardian of a child in our school district, you share in this responsibility when you:

- Accept the rights and authority of the school and the Board of Education to maintain standards of behavior for all students.
- Understand the rules. Please review the district's Parent & Student Handbook with your family.
- Get your students to school on time every day. Understand that punctuality and good attendance are family responsibilities.
- Know that children rely on their parents to make certain they arrive at school on time and ready to learn.

- Provide the study materials your children need. If you are uncertain what may be necessary, contact your children's teachers.
- Provide a suitable time and place for study at home. Parents have a great influence on the study habits of their children.
- Keep track of your children's academic achievement. Children learn more when somebody monitors their progress.

### As a parent or guardian, you have a right to:

- Information about your children's achievement, behavior in school and attendance.
- A safe environment that is non-threatening and allows your children to achieve as much as they can.
- Information about all school rules, regulations and expectations.

## Student Expectations – Citizenship

Students are expected to be good citizens and are expected to:

- Follow rules and laws.
- Avoid mutual combat situations and any activity that has the potential to cause a verbal or physical conflict.
- Respect authority, property and the rights of others.
- Display acts of tolerance in promoting human dignity that are characterized through respect, sensitivity and care exhibited in the interaction of staff and students regardless of race, gender, disability, physical characteristics, ethnic group, language, sexual orientation, age, national origin or religion.
- Maintain standards of integrity and responsibility.



### Student Responsibilities

Every student shares the responsibility for maintaining a safe and productive environment at school. You make an important contribution to your school when you:

- Respect the authority of teachers, principals and all school staff members.
- Comply with the standards of conduct of your school and the district.
- Follow the rules of the classroom and your school.
- Inform an adult authority of any situation that would pose a danger to yourself or others.
- Attend school every day.
- Arrive at class on time and prepared to work.
- Bring necessary books and materials.
- Pay attention in class.
- Complete class work and homework on time.
- Keep track of your own progress.

### Student Rights

As a student, you have a right to a safe learning environment. Both the U.S. Constitution and California state law protect this right. All students and staff of public elementary, middle and senior high schools have the inalienable right to attend campuses which are safe, secure, and peaceful. If you feel your school is not providing a safe environment, please discuss this with your teacher or principal.



## Crime Reporting

The Elk Grove Unified School District encourages the reporting of crimes and suspicious activities. Through the We-Tip program, our community can make anonymous reports through a 24-hour hotline. If you or your child wants to report a crime or suspicious circumstance, call the toll-free number, 1-800-78-CRIME. **If you see something or know something, say something.**

You can also make reports by calling the district's Police Services at (916) 686-7786 or the Sacramento County Sheriff's Department at (916) 874-5115.

If you SEE something or KNOW something,  
**SAY something**

**WeTip** inc.® [www.wetip.com](http://www.wetip.com)

**1-800-78-CRIME**  
24 Hours a day - 365 days a year

## Drug and Weapon Prevention

The Elk Grove Unified School District partners with the Sacramento County Sheriff's Department to deploy canine officers trained to detect drugs and weapons. The dogs are used randomly in the common areas of high schools. They do not sniff individual students. When deemed necessary, the district also employs undercover officers to address the sale of narcotics at schools.

## Emergency Auto-dialer System

The Elk Grove Unified School District has an automated telephone dialing system for major emergency situations. In the case of a major emergency, the auto dialer system would call all telephone numbers listed under a student's emergency contact information as well as the student's home phone. Parents are encouraged to update telephone numbers at the school site on a regular basis.

Questions about the emergency auto dialer system can be directed to the Communications Department at (916) 686-7732 or [communication@egusd.net](mailto:communication@egusd.net).

## Fingerprinting of Volunteers

The Elk Grove Unified School District requires volunteers who work unsupervised with students to be fingerprinted for a criminal background check. Most volunteers work under the supervision of a district employee and are not affected. Volunteers who need to be fingerprinted typically include mentors at businesses, coaches, field trip drivers and chaperones.

