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# **WILLIAM DAYLOR HIGH SCHOOL**

# **Student Handbook 2016-2017**

**Kathy Whiteside, Principal  
Arnold Allen, Vice Principal**

# ELK GROVE UNIFIED SCHOOL DISTRICT

9510 Elk Grove Florin Rd  
Elk Grove, CA 95624

## **BOARD OF EDUCATION**

Beth Albiani  
Nancy Chaires Espinoza  
Carmine S. Forcina  
Chet Madison, Sr.  
Dr. Crystal Martinez-Alire  
Anthony "Tony" Perez  
Bobbie Singh-Allen

## **DISTRICT ADMINISTRATION**

Christopher R. Hoffman, *Superintendent*  
Christina Penna, *Associate Superintendent, Secondary Education*  
Charlotte Phinizy, *Director, Secondary Education*  
Anthony Limoges, Ed.D., *Director, Secondary Education*  
Kathy Hamilton, *Director, Career Technical Education,  
Charter and Adult Education*

## **Elk Grove Unified School District Mission Statement**

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

The Elk Grove Unified School District has a Uniform Complaint Procedure, Board Policy 1312.3(a), which is available at all school sites and at the Education Center. The Elk Grove Unified School District has a nondiscriminatory practice in all district activities for students. In the event you have a complaint regarding gender equity in the Elk Grove Unified School District, contact Title IX Coordinator, 686-7795.

## **TABLE OF CONTENTS**

	Page		Page
Academic Code of Conduct	7	Grading Policy	11
Accessibility	19	Graduation	11
Activities	12	Identification Cards	13
Admissions Policy	7	Insubordinate/Disrespect for Teachers/Staff	15
Appropriate Display of Affection	15	Internet Use	33
Attendance	8	Medication	13
Attendance & Homework/Special Projects	10	Morning Program Schedule	9
Board of Education Members	2	Movies and Videos Permission Form	35
Cell Phone/Electronic Equipment Policy	15	Our Mission Statement	5
Class Schedule	9	Parent/Family Involvement Philosophy	6
Concurrent Enrollment	9	Preschool Program	29
Core Values	6	Prohibition of Discrimination, Harassment, Intimidation and Bullying	18
Credit Guidelines	9	Prohibition on Possession and Use of Tobacco & Nicotine	28
Diplomas	12	Release of Directory Information	35
District Administration Staff	2	School Year Calendar	36
Dress Code	16	Student/Parent Agreement (Contract)	32
Education Codes Related to Discipline	24	Staff	4
Expected School-wide Learning Results	5	Student Opt Out Form	34
Expulsions	22	Students Rights Responsibilities	14
Family Life Program Permission Form	35	Suspension	19
Field Trips	12	Traditional School Information	37
Fifth Year Student Enrollment Criteria	8	Uniform Complaint Procedure	17
Food and Nutrition	13	Visitors	9

## **William Daylor Staff**

### **ADMINISTRATION ~ COUNSELING**

Kathy Whiteside, Principal    [kwhitesi@egusd.net](mailto:kwhitesi@egusd.net)  
Arnold Allen, Vice Principal  
Toni Singh, Counselor

### **TEACHING STAFF**

<b><u>Teacher</u></b>	<b><u>Subject Area</u></b>	<b><u>Email Address</u></b>
Marian Hitchings	Art	<a href="mailto:mhitchin@egusd.net">mhitchin@egusd.net</a>
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Ron Campillo	Math	<a href="mailto:rcampill@egusd.net">rcampill@egusd.net</a>

### **SUPPORT STAFF**

Lee Eunice Johnson	School Secretary
Jarvis Costley	Campus Security
Mariana Rojas	Registrar
Jazmin Toriz	Data Processor
Tam Nguyen	Custodian

## **OUR MISSION**

The mission of William Daylor High School is to graduate students with the skills necessary to be successful post high school in college and/or career, and develop the character traits necessary to become responsible, caring, contributing members of the community.

### **EXPECTED SCHOOLWIDE LEARNING RESULTS:**

#### **Open** minds becoming global citizens

- Promote mutual respect for, and appreciation of, people of different backgrounds, cultures and belief systems
- Demonstrate personal integrity and assume responsibility for decisions and actions
- Work effectively with people who are different than ourselves

#### **Weave** prior knowledge into academic application

- Assess individual needs and learning styles to set and achieve goals
- Utilize personal strengths to perform at high levels
- Solve problems effectively by employing prior knowledge and higher order thinking skills

#### **Learn** skills for future development

- Develop the confidence and skills to apply appropriate problem solving processes and critical thinking to future educational and vocational opportunities
- Demonstrate organizational and communication skills that are necessary for success in the workplace
- Understand how to explore, assess and prepare for appropriate postsecondary training based on career goals

#### **Successful** outcomes leading to life after Daylor

- Establish a Graduation plan for the timely recovery of credits
- Develop time management, work, and study habits that will lead to success in future employment opportunities
- Develop strategies to appropriately deal with personal, professional, and educational challenges

## **CORE VALUES**

### **Outcomes for Students**

- Achievement Of Core Academic Skills
- Confident, Effective Thinkers And Problem Solvers
- Ethical Participants In Society

### **Commitments About How We Operate As An Organization**

- Support Continuous Improvement Of Instruction
- Build Strong Relationships
- Find Solutions

### **High Expectations For Learning For ALL Students And Staff**

- Instructional Excellence
- Safe, Peaceful, And Healthy Environment
- Enriched Learning Atmosphere
- Collaboration With Diverse Communities And Families

## **PARENT/FAMILY INVOLVEMENT/PHILOSOPHY**

The Daylor Administration and Staff recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school to educate all students effectively, the school and parents must work as knowledgeable partners.

