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WILLIAM DAYLOR

HIGH SCHOOL

Student Handbook

2022-2023

Justine Fuller, Principal
Arnold Allen, Vice Principal

ELK GROVE UNIFIED SCHOOL DISTRICT

9510 Elk Grove Florin Rd
Elk Grove, CA 95624

BOARD OF EDUCATION

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DISTRICT ADMINISTRATION

Christopher R. Hoffman, *Superintendent*
Mark Cerutti, *Deputy Superintendent*, Education Services and Schools
TBD, *Assistant Superintendent*, Secondary Education
Chantelle Albiani, Director, Secondary Education
Richard Gutierrez, Director, Secondary Education
Jane Ross, Director, Secondary 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.

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William Daylor Staff

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SUPPORT STAFF

Krisean Stewart -School Secretary
Linda Chavez - Campus Security
Vacant - Registrar
Cecilia Hendon - 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

SCHOOL-WIDE CULTURE EXPECTATIONS (PBIS)

Own it- Always be accountable for your actions and responsible for your own learning at all times.

Work hard- Always put in the effort to achieve and be a productive member of society to the best of your ability.

Listen- Be a good listener, we can always and be better learn if we listen and apply good information to our lives.

Strive for Excellence- Always strive to be better, do not fear greatness, Good is not Good Enough BE GREAT. And always remember greatness does not look the same to every person. So walk in your truth and be the best YOU possible.

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 our 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 our parents, promotes practices that enhance parent involvement and reflect the specific needs of students and their families.

Daylor's parent involvement includes, but is not be limited to, the following components:

- Engaging parents is essential to improved student achievement. Our school shall actively foster and support parent involvement in the decisions and practices of the campus.
- 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 High School 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 that supports parental 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 Student Support and Health Services (686-7568).

Once a student has been referred, and an enrollment packet is completed, an appointment for an 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 (1st - an enrollment orientation with administration, and 2nd - A welcome orientation with the school counselor). 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 a quarter 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

Regular attendance is the primary key to success at William Daylor High School. Following are specific guidelines related to attendance:

Daily attendance is required. Students that are absent and have their absence excused are entitled to arrange make up assignments. The make up work must be completed within five days of the original absence.

Absences are excused for: illness, medical, dental or optometry 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, you 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: Referral to the School Attendance Review Board, transfer to another alternative program, referral to Adult Education if 18 or over, OR referral back to the School of Residence

VISITORS

William Daylor welcomes parents and community members to visit our school. Please call the office in advance to make sure the person you wish to see is available. All visitors must check in with the school office upon arrival. It is our desire to share our program with others 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.), Career Technical Education (CTE), Work Experience, Las Flores Independent Study, 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 a 5 period schedule. Our bell schedule runs from (8:30 a.m. - 1:05 p.m. on Monday, and 8:30 a.m. - 2:28 p.m. Tuesday - Friday). Ninety percent attendance must be attained and maintained, including productive seat time in order for students to avoid referral/transfer from WDHS. Only **Seniors graduating** during the current school will be allowed less than three classes (based on individual's graduation requirements), however, if attendance falls below 90%, they too run the risk of being referred/transferred out of WDHS.

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 continuing 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 50 credits. A total of 100 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 5 credits earned per class quarterly, no partial credit given unless approved by site administration. **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. 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 a total of 220 credits as follows:

English: 40 Credits

Mathematics: 30 Credits (includes Math 1)

Life Science: 10 Credits

Physical Science: 10 Credits

US History: 10 Credits

World History: 10 Credits

American Government: 5 Credits

Economics: 5 Credits

World Geography: 5 Credits

Physical Education: 20 Credits

World Language: 10 Credits and/or 10 Credits of Visual/Performing Arts, and/or 10 Credits of Career Technical Education

Health: 5 Credits

Technology: 5 Credits

Electives: 55 credits

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 minimum requirements in academic achievement and citizenship for students for participation in the high school graduation ceremony. The Principal can 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.

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.**

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”

CAL GRANT

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

SARC School Accountability Report Card

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

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

data.

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

A hard copy of these reports can be requested by visiting the front office. Additionally, these reports have been translated in Spanish, Hmong and Vietnamese at schools with large populations of families who speak these languages. Any questions regarding the SARC's can be answered by the site administration.

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 administration to give final approval for all students who wish to participate. Exceptions to the above may be made only with approval from the advisor and Principal.

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 the office for more information about receiving your ID card.

FOOD AND NUTRITION SERVICES

William Daylor High School participates in the National School Lunch and Breakfast Programs through our Food and Nutrition Services Department. This department is

committed to improving the nutritional health and academic success of students by offering breakfast and lunch daily, free of charge, to all students. Meals are analyzed to ensure that they meet the nutritional needs of students and the Dietary Guidelines for Americans www.mypyramid.gov.

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

For additional information about meal applications, eligibility, breakfast/lunch menus and Nutrition Education, please contact Food and Nutrition Services at (916) 686-7735 or refer to the website at: www.egusd.net/nutrition/.