The fingerprint check is done by the California Department of Justice. They look for convictions for drug crimes, sexual crimes or violent felonies. It is the same check that district employees must pass prior to being hired.

Volunteers are not charged for fingerprinting. The service is available in Room 104 in the Robert L. Trigg Education Center, 9510 Elk Grove-Florin Road, Elk Grove. The fingerprinting service is available from 8:30 a.m. to 10:30 a.m. on Mondays and Wednesdays, and from 2:30 p.m. to 4:30 p.m. on Tuesdays and Thursdays. Closed Fridays. Hours are subject to change. For more information, please call (916) 686-7797 ext. 7238.

## Law Enforcement Partnerships

The district has a Police Services Department, overseen by the Sacramento County Sheriff's Department Central Division. Elk Grove Unified's Police Services also works closely with the Elk Grove, Sacramento and Rancho Cordova police departments. Each comprehensive high school region has an assigned Sheriff's deputy as a School Resource Officer (SRO). The SRO is stationed at the high school and works with each region's middle school and elementary schools' site staff to enforce laws and mentor the district's youth. Additional officers are dedicated to the alternative education sites, assist at elementary and middle schools as well as address truancy problems.

## Interview of a Student by Peace Officer

Students can be interviewed by law enforcement officers while at school. The principal shall work to minimize disruption at the school and provide privacy to the student. The principal shall make every reasonable attempt to notify the parent or guardian at the time of the officer's request when the matter is not school related. No notification will be made in the case of child abuse, neglect or if directed by the officer. The principal may be present for the interview if allowed by the officer. [B.P. 5145.11]

**Parent Emergency Notification**

In the event that an emergency takes place on a school campus, student safety is our top concern. Depending on the level of the emergency, parents will be notified by telephone call, email or a letter home. Please make certain that your child's school has your most current emergency contact information.

**Release of a Student to Peace Officer**

If a school official allows your child to be removed from school by a peace officer, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [E.C. 48906; Penal Code 11165.6]

**Safety Tips To & From School**

There are several precautionary safety measures parents and students can take as they go to and from school. Talk to your children about the following safety measures:

- Do not talk to strangers, even if they know your name.
- Always walk directly to and from school using the same path everyday.
- Always walk or ride your bike with a group of friends.
- Run directly to school or home if you are approached by a stranger.
- Immediately notify a school official or parent.

**School Safety Plan**

Each year schools are required by law to update a school safety plan by March 1. The plan includes earthquake emergency procedures and a disaster policy for buildings with a capacity of 50 or more people. Schools must report on the status of the safety plan to numerous community leaders. In addition, a description of the safety plan's key elements must be detailed in the school accountability report card. [E.C. 32286, 32288]

To assist law enforcement officers and public safety personnel, each school site is equipped with a "Crisis Response Box" that includes site emergency plans.

**Sexual Harassment Policy**

The governing Board prohibits sexual harassment of or by any student or by anyone in or from the district. [B.P. 5145.7]

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator.

Any student who feels that he/she is being discriminated against or harassed should immediately contact the principal or designee. In addition, a written complaint can be filed in accordance with B.P./A.R. 1312.3. Written complaint forms and policies are at all school sites and online at [http://www.egusd.net/students\\_parents/district\\_policies.cfm](http://www.egusd.net/students_parents/district_policies.cfm).