Although parents are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. Daylor, in collaboration with its parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

Daylor's Parent Involvement Program will involve parents at all grade levels in a variety of roles that will be comprehensive and coordinated in nature. They will include, but not be limited to, the following components:

Communication between the home and school is regular, two-way, and meaningful.

Responsible parenting is promoted and supported.

Parents play an integral role in assisting student learning.

Parents are welcome in the school, and their support and assistance are sought.

Parents are full partners in the decisions that affect children and families.

Community resources are made available to strengthen school programs, family practices, and student learning.

Daylor supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The Administration recognizes the importance of its leadership role in setting expectations and creating a climate conducive to parental participation.

Daylor seeks to involve parents in the decisions and practices of the school, using to the degree possible, the components listed above.

Daylor believes that engaging parents is essential to improved student achievement. This school shall foster and support active parent involvement.

## **ACADEMIC CODE OF CONDUCT**

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

- A student who exhibits any behavior which, in the judgment of the teacher, indicates dishonesty while taking an examination or quiz, shall receive no credit for that exercise. Arrangements may not be made to make up the exercise.
- A student who copies an assignment from another student shall receive no credit for the assignment. The student who allows an assignment to be copied shall also receive no credit.
- A student who, for the purpose of cheating on an examination, enters a classroom carrying evidence of premeditation—such as aids or unauthorized notes—shall receive no credit for that examination.
- A student who takes, without permission, another student's written assignment or project for personal use or academic credit, shall receive no credit for that assignment.

The student will be disciplined further under the provisions stipulated in the

### **STUDENT CONDUCT AGREEMENT**

A student who displays unethical behavior and/or is involved in any other activity, for purpose of cheating, altering, or falsifying records, unauthorized removing or copying any materials (student, teacher, or other) shall be disciplined as follows:

- If the infraction occurs in a course in which the student is enrolled, the student shall receive no credit for the assignment or examination. The student may be suspended for up to five (5) days. Additionally, the infraction may affect any of the committee(s) in charge of student awards.
- A student not enrolled in a course, who is involved in such an infraction, shall be disciplined in accordance with guidelines stipulated in the STUDENT CONDUCT AGREEMENT.

## **ADMISSIONS POLICY**

**Enrollment at William Daylor High School is a voluntary transfer from a comprehensive high school. All new students must be referred from a comprehensive high school in our district before enrolling in William Daylor Continuation High School. Students under the age of 16 must be referred by the Elk Grove Unified School Alternative Placement Committee, through the office of Prevention and Intervention (686-7568).**

Once a student has been referred, and an enrollment packet is completed, an appointment for a intake interview at the school is set up with the student and parent. Following the intake interview, the student is scheduled for a 2-day orientation. Only after the student has successfully completed each step are they placed on a waiting list. **Upon enrollment, students must follow all school rules, maintain 90% attendance and earn 20 credits or more or the voluntary transfer will be revoked.**

## **FIFTH YEAR STUDENT ENROLLMENT CRITERIA**

(Continued enrollment of 18 year old students)

Students who are returning for a fifth year must meet the following criteria in order to continue their education at a continuation high school:

- Show evidence of academic progress in the previous grading term by having earned a minimum of 20 credits per quarter or 40 credits per semester.
- Maintained 90% actual attendance during the previous grading term.
- If at the end of the 4th year, the student is more than 30 credits short of graduation, the student must complete at least 5 credits in summer school prior to the fifth year of enrollment.

## **ATTENDANCE**

Many students enrolled at Daylor have had a history of poor school attendance while in high school. Our goal is to turn that pattern around. **Regular attendance is the primary key to success in this program.** Following are specific guidelines related to attendance:

15 hours of attendance per week is required. Students that are absent and have their absence excused are entitled to arrange make up time that will count toward actual attendance. Make up time must be completed within 5 days.

Absences are excused for:

Illness	Medical, dental or optometric appointments
Religious holidays	Funeral services for members of immediate family
Quarantine, as directed by a city Health Officer	Court

If you are absent and under 18, you must bring a note from home or have a parent or guardian call the office at 427-5428 to verify the **reason** for your absence. Bring the note to the office and obtain a re-admit. If you do not bring a note or have a parent call to excuse an absence, student will be marked as truant. Permission to Excuse Absences: CA Education Code requires 18 year old students, living with their parents, to have written permission (on file) from a parent or guardian to excuse their own absences.

Should attendance become a problem, your parents/guardians will be notified. If the problem continues, a conference will be scheduled. Failure to demonstrate improvement will result in one or more of the following actions:

- ~ Transfer to a different session
- ~ Referral to the School Attendance Review Board
- ~ Transfer to another alternative program
- ~Referral to Adult Education if 18 or over

## **NON-PRODUCTIVITY/ATTENDANCE**

Students who fail to earn twenty or more credits per quarter will be subject to the following measures:

First instance of non-productivity/attendance: Warning letter.