STUDENT RIGHTS & RESPONSIBILITIES

You Are Expected to:

- Attend school every day, go to all classes on time and remain in class until dismissed by the teacher.
- No portable (cell) phones, iPads, tablets, headphones, including “ear pods”, during class at any time. If used during class, they will be confiscated and returned to you at the end of the school day. The second offense, the device will be confiscated by administration and returned at the end of the school day. The third time, the device will be confiscated and parents/guardians may be required to pick up the device. Any violations after this will result in additional consequences.
- Come to school clean of all drugs, alcohol, and/or controlled substances. Students are not to be in possession of drugs, alcohol or any paraphernalia associated with those items.
- Smoking/vaping/illegal edibles of any type 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 must check out in the office if they need to leave campus for an appointment.

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 the speed limit will result in students losing their right to drive on campus. The parking lot is considered ‘off campus’ during school hours.

No school aged visitors are allowed at any time for any reason on campus.

No bike riding or skateboard riding in the hallway or sidewalks.

Only the child’s own parent(s) are allowed to sign the 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 consequences including suspension and possible removal from WDHS.

CELL PHONE/ELECTRONIC EQUIPMENT POLICY

Students shall be restricted from using cell phones, iPads, tablets, head phone (ear pods), or other electronic equipment during all instructional time and in the classroom.

Students shall be permitted to use cell phone/electronic devices during the passing period and lunchtime **ONLY**. When a staff member becomes aware that a student is seen using a cell phone or electronic device during instructional time, the student's phone or device will be immediately confiscated. After the second time, the device will be turned into the main office and returned at the end of the school day. After the third time, the student's phone will be confiscated and their parent/guardian will have to pick the device up from administration.

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 these items turned 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.

DRESS AND GROOMING CODE

Parents or guardians have the primary responsibility for appropriate standards of dress and grooming. However, as an educational entity, William Daylor High School has the responsibility to establish and maintain standards of dress and grooming that support a positive, appropriate, and safe learning and teaching environment.

The purpose of a dress and grooming code is to facilitate education, not to inhibit any person's taste in attire or appearance. Students should be clean and neatly dressed in a manner that will be appropriate to the school setting, not hazardous to the health and safety of the students, and not disruptive or distracting from the educational program of the school. In addition, no articles of clothing, apparel or school materials, including hats, jewelry, backpacks or binders may have pictures, printing or writing that is crude, vulgar, profane, sexually suggestive, racially, ethnically, or religiously intolerant, that contain images of weapons, tobacco, drugs and/or alcohol, or which the school's administration reasonably predicts will disrupt the learning environment.

Specifically, the students at William Daylor High School are expected to abide by the following dress code policies:

- No sagging pants
- No bare midriffs: tops must completely cover the skin. No low cut, halter, strapless, off the shoulder, muscle or bra-like tops. Students must wear shirts at all times.
- Shoes must be worn at all times.

The Elk Grove Unified School District allows students to wear certain types of hats on campus to protect them from damage caused by exposure to the sun. However, ski masks, bandanas, and grooming items are not permitted on campus. Please note that teachers may prohibit the wearing of hats within their individual classrooms as consistent with their respective classroom policies. Exceptions to this may occur in vocational education programs where wearing a hat is considered appropriate attire for the educational activity.

The school administration may limit or prohibit specific clothing that has been determined by law enforcement or gang experts to be affiliated with an actual gang. In consultation with law enforcement or other gang experts, the school administration may limit clothing or apparel where there is a reasonable basis for identifying such clothing or apparel as gang affiliated. Limitations and prohibitions on gang-related clothing or apparel will be applied equally to all students, and in no instance will a student's clothing or apparel be identified as gang-related based solely on the student's race, national origin or ancestry.

Students failing to comply with the dress code may be asked to call their parents or guardians to bring a change of clothing, may have inappropriate items confiscated, or in the case of repeated violations, may be subject to progressive disciplinary consequences.

Education Codes Related to Discipline 2022-2023 *see files from District*****

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 the administration office at (916) 427-5428 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).]

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

Student's name: _____ School: _____

Grade: _____ Student ID # _____ Telephone: _____

Address: _____

ELK GROVE UNIFIED SCHOOL DISTRICT USE OF TECHNOLOGY IN INSTRUCTION POLICY

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.

**ELK GROVE UNIFIED SCHOOL DISTRICT
2022-2023 SCHOOL YEAR CALENDAR
MODIFIED AND TRADITIONAL HOLIDAYS AND HIGHLIGHTS**

July 4th	Independence Day
Aug. 11th	First day of school
Sept. 5th	Labor Day
Nov. 11th	Veteran's Day
Nov. 21st — 25th	Thanksgiving Break
Dec. 22nd - Jan. 2nd	Winter Break
Jan. 16th	Martin Luther King, Jr. Day
Feb. 13th	Lincoln's Birthday

Feb. 20th	President's Day
March 13th - 17th	Spring Break, Traditional
May 26th	Last day of school
May 29th	Memorial Day