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

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, when:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress;
- Submission to, or rejection of, the conduct by the individual is used as a basis for academic or employment decisions affecting the individual;
- The conduct has a purpose or effect of having a negative impact upon the individual's academic or work performance, or of creating an intimidating, hostile or offensive work or educational environment; and
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs or activities available at or offered through the school. [E.C. 212.5]

**Sexual Harassment cont.**

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- Unwelcome leering, sexual flirtations or propositions;
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;
- Graphic verbal comments about an individual's body or overly personal conversation;
- Sexual jokes, stories, drawings, pictures or gestures;
- Spreading sexual rumors;
- Teasing or sexual remarks about students;
- Touching an individual's body or clothes in a sexual way;
- Cornering or blocking of normal movements for sexual purposes;
- Displaying sexually suggestive objects in the educational or work environment;
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

A copy of the district's policy on sexual harassment shall:

- Be included in the notifications that are sent to parents/guardians at the beginning of each school year. [E.C. 48980]
- Be displayed in a prominent location in the main administrative building or other area of the campus or school site where notices regarding the institution's rules, regulations, procedures and standards of conduct are posted. [E.C. 231.5]
- Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session. [E.C. 231.5]
- Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures and standards of conduct. [E.C. 231.5]

The principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. These actions may include:

- Removing vulgar or offending graffiti.
- Providing staff inservice and student instruction or counseling.
- Taking appropriate disciplinary action as needed.

The Board of Education designates the following compliance officers to receive and investigate all sexual harassment complaints and ensure district compliance with the law:

- Against employees –Associate Superintendent, Human Resources, 9510 Elk Grove-Florin Road, Elk Grove, CA 95624, 916-686-7795
- Student against student –Associate Superintendent, PreK-6 Education, 916-686-7704; or Associate Superintendent, Secondary Education, 916-686-7706; 9510 Elk Grove-Florin Road, Elk Grove, CA 95624

**CIVIL CODE**

1714.1 Liability of parents/guardians for willful misconduct of minor.

**EDUCATION CODE**

200-240 Prohibition of discrimination on the basis of sex, especially: E.C. 231.5; 48904 Liability of parent/guardian for willful student misconduct; 48980 Notice at beginning of term.

**UNITED STATES CODE, TITLE 42**

2000d & 2000e et seq. Title VI and Title VII, Civil Rights Act of 1964 as amended 2000h-2 et seq. Title IX, 1972 Education Act Amendments, Franklin vs Gwinnet County Schools (1992) 112 S.Ct. 1028.

**Student Search**

The school principal or designee may search the person of a student, the student's locker, backpack or purse if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O. 91985) 469 U.S. 325, B.P. 5145.12]

**Zero Tolerance Policy**

Elk Grove Unified schools enforce a zero tolerance policy towards behavior that leads to serious physical injury, weapons on campus or the selling of drugs. All three of these actions will result in a recommendation for expulsion from the school district and possible arrest. Teachers and administrators work diligently to inform students about expected behaviors and to enforce the policy.

**Assistance to Homeless Children**

Children who are homeless are entitled to equal access to the same free and appropriate public education provided to all children. The district's program for homeless students is Project A.C.T. (Assisting Children in Transition). Students who lack fixed, adequate or regular housing such as staying in a motel or shelter, in a house or apartment with more than one family because of economic hardship or loss, living in a car, campground or recreational vehicle may be eligible for Project A.C.T. This includes unaccompanied youth and runaways. Project A.C.T. staff may assist with enrollment and serve as liaisons with schools, community agencies and other resources. They may provide backpacks, school supplies, hygiene items, and clothing and may assist with transportation when appropriate. For more information, please contact the district's liaison to the homeless in Student Support and Health Services at (916) 686-7568.

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

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

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

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

Parents will be notified in writing and given the opportunity to review the material. Parents can request in writing that their child not participate in any or all of the above activities. Copies of Board Policy 6142.1 and Education Code Sections 51938 and 51934 can be requested from the district by contacting the Curriculum/Professional Learning Department at (916) 686-7757. The Education Codes can also be found online at [www.leginfo.ca.gov](http://www.leginfo.ca.gov). [E.C. 51933, 51934, 51938]

**Confidential Medical Services**

According to the Education Code, school authorities may excuse any student in grade 7 through 12 for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. School districts are permitted to grant such excuses. [E.C. 46010.1; 42 U.S.C. 11432]

**Drug, Alcohol, Steroid and Tobacco Prevention Programs**

Secondary student-athletes and their parents/guardians must sign an acknowledgement form that they will adhere to all of the policies of the Student-Athlete/Parent Handbook. One of these policies states that student-athletes will not use tobacco, drugs, alcohol, steroids or any performance-enhancing drug. Students and parents must sign the form before the student-athlete will be allowed to participate in any contests. The form and policy are available online at [www.egusd.net](http://www.egusd.net). This notice is provided in compliance with the requirements of state and federal law as a part of the district's drug, alcohol and tobacco prevention programs.