Second instance of non-productivity/attendance: Dropped from the program.

## **VISITORS**

William Daylor welcomes parents and community member to visit our school. Please call the office in advance to make sure the persons your wish to see are available. All visitors must check in with the school office upon arrival. It is our desire to share our program with other and at the same time to minimize the disruption of instruction. Student age visitors are not permitted.

## **CONCURRENT ENROLLMENT**

Students enrolled at William Daylor may also be enrolled and earn credits through other academic programs. These programs include: Community Colleges (Cosumnes River College, Sacramento City College, etc.), Regional Opportunity Program (ROP), Work Experience, and Adult Education Programs (i.e. Night School). Credits earned in these programs are still subject to maximum credit allowances.

## **CLASS SCHEDULE**

William Daylor operates 2 sessions: a morning session (8:30—11:30) and an afternoon session (12:30—3:30). We follow the Collegiate Schedule. Students will attend the same classes on Mondays, Wednesdays, and Fridays, and different classes on Tuesdays and Thursdays. Students requesting classes beyond the normal three classes must be approved by administrators. Ninety percent attendance must be attained before students are given more than three classes. **Seniors** that will graduate during the current school year may take more than three classes, however, they must fill out an application and will be assessed on the above criteria. Seniors will receive priority for additional classes, however, if attendance falls below 90%, they too will be limited to three classes.

## **MORNING SCHEDULE**

The higher demand for morning program has made it necessary to establish criteria for students to remain enrolled in that program. Students requesting the morning program must maintain good attendance (90%) and behavior to demonstrate they deserve a morning schedule. Students who do not meet the criteria may be switched to an afternoon program to make room for students who may use the morning more productively.

## **CREDIT GUIDELINES**

The Elk Grove Unified School District continuation credit guidelines operate on the philosophy that students will earn credits through participation in classes as well as homework assignments provided by classroom teachers. The special nature of continuation education also provides the opportunity for students to earn credits through completion of project contracts. The issuance of credits and the corresponding credit guidelines are provided as a direction to site administrators and teachers. Granting of any credit in variance with the credit guidelines must be preceded by written approval of the site administrator.

Students are expected to maintain productive attendance (90%) and thereby earn credits while enrolled. Failure to be productive may result in students being transferred to another alternative education institution. **The maximum credits that can be earned in**

**a semester by any student is 45 credits. A total of 90 credits may be earned in one year (two semesters.) Students may earn an additional 10 credits in their senior year.**

### **ATTENDANCE AND HOMEWORK:**

Students will earn credits based on the Education Code guidelines of 12 hours of productive work equals one credit. **Students do not earn credit for just attending.** The credits will be earned in two ways:

1. Productive Attendance -- Students receive credits for **productive** hours of classroom attendance.
2. Homework -- The teacher may assign homework. The homework must be related to the class in which the student is enrolled. Homework must be matched by an equal amount of in-class work.

### **SPECIAL PROJECTS:**

Students with good attendance may earn credits for projects completed outside of regular classes. Credits earned for Special Projects are based on the same formula as classroom assignments: 12 productive hours = 1 credit. Students may not earn more than 10 credits through Special Projects nor exceed credits earned through productive classroom assignments. All issuance of credit for completion of contract assignments must be approved by the Principal. Timesheets must be signed by someone other than parent or guardian. Projects may include:

#### **Career Exploration:**

Students may earn credit in career exploration when participating in programs or activities outside of school under adult supervision which do not qualify for regular work experience credit. Examples that qualify for this credit would be students who do voluntary work, i.e. mentor program, police cadet, and other such activities.

#### **Community Service:**

Students may earn credit in the field of community service when written adult verification of the service has been received. Examples of these services are: algebra tutoring, Cabin leader at Sly Park, conflict management, participation in Friday Night Live activities, peer counseling, and representative for foster youth programs.

#### **Physical Education:**

Physical education credit is provided through alternative means for continuation education students because adequate facilities are not available for their use. Students may earn credit in the field of physical education outside of regular school activities when written adult verification of the activity has been received. Examples of these activities are dancing classes, enrollment in an organized exercise program, individual sports, individualized programs **involving aerobic conditioning, swimming, and team sports.**

### **GRADING POLICIES**

Grades are important and reflect the quality of student work. However, **credits** are the

primary indication of student progress. Credits are earned through productive class work, homework and projects. 12 hours equals a credit. The guidelines for issuance of continuation credit are designed to improve academic performance and maintain flexibility. Grades will be earned by students according to the quality of their completed assignments and test results. Attitude, behavior, and effort will have an effect upon grades received by students. Grade standards are:

- A... Excellent academic performance
  - B... Good academic performance
  - C... Average academic performance
  - D... Minimum academic performance
  - P... Pass; acceptable academic performance when a letter grade is inappropriate for the class.
  - NP.. No Pass; unacceptable academic performance
  - I Incomplete; given at the discretion of the teacher for work in progress
- Note: Failing grades are not given because no credit is given for failing work.*

## **GRADUATION**

Graduation requirements are as follows:

English	40	World History	10
Physical Education	20	U.S. History	10
Math	30	American Government	5
(Algebra 10)		Health	5
Life Science	10	Geography	5
Physical Science	10	Electives	60
Economics/Consumer Ed	5	Computer Proficiency	
Foreign Language or Fine Arts	10	Speech Proficiency	

**TOTAL 220**

### **Graduation Ceremony BP 5127 (a)**

The Governing Board recognizes that each student who receives a high school diploma has met the standards of proficiency established by the district. The specific requirements for receipt of a high school diploma are set forth in Board Policy 6146.

The Board further recognizes that participation in the high school graduation ceremony is a privilege for each student, and the Board seeks to encourage and support student participation in the high school graduation ceremony but without compromising student achievement and good citizenship during the senior year of high school.

To encourage and support the purpose and integrity of the high school educational program during the senior year, the Board establishes the following minimum requirements for each student for participation in the high school ceremony:

### **Achievement**

During the spring semester prior to graduation, a student must earn 25 credits to participate in the graduation ceremony.

## **Good Citizenship**

A senior student who has received an off-campus suspension from school in the spring semester will be notified in writing that if a second off-campus suspendable offense 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. A senior student may not attend the graduation ceremony while under off-campus suspension, even if the off-campus suspension is the first off-campus suspension of the student during the senior year.**

The Principal of each high school will revoke a student's privilege to participate in the high school graduation ceremony if these minimum standards are not met in any of the two areas. Each high school student and parent/guardian shall receive annual notification of this policy. High school seniors shall also receive additional notification of the policy at the beginning of the second semester.

## **DIPLOMAS**

William Daylor High School is fully accredited by the Western Association of Schools and Colleges, and graduates receive a diploma that reads "William Daylor High School".

## **ACTIVITIES**

Student activities shall be regarded as a vital part of the total educational program and shall be used as a means of developing wholesome attitudes, good human relations as well as knowledge and skills. A parent/guardian may request, in writing, that a student be excused from certain types of student activities for religious or physical reasons. The administration will consider the request in terms of the welfare of all students as well as the individual. All student activities shall be carried on under the authority of the Governing Board and its delegated administrators. Residual funds from inactive student organizations shall revert to the general student body fund unless otherwise designated. Legal Reference: Education Code 48932 Authorized Activities Elk Grove Unified School District, Elk Grove, CA.

## **FIELD TRIPS**

From time to time, special field trips are offered. Students must have parental permission to participate and must use school provided transportation. To be eligible for field trips, students must have demonstrated a minimum of 90% attendance for the previous month and had no suspensions in the preceding nine week period (based on weeks school is in session). It is up to the supervising teacher of the trip to give final approval for all students who wish to participate. Exceptions to the above may be made only with the advisor's and Principal's approval.

## **MEDICATIONS**

Students are not allowed to have prescription or non-prescription medication on campus, unless they obtain prior authorization to do so. If students need to take medicine,

parents/guardians must complete an authorization sheet. The sheet is available in the office and must be signed by a physician. The medicine should be brought to school in its original container along with instructions about how it should be administered. All medicine must be kept in the office.

## **IDENTIFICATION CARDS**

Identification cards are available for William Daylor students. Please see staff in office for more information,

## **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 \$2.75 at elementary schools and \$3.25 at middle and high schools. Middle and high schools offer breakfast for \$2.00 and many elementary schools provide breakfast for \$1.75. 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 2016-2017. During the 2016-2017 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/).

## **STUDENT RIGHTS & RESPONSIBILITIES**

You Are Expected to:

Attend school regularly (90%) of the time and go to class on time.

Stay in your assigned class for the entire period, remain in class until dismissed by the teacher.

No portable (cell) phones, pagers, radios, including “walk-mans”. If brought to school, they will be confiscated and returned to you at the end of the school year.

Come to school clean of all drugs, alcohol, and/or controlled substances. Students are not to be in possession of drugs, alcohol or paraphernalia associated with those items.

Smoking is **not** allowed on or near campus. (T.U.P.E./Tobacco Use Prevention Education has cessation programs for interested students ).

Use appropriate language.

Help keep our campus clean. Throw away your litter in the trash can.

**William Daylor High School is a Closed Campus.** Students that must leave during their scheduled day must check out in the office.

Students with a driver’s license may drive to school provided they drive vehicles in a safe manner and maintain the speed limit of 5 mph in the parking lot. Violation of speed limit will result in students losing their right to drive on campus.

Park your cars in the appropriate parking space. The parking lot is considered ‘off campus’ during school hours.

No school aged visitors allowed at any time for any reason on campus. No baby-sitting allowed while attending school.

No bike riding or skateboard riding in hallway or sidewalks.

The park is off limits during school. If you are found at the park, there will be an automatic suspension of five days.

Wear rings that fit on one finger only - no large, sharp , multi-fingered rings allowed.

Only child’s own parent(s) are allowed to sign child in and out of nursery!

Students are prohibited from having weapons or dangerous objects (or items that resemble them) on campus.

Fighting is not tolerated. William Daylor has a conflict management program and all students are expected to seek non-violent solutions to problems. Fighting is a violation of school rules and will result in revocation of the voluntary transfer.

### **CELL PHONE/ELECTRONIC EQUIPMENT POLICY**

Students shall be restricted from using cell phones, pagers, or other electronic equipment during all instructional and passing times as well as during lunch periods.