The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs, alcohol or any form of tobacco product on district premises or as a part of any of its activities is wrong, harmful and strictly prohibited. All students will abide by this prohibition as a condition of attendance. Any violations of district or school standards of conduct, rules and regulations or state or federal laws regarding illicit drugs, alcohol and tobacco will be investigated. Violators will be subject to prosecution in accordance with local, state and federal law and district disciplinary action up to and including expulsion, and/or required to satisfactorily complete a drug abuse assistance program, tobacco cessation program or rehabilitation program selected by the district in conformance with law.

The district's drug, alcohol and tobacco education and prevention programs are designed to address the legal, social and health consequences of drug, alcohol and tobacco use and to provide students with effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco. Information about any drug, alcohol and tobacco counseling, rehabilitation and re-entry programs available to students may be obtained by contacting their school. This information may include

programs sponsored or maintained by various community groups or agencies. The district neither supports nor endorses any specific program, agency or firm. The information is provided only to assist parents and students who may desire information regarding the resources available to assist them. [E.C. 49033, 60041; Health and Safety Code 11032]



### Food and Nutrition Services

EGUSD participates in the National School Lunch and Breakfast Programs through Food and Nutrition Services. This department is committed to improving the nutritional health and academic success of students by offering lunch daily at all school sites and breakfast daily at the majority of school sites. Meals are analyzed to ensure that they meet the nutritional needs of students and the Dietary Guidelines for Americans [www.mypyramid.gov](http://www.mypyramid.gov).

The lunch price is \$2.50 at elementary schools and \$3.00 at middle and high schools. Middle and high schools offer breakfast for \$1.75 and many elementary schools provide breakfast for \$1.50.

Families may qualify for free or reduced price breakfast/lunch. Students eligible for free or reduced price meals can eat both breakfast and lunch at no charge. To be eligible for free or reduced price meals, an application must be completed each school year. Once the application is processed, the family will receive notification by mail regarding their eligibility for that school year. Students who are verified as homeless are immediately eligible for free breakfast/lunch.

Your family must have a new application on file to qualify for free and reduced meals for the new school year 2011-2012. During this school year, the charge for reduced price meals will be waived and there will be no cost to eligible students.

Families are encouraged to purchase meals in advance using the prepayment system, [mylunchmoney.com](http://mylunchmoney.com). Parents can use [mylunchmoney.com](http://mylunchmoney.com) to check balances; view student's spending history and place restrictions on their purchases, if desired.

Food substitution accommodations will be considered for students with disabilities or medically documented food allergies. Families should obtain a *Medical Statement – Food Substitution and/or Accommodations* form from the school cafeteria or office. The form must be signed by a recognized medical authority. Return completed forms to the school cafeteria for review by the district dietitian.

For additional information about meal applications, eligibility, breakfast/lunch menus and Nutrition Education, please contact Food and Nutrition Services at 686-7735 or refer to the website at: [www.egusd.net/nutrition/](http://www.egusd.net/nutrition/).

### Foster Youth Services

The Elk Grove Unified School District operates a program designed to serve the unique educational needs of children in foster care. Children become a part of the foster care system by virtue of being removed from their homes for such causes as abuse, neglect, or abandonment. They are often moved from placement to placement and school to school. As they move, their educational and other legal records need to be transferred with them so schools can assist them and meet their unique educational needs. With each move, the timely and efficient transfer of records becomes more difficult and may delay or compromise educational placements for these children. To address the needs of foster students, our Foster Youth Program staff assists with or provides:

- Efficient transfer of student records
- Development of “Educational Passports”- packets of essential information schools need to place foster youth in the most appropriate educational setting
- Academic support and tutorial assistance, as funding permits
- Crisis intervention
- Counseling regarding emancipation and independent living issues, and
- Serve as a single point of contact for families, agencies, and schools

The focus of all these efforts is on school stability, student support, and progress toward graduation. It is through these kinds of efforts and services that we are able to enhance the academic success of students in foster care.

### Healthy Start Centers

The district operates Healthy Start Centers to connect students and families to community services. With sites at elementary and secondary schools in the same region, Healthy Start works with students at all grade levels and their entire families. The centers serving secondary students and families are located at Florin High School and Valley High School. Centers serving pre-kindergarten/elementary students and families are located at David Reese and Prairie elementary schools.

The Healthy Start Family Centers are designed to improve educational, health and social outcomes for students and their families using the school site as the hub for service coordination. The Healthy Start Family Centers work with students and families, using a case management approach, to provide referral and follow-up to schools, district programs and resources, community service agencies and community resources.

Regular Healthy Start supported events include: the Kohl's (Elk Grove Optimist) Childspeer, Smiles for Kids dental clinic (sponsored by the Sacramento District Dental Society), dental screenings with Sacramento County Smilekeepers, Tools for Schools (sponsored by the CHP, Channel 10 News and Schools Financial Credit Union), Parent Project Sr. and Loving Solutions parent education classes, 'Kops N Kids' summer day camp, holiday 'Adopt a Family' programs, medical insurance applications, along with 'Cover the Kids' and Sacramento County Department of Human Assistance, Human Service Specialists, located at each Healthy Start Center.

For more information on Healthy Start, please contact Sandy Waite (Reese/Florin H.S.) at (916) 681-7545 or Diane Lampe (Prairie/Valley H.S.) at (916) 681-7577.

### Interpreting Services

Interpreting services for school related issues are provided for parents of English learners. For more information, please call Learning Support Services at 686-7712.

### Medical/Hospital Insurance for Students

The district does not provide insurance for individual students. However, you may purchase accident insurance through the district for medical and hospital services. The insurance provides coverage for your child while

on school grounds or in school buildings during the time your child is required to be there during a regular school day; while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities and while being transported to, from and between such places. The school district assumes no liability for accidents to students at school. [E.C. 49472, 49471, 48980]

### Scoliosis (Curvature of the Spine) Screening

School nurses will conduct scoliosis (curvature of the spine) screenings for 7th-grade girls and 8th-grade boys unless you submit a written denial of consent. [E.C. 49452.5]

### Transportation

It is the intention of the district to continue to provide limited, fee-based transportation service for the 2011-2012 school year, subject to state funding. Under the transportation plan, the district has designated areas where service will be provided for a fee and other areas where the district will not provide transportation service.

To qualify for busing, a student must live within the eligible service area for their school of attendance. Interdistrict and intradistrict transfer students and grandparented students are not eligible for transportation.

Fees and service areas will be reviewed annually. Please check our district website at [www.egusd.net](http://www.egusd.net) for annual fee and service updates and to take advantage of early bird discounts. No fee will be required for students eligible for free transportation due to low income, homeless or foster status. No fees will be charged to special education students whose individualized education program provides transportation services.

### Bus Passes

All students must register to ride and obtain a bus pass before they may ride. Bus passes identify students and their appropriate bus stops and must be carried at all times. Falsification of information is cause for revocation of bus riding privileges. Students are required to show their bus pass daily when boarding the bus. The completed application for home-to-school transportation must be returned to the Transportation Department for processing. Should a bus pass be lost, stolen or damaged, contact or

visit the Transportation Department immediately to secure a replacement. Payment of a \$15 service charge is required for a replacement pass.