Students shall be permitted to use cell phones and pagers, before and after school only. When a staff member becomes aware that a student is seen in possession of a cell phone or electronic device during instructional time, passing times or lunch periods, the student's phone or device will be immediately confiscated. The device will be turned into the main office and returned at the end of the school day.

***Pursuant to California Education Code Section 51512, the use of any electronic listening or recording device in an educational setting without prior consent of the teacher and/or the principal is prohibited. Any pupil violating this section will be subject to appropriate disciplinary action.***

**Students must have them off and put away before entering the door of a classroom or building. The school will not be responsible for lost or stolen prohibited items**

## **APPROPRIATE DISPLAY OF AFFECTION**

Kissing cannot last more than 5 seconds.

Hugging: students cannot be pressed up against each other, walls or any other objects while hugging.

Holding is hands are allowed.

Having hands under or in any article of clothing of another person is not permissible.

Sitting on another person's lap or straddling them is not allowed.

Showing any form of affection in the classroom and during class time is not allowed.

Students' bodies may not be pressed against another person in the vertical or prone position.

Students must stop the activity when asked to by any member of the school staff.

## **INSUBORDINATION/DISRESPECT FOR TEACHERS/STAFF, SUBSTITUTE TEACHERS**

If a student is defiant or hostile toward any teacher, administrator or school employee, or if a student refuses to comply with any rule set forth by a teacher or administrator, that student will be subject to immediate disciplinary action, up to and including recommendation for removal from Daylor.

## **DRESS AND GROOMING CODE**

Parents or guardians have the primary responsibility for establishing and implementing appropriate standards of dress and grooming. The Secondary Education Division of the Elk Grove Unified School District believes that it is responsibility of the schools to:

Exercise their legal and ethical responsibility for establishing a classroom and campus atmosphere which creates the appropriate environment for learning and teaching;

Establish and maintain appropriate standards of dress and grooming that support a positive, wholesome and safe learning environment;

Enhance/support classroom and campus department by providing guidance and direction in manners, decency, dress and grooming as elements of good citizenship;

Acknowledge reasonable expression of individual taste or expression in clothing and grooming styles, but restrict dress or grooming which is distracting, dangerous, profane, offensive to individuals or groups or simply inappropriate for a school setting;

Support and encourage dress and grooming practices that will enable students to be successful in the world of work.

Shoes must be worn at all times. Bedroom slippers are prohibited.

Clothing, jewelry and body markings must be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol.

Students are discouraged from wearing hats in the classroom. Exceptions to this may occur in physical education or vocational education programs where wearing a hat is considered appropriate attire for the educational activity.

Students will not be permitted to wear hair rollers, shower caps, hair nets or other such grooming items to school.

No sagging pants are permitted. "Saggy" pants are more than one size larger than the waist and cannot stay up without a belt. Pants and bib overalls are to be properly fastened.

All clothes shall be within the bounds of decency and good taste as appropriate for school. Clothing that is disruptive to the learning environment will not be permitted.

Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, spaghetti straps, short/crop tops, tube tops, muscle shirts, bare midribs and skirts or shorts shorter than mid-thigh are prohibited.

Students must wear shirts at all times.

Any apparel, jewelry, accessory, notebook, personal belonging, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute which advocates drug or alcohol use, violence or disruptive behavior is prohibited.

Any clothing or combination of clothing and/or accessories deemed or identified as gang apparel by the local law enforcement gang task force will not be permitted.

Students violating the Dress and Grooming Code Guidelines will be issued one warning and sent home to change into appropriate clothing. The second violation will result in the student being referred to the administration for discipline.

Coaches and teachers may impose specific dress requirements to accommodate the special needs to certain sports and/or classes.

Individual schools may be more prescriptive in augmenting and/or modifying the Elk Grove Unified School District Secondary Education Division's Dress Code to reflect their school site environment. Reference: Education Code Section 48907 Elk Grove Unified School District BP 5145 (a) and (b).

## **UNIFORM COMPLAINT PROCEDURE**

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

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

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and

development programs, child nutrition programs, and special education programs.

More detailed information regarding the Uniform Complaint Procedures, including the timeline for resolving complaints and the complaint appeal process, is contained in the district's Parent & Student Handbook. If you have questions regarding the Uniform Complaint Procedures, you can contact the district's Legal Compliance Specialist in Human Resources at (916) 686-7795.

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

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

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

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

## **ACCESSIBILITY**

William Daylor High school welcomes those with disabilities to participate fully. 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, please contact Kathy Whiteside, Principal, (916) 427-5428 at least 48 hours before the scheduled event to 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).]

## **SUSPENSION**

If a student's behavior is a threat to the safety, health or emotional well-being of others, and previous methods of prevention and intervention have not been successful, that student may be suspended in accordance with state law and district policy. Suspension may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated Education Code 48900(a)-(e) or if the student's presence causes a danger to persons. [E.C. 48900.5]

### **Reasons for Suspension\***

State law allows for the suspension of a student if a student commits or engages in any of the acts listed below, where such conduct or acts relate to school activities or attendance, such as, but not limited to when such acts or conduct take place: while on school grounds, going to or from school, during lunch period (on or off campus), during, or while going to or from, a school-sponsored activity, or for certain conduct which occurs after school hours and off District property, but which is reasonably likely to cause or causes a substantial disruption of a school activity or attendance:

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

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

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

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

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

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

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

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

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

Committing or attempting to commit robbery or extortion. Extortion occurs when

threats are made with the intent to obtain money or something of value.