Parents, guardians and students should be familiar with the Bus Rules and Regulations. Violation of any of the rules and regulations may result in suspension or revocation of the student's ability to ride the bus. Many of our buses are equipped with video and audio surveillance systems. Boarding the bus is consent to audio and video recording and may be used in disciplinary proceedings. Information, including the application, bus rules and regulations, and service areas, can be found on the district's website at <http://www.egusd.net/transpo/> or by calling (916) 686-7733.

### Helpful Tips at the Bus Stop

- Arrive at the bus stop five minutes prior to bus stop departure time.
- Have your bus pass ready to show the driver upon boarding the bus. Bus passes are required for all students to board the bus. The pass identifies the student and the correct bus stop.
- If something drops near the bus, ask the driver for help. NEVER stoop down or go under the bus to retrieve items.
- Destruction of property, playing in or running across the street or other horseplay at a bus stop is dangerous and prohibited.
- Do not bring pets to a bus stop.
- Large school projects, large band instruments, scooters or skateboards cannot be transported on the bus unless contained in a backpack.
- For the safety of your student, advanced written permission is required for a student to exit the bus at any bus stop other than their assigned stop. The request must be in writing and signed by the parent, and approved by your school site administrator or designee.
- Do not stand at the bus stop for longer than 30 minutes beyond the usual bus arrival time.

### Foggy Day Policy

On foggy mornings, parents are advised to listen to or watch the following radio and television stations for bulletins regarding bus delays: KFBK 1530, KXOA 93.7, KYMX 96.1, KRXQ 98.5, KSFM 102, KNCI 105.1, KCRA 3, KXTV 10 and KOVR 13. You may also call (916) 686-7733 and then press "3" for inclement weather information.

### You Can Help Us with Traffic

By following the school's directions, parents and guardians can help provide a smooth flow of traffic at our schools during the morning drop-off and afternoon pickup times. Please use appropriate pickup and drop-off areas, follow the directions of school staff and follow traffic laws around school.

Vehicles that are double-parked, stopped in crosswalks or parked in restricted zones – such as those for loading and unloading school buses – create unsafe conditions for students, parents and motorists. These conditions make it difficult for children and other motorists to see each other, which can lead to accidents and injuries.

The traffic situations you experience at your child's school are also part of the day-to-day problem our school bus drivers deal with every day while charged with the safe travel of their riders. Please do not block the path of a school bus with your vehicle or drive alongside the bus trying to get the driver's attention.

Children can be safely picked up and dropped off at school and bus stops, but they need your help. Parents should always comply with speed limits, parking signs and traffic direction. With your help, we can all travel in and around our schools safely.



### Vision and Hearing Appraisal

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

**Testing**

California students take several mandated and optional statewide tests. Taken together, these tests provide parents, teachers and educators with information about how well students are learning core academic skills and preparing for college readiness. Teachers use this information, along with progress monitoring assessments, to help them prepare instruction based on the needs of each student. Results from the CAHSEE are also used for state and federal accountability purposes – the Academic Performance Index (API) and Adequate Yearly Progress (AYP).

**CAHSEE (California High School Exit Exam)**

Under state law each student, with the exception of disabled students meeting specific criteria, is required to pass the California High School Exit Exam (CAHSEE) to receive a high school diploma in addition to fulfilling state and local graduation requirements [E.C. 48980(e), 60850]. Students must pass both the English and mathematics sections of the CAHSEE. Each student first takes the CAHSEE beginning in 10th grade and may retake the examination twice in 11th and up to five times in 12th grade.

Students who have not yet passed the CAHSEE by the end of 12th grade are entitled to receive intensive instruction and services for up to two consecutive academic years after completion of 12th grade or until the student has passed both parts of the CAHSEE, whichever comes first. These services are offered through the Elk Grove Adult and Community Education program. English language learners who fail to pass the exam by the end of 12th grade may also receive assistance with English proficiency, as needed, based on the results of diagnostic assessments and previous results on the CAHSEE. Students with disabilities may take the exam with modifications or accommodations that are specified in their IEP or 504 Plan [E.C. 48980(e), 60850 et seq.].