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

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

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

Stealing or attempting to steal school or private property.

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

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

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

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

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

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

- **Disruption or Defiance [E.C. 48900(k)(1)]**

Disrupting school activities or otherwise refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.

“Disruption of school activities” is defined as follows: when a student’s conduct, presence or actions disrupts or threatens to disrupt normal district or school operations, threatens the health or safety of anyone on district or school property, or causes or threatens to cause damage to district property or to any property on school grounds.

Examples of disruption of school activities under Education Code 48900(k)(1), as defined above, which may subject a student to discipline, include but are not limited to:

- Classroom behavior that impedes a teacher’s ability to teach and other students’ ability to learn, such as a student talking loudly or making other distracting noises or gestures while a teacher is speaking to and instructing the class and when students are expected to be silent and attentive; or
- The intentional activation of the fire alarm causing the temporary evacuation of the school and/or causing emergency personnel to respond.

“Willful defiance of valid authority” is defined as follows: when a student defies the valid authority of a district or school official or district or school staff in a manner that has an impact on the effective or safe functioning of district or school operations, such as continuing to remain at the scene of a fight or to instigate a disturbance after being told to stop the subject behavior; repeated disobedience to or defiance of school personnel when other interventions have not been successful in modifying the misbehavior; or in the proper instance one-time or first-time disobedience to or defiance of school personnel that has an impact on the effective or safe functioning of district or school operations.

Examples of willful defiance of valid authority under Education Code 48900(k)(1), as defined above, which may subject a student to discipline, include but are not limited to:

- Continuing to remain at the scene of a fight or other violent disturbance despite specific directions to leave the area by administrators or other school staff attempting to break up the fight or mitigate the disturbance caused by the fight; or

- Repeated episodes of misbehavior, despite multiple efforts and/or directives by a classroom teacher or other district staff intended to change and correct the student's misbehavior.

**Note:** With the exception of classroom suspensions imposed by a teacher under Education Code 48910, no student enrolled in kindergarten through grade three may be suspended for violation of Education Code 48900(k)(1). Additionally, no student enrolled in kindergarten through grade twelve, regardless of age, may be recommended for expulsion for violation of Education Code 48900(k)(1). [E.C. 48900(k)(2)]

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

Receiving stolen school or personal property.

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

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

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

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

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

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

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

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

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

Engaging in, or attempting to engage in any activities used for initiation or pre-initiation into a student organization, or student body or related activities, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm.

- **Bullying [E.C. 48900(r)]**

Bullying means any severe or pervasive or verbal act or conduct, including communications made in writing or by means of an *electronic act*, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a *reasonable student* in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from services, activities, or privileges provided by a school. [E.C. 48900(r)] Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 that has any of the effects described

above on a reasonable student. [E.C. 48900(r)]

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

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

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

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

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

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

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

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

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

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

\* The superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion to address student misconduct. [E.C. 48900(v), 48900.5]  
[EGUSD AR 5144]

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

## **EXPULSION**

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

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

designee, principal or principal's designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

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

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

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

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

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

Unlawful possession of any drug except for (1) the first time offense of possession of not more than one ounce of marijuana, or (2) for the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician.

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

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

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

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

Possessing, selling or otherwise furnishing a firearm (verified by an employee of the school district). However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.

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

Brandishing a knife at another person.

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

Unlawfully selling a controlled substance.

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

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

- **Possession of an Explosive [E.C. 48915(c)(5)]**

For all other acts and conduct for which a student is subject to discipline under Education Code 48900 through 48900.7 and which are not specifically listed or addressed under Education Code 48915(a) or 48915(c), a student may be recommended for expulsion where other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or where due to the nature of the student's conduct violation, the presence of the student causes a continuing danger to the physical safety of the student or others. [E.C. 48915(b) and (e)]



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

<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. However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.		•	•
(2) Brandishing a knife.		•	•
(3) Unlawfully selling a controlled substance.		•	•
(4) Committing or attempting to commit a sexual assault or battery.		•	•
(5) Possession of an explosive.		•	•
<b>2. Mandatory Recommendation for Expulsion {E.C. 48915(a)(1)}</b> Unless the Superintendent, Superintendent's designee, principal or principal's designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.	<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 (1) the first offense of possession of not more than one ounce of marijuana, or (2) for the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician.		•	•
(4) Robbery or extortion.		•	•
(5) Assault or battery upon a school employee.		•	•
<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” Controlled Substance or <del>and</del> 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(l)(1)}</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Note: With the exception of classroom suspensions imposed by a teacher under Education Code 48910, no student enrolled in kindergarten through grade three may be suspended for violation of Education Code 48900(k)(1). Additionally, no student enrolled in kindergarten through grade twelve, regardless of age, may be recommended for expulsion for violation of Education Code 48900(k)(1). [E.C. 48900(k)(2)]			
(1) Disrupting school activities.	•	•	
(2) Refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.	•	•	
(3) Failure to follow school rules.	•	•	
(4) Failure to follow directive or instruction of staff or teachers.	•	•	
(5) Failure to follow conduct code for school bus passengers.	•	•	
<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.	•	•	•
<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.	•	•	•
<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's person or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence.	•	•	•

<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.	•		

### **Prohibition on Possession and Use of Tobacco and Nicotine Products**

District policy and the Education Code prohibit the possession, use, manufacture, distribution, or dispensing of tobacco and nicotine products at school or during school related activities. The District defines “tobacco and nicotine products” as a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and electronic cigarettes. “Electronic cigarettes” are defined as battery-operated or other electronic products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user, including, but not limited to electronic vaping devices, personal vaporizers, digital vapor devices, electronic nicotine delivery systems, and hookah pens.