Parents will receive notice of the exam date, requirements for passing and information concerning the consequences of not passing the exam. To learn when CAHSEE testing is offered, please contact your child’s school or go to the district’s website at [www.egusd.net](http://www.egusd.net).

**CELDT (California English Language Development Test)**

The CELDT is based on California English Language Development standards and is administered to students in grades K-12 who speak English as a second language. The purpose of the CELDT is to assess and monitor student English language development skills toward a level of English proficiency. The results of the test are used for federal accountability purposes and as a criterion in the reclassification of “English Learners” to “Redesignated Fluent English Proficient.”



**PFT (Physical Fitness Test)**

This test is used to assess the physical fitness of students in grades 5, 7 and 9. It consists of tests in six fitness areas: Aerobic Capacity, Body Composition, Abdominal Strength & Endurance, Trunk Extensor Strength & Flexibility, Upper Body Strength & Endurance and Overall Flexibility. Students are scored as “within the Healthy Fitness Zone” or “needs improvement.” To pass the PFT, students must have 5 of 6 fitness standards “within” the Healthy Fitness Zone. Grade 9 students who do not pass will be required to continue in physical education until they pass the Physical Fitness Test as outlined in the district’s wellness policy.

## STAR (Standardized Testing and Reporting) Program

STAR is California's statewide testing program created for all students in grades 2-11. The STAR program consists of the following tests:

### *CST (California Standards Test)*

The CST is based on the state's academic content standards. Students are scored as "far below basic," "below basic," "basic," "proficient," or "advanced." The target is for every student to score at "proficient" or above. Only California students take these standards-based tests. Their results cannot be compared to test scores of students in other states or nations. Students are tested in language arts and math in grades 2-11, science in grades 5, 8-11 and social science in grades 8-11. Students in seventh grade also take a writing exam.

### *CAPA (California Alternate Performance Assessment) and CMA (California Modified Assessment)*

Students with severe cognitive disabilities who are unable to participate in the CST are tested with the CAPA. The CAPA test is aligned to the California content standards and calls upon students to perform tasks as opposed to answering multiple-choice questions. Students who have an individualized education plan (IEP) and whose disabilities preclude them from achieving grade-level proficiency on an assessment of the California content standards with or without accommodation may be eligible to take the CMA. The CMA has been developed to provide more access so students can better demonstrate their knowledge of the California content standards.

### *EAP (Early Assessment Program)*

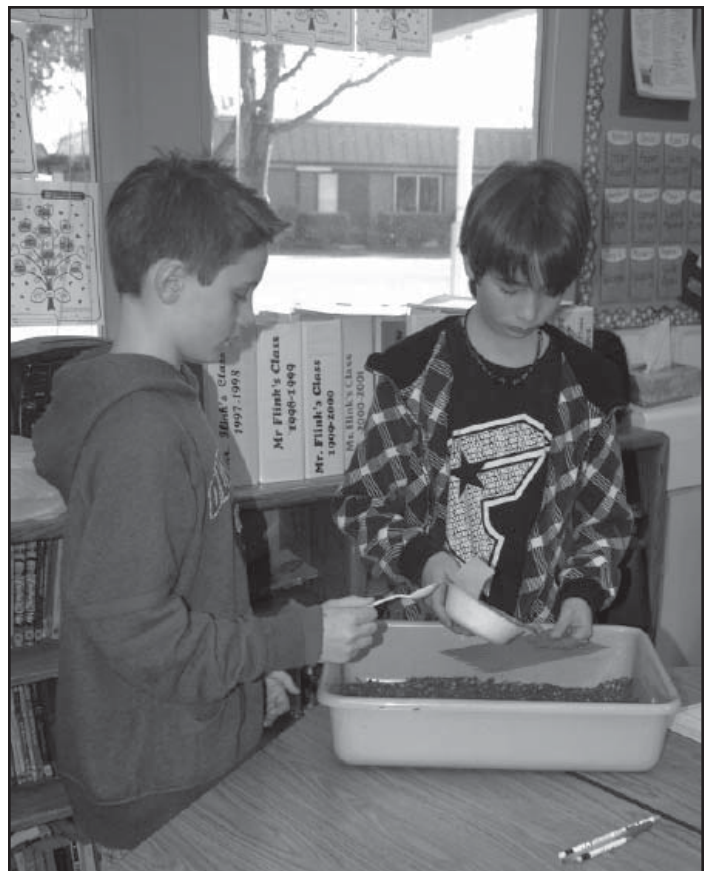
This test enables 11th grade students to learn about their readiness for college-level English and mathematics before their senior year of high school. Students can opt to answer additional multiple-choice questions with the CST English language arts and math exams, and take an essay exam. The results indicate whether students are ready for college level courses at CSU campuses and can be exempted from the CSU English and math placement exams. The EAP exam is offered at no cost to the student.