Students determined to have used or to be in possession of tobacco or nicotine products at school or school related activities may be subject to discipline under District policy, Education Code 48900(h), and/or other applicable laws. Students determined to have used or to be in possession of products at school or school related activities that can be used to consume and/or use tobacco or nicotine products, including but not limited to “electronic cigarettes” as defined above, but which do not contain tobacco, nicotine, or any other controlled substance, may be subject to discipline under District policy, Education Code 48900(k)(1), and/or other applicable laws. [E.C. 48901]

## **PRESCHOOL PROGRAM**

Elk Grove has several programs that help 3-1/2 and 4-year-old children get ready for kindergarten. Three types of preschool programs are operated within the District. The District's preschool programs are funded from different sources and their requirements vary. Students participate in a variety of educational activities focusing on emerging literacy and numeracy, and social-emotional development to prepare them for kindergarten and ensure they have a strong foundation for learning.

Although program eligibility requirements and regulations may vary, every child's safety, success, and happiness are important to the Board of Education, the superintendent, and all staff. Working together with parents and the community, all children are assured the quality education they deserve. Parents/guardians with questions about eligibility for any of the programs listed below may contact the Early Childhood Education Department at 686-7595.

### **Head Start**

Head Start is a federally funded program for preschool children from low-income families. Family income guidelines are based on federal regulations and are used to determine program eligibility. Parents/guardians must provide documentation of program eligibility. Income guidelines are updated each year and are distributed at the time of registration.

Partnerships with the district's Pre-Kindergarten Special Education Services program and the Sacramento County Office of Education have made it possible for Elk Grove's Head Start program to serve children with a wide range of abilities, including those with multiple and severe disabilities.

### **AB 172 / State Preschool**

Elk Grove's AB172 and State preschool programs are state-funded programs serving four-year-old children who meet the family income guidelines, determined by the California Department of Education. Parents/guardians must provide documentation of program eligibility. Income guidelines are updated each year and are distributed at the time of registration. The guidelines are also posted in each classroom.

### **Title I Preschool**

Title I preschool is federally funded through Title I funds and serves four-year old children. There are no income qualifications for the Title I Preschool Program; however eligibility is limited to those children who reside within the attendance area of a Title I school.

## **Pre-Kindergarten Classroom Policies**

### **Attendance**

Children are expected to attend class regularly. In the event of an absence, please notify the teacher by phone or in writing as early as possible regarding your child's absence. Specific reasons for absences and a full signature must be written on the sign-in and sign-out sheet by parents.

**Excused absence** is defined as:

- Car problem/no transportation (limit 5 days)
- Child illness (specific)
- Court ordered visitation
- Family service appointments
- Dental, doctor or therapy appointment (child/parent)
- Extreme environmental conditions affecting transportation
- Family emergency (urgent, unexpected, e.g. death, in the family, out-of-town illness) at the discretion of the program administrator)
- Illness of parent or sibling
- Quarantine

**Unexcused absence (maximum 10 days per fiscal year). More than 10 unexcused absences of the child will result in termination of services.**

Unexcused absence is defined as:

- Bad weather (not extreme)
- Child didn't feel like getting up
- Out for personal business/family business
- Parent/child overslept
- Any absence without parent or staff signatures
- Any absence without needed specifics
- Any absence not falling into best interest or excused absences

Best interest absence (maximum of 10 days per fiscal year). More than 10 best interest absences will result in termination of services. Best interest absence is defined as:

- Vacation
- Out of town
- Out-of-town visitors
- New sibling
- Religious holiday

**Children with more than 10 Unexcused or Best Interest absences may be dropped from the preschool program**

### **Pre-Kindergarten Classroom Curriculum**

*Open Court* and *Growing with Mathematics* have been adopted for the preschool program. These two programs promote early literacy and numeracy and are aligned with the California Preschool Learning Foundations.

### **Nutrition Services**

Elk Grove Unified School District's Food and Nutrition Services Department serves the school meals and snacks offered to preschool students. All meals and snacks are analyzed to assure that they meet the nutritional needs of students. Due to federal and state guidelines, meals and snacks can only be served to students enrolled in the program. Additionally, meals must be eaten in the classroom and may not leave the campus.

**Mealtime**

Preschool meals are served in a “family style” manner. Children are encouraged to help set the table, eat at the table with other children and adults, serve themselves and pass the food to others sitting at the table. One or more adults sit at the table during mealtime. Children are encouraged to sample all foods but may choose not to do so

**Food Safety**

Home prepared food may not be served in Elk Grove’s preschool classrooms, or at program-sponsored functions. Pre-packaged, store-bought foods may be brought to class for cooking experiences or program events. Parents/guardians wanting to help with nutrition projects should discuss their ideas with their child’s teacher.

**Training and Development**

EGUSD Early Childhood Education Department offers a variety of parent development opportunities throughout the year, including Parent Committees, monthly class meetings, and workshops. Parents are encouraged to participate in any or all of these learning opportunities to promote their own development and to assist in the child’s educational success.

# Student/Parent Agreement

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Student's name	School	Grade	Student ID #
Address		Telephone	

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I agree to abide by the directions of the School Attendance Team as outlined below.

## THE STUDENT SHALL:

- Attend school each day school is in session.
- Arrive at school/each class on time each day.
- Remain at school for the full time assigned.
- Abide by school rules and regulations and maintain appropriate behavior while at school.
- Obey the directions of teacher(s) and administrators.
- Complete all class assignments, **and earn a minimum of 20 credits per quarter.**
- Have no truancy or unexcused absences.
- Report to the counselor or administrator of the school as directed.
- Present to the school a note from a doctor to verify any future absences of two or more days due to illness.

Other \_\_\_\_\_

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Student's signature	Date
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## THE PARENT(S)/GUARDIAN(S) SHALL:

- Maintain an awareness of their legal obligations to see that their child:
  - (a) attends school,
  - (b) arrives on time, and (c) remains at school for the full time assigned each day school is in session.
- Attend all meetings and conferences concerning their child.
- Obtain medical notes when my son/daughter is absent for more than one day.
- Attend classes with my son/daughter after next incident of truancy/misbehavior.
- Pick up, or make arrangements to have picked up, my son/daughter's homework if he/she will be out of school two or more days.
- Escort my son/daughter to school daily and on time.

It is with complete understanding that I sign this agreement, knowing that further violations of school rules and regulations can result in a referral to the district School Attendance Review Board (SARB).

**Families receiving CalWORKs (AFDC) benefits should note that there are many new rules with Welfare Reform. One new rule is this: if your children are not attending school regularly, your welfare check may be reduced. It is a requirement, that in order to get your full welfare check **all SCHOOL-AGED CHILDREN MUST BE ATTENDING SCHOOL REGULARLY AND ON TIME.****

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Parent(s)/Guardian(s) signature	Date
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Parent(s)/Guardian(s) signature	Date
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## ELK GROVE UNIFIED SCHOOL DISTRICT POLICIES

### *Use of Technology in Instruction Application for Educational Use of the Internet*

I have read, understand, and will abide by the attached Terms and Conditions for Internet access. I further understand that any violation of the Terms and Conditions is unethical and may constitute an administrative, civil or criminal offense. Any violation may result in my access privileges being revoked. Additional disciplinary action and/or appropriate legal action may be taken. I further understand that electronic mail (E-Mail) is not guaranteed to be private and acknowledge that I have no expectation of privacy. E-mail messages related to or in support of illegal activities shall be reported to the authorities.

Any unauthorized person who electronically adds, alters, damages, deletes, or destroys any data, including grades, attendance and/or discipline history, or who knowingly allows another person to engage in such conduct, is subject to suspension, expulsion, and arrest. (E.C. 48900(f), E.C. 48900 (g), and Penal Code 502.)

My signature indicates that I understand that the District Board makes no guarantees of any kind, whether expressed or implied for the service it is providing. The District will not be responsible for any damages I suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or my errors or omissions. Use of any information obtained via the INTERNET is at my own risk.

(Please Print)

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

The signatures indicate that the user has read and agrees to the attached Board Policy for INTERNET access.

# EGUSD Student Opt-Out Form 2016-2017

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 2016-2017, continued

### Release of Directory Information/Yearbook Information

Pursuant to FERPA and the California Education Code, the District may release directory information to certain persons or organizations, as specified in this handbook, when it is requested. Directory information may include a student's name, photograph, address, telephone information, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended. In the case of students who have been identified as having special needs or homeless, no material can be released without parent or guardian consent. Parents and guardians can opt-out of having their child's directory information released by checking the box below and signing the form.

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 2016-2017 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 2016-2017 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.

### Elementary Family Life Education

Each year, district elementary schools offer a unit in Family Life Education to students in grades 5 and 6. 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 2016-2017 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: \_\_\_\_\_

July 2016						
Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

# **ELK GROVE UNIFIED SCHOOL DISTRICT**

## **2016-2017 SCHOOL YEAR CALENDAR**

### **MODIFIED AND TRADITIONAL HOLIDAYS AND HIGHLIGHTS**

<b>July 4</b>	Independence Day
<b>Aug. 11</b>	First day of school
<b>Sept. 5</b>	Labor Day
<b>Nov. 11</b>	Veteran's Day
<b>Nov. 21—25</b>	Thanksgiving Break
<b>Dec. 19 - Jan. 3</b>	Winter Break
<b>Jan. 16</b>	Martin Luther King, Jr. Day
<b>Feb. 13</b>	Lincoln's Birthday
<b>Feb. 20</b>	Washington's Birthday
<b>April 10-14</b>	Spring Break, Traditional
<b>May 26</b>	Last day of school
<b>May 29</b>	Memorial Day