### *STS (Standards-based Test in Spanish)*

This standards-based test will be administered to Spanish speaking students in grades 2 through 11 who have been enrolled in a U.S. school for less than one year.

## PSAT, SAT, ACT and AP

The district also prepares students for college readiness and supports their preparation for the Scholastic Aptitude Test (SAT). The PSAT, SAT and American College Test (ACT) are offered several times during the year at various locations. Please call your high school counseling office for information about requirements, deadlines to sign up, testing dates and locations. More information on the PSAT, SAT and AP can be found at [www.collegeboard.org](http://www.collegeboard.org).



**EGUSD Student Opt-Out Form 2011-2012**

This form provides parents the opportunity to opt their student out of public media coverage, posting of student images and names through EGUSD digital communication tools, release of directory information, films, and family life education. Please read each section of the form carefully.

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

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

If you have any questions about this form, please contact EGUSD Communications at (916) 686-7732.

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

**Multimedia Withhold Form**

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

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

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

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

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

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

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

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

## EGUSD Student Opt-Out Form 2011-2012, continued

### Release of Directory Information

California law permits school districts to release "directory information" to certain persons or organizations including military recruiters when it is requested. Directory information may include a student's name, photograph, address, telephone information, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended. In the case of students who have been identified as having special needs, no material can be released without parent or guardian consent. For all other children, parents can opt-out of having their child's directory information released by checking the box below and signing the form.

I **DO NOT** want my student's directory information to be released.

### Movies and Videos

The district has a policy limiting the types of movies shown in classrooms. Rated PG-13 movies may only be shown to grades 6-12. If you do not want your child to view PG-13 rated movies during the 2011/12 school year, please check the box below:

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

Rated R movies may only be shown to grades 9-12. If you do not want your child to view R rated movies during the 2011-2012 school year, please check the box below:

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

### Family Life Education

Each year, district schools offer a unit in Family Life Education to students in grades 5, 6, 7, and 9. The district's family life curriculum is based on abstinence and acknowledges the family as the primary provider of family life education. Under state law, parents have the right to excuse their children from the Family Life Program. If you do not want your child to participate in the Family Life Program during the 2011-2012 school year, please check the box below and sign the form.

I **DO NOT** want my child to participate in the Family Life program. I would prefer that my child be given alternative assignments.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Elk Grove Unified School District**  
**9510 Elk Grove-Florin Road**  
**Elk Grove, CA 95624**  
*Returned Service Requested*

NON-PROFIT ORGANIZATION  
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**Our Mission**

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

## Receipt of Information on Parents Legal Rights

As required by law, this handbook is to notify you of your legal rights and responsibilities.

“I hereby acknowledge that I have received information from Elk Grove Unified School District about the legal rights of parents and guardians with children in California public schools.”

Name(s) of Student(s) \_\_\_\_\_

School(s) \_\_\_\_\_

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

**Please sign and return this form to your school office.**