

PARENT AND STUDENT  
HANDBOOK  
2018-2019



ISABELLE JACKSON ELEMENTARY SCHOOL

8351 CUTLER WAY

SACRAMENTO, CA 95828

(916) 689-2115

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At the back of this handbook you will find a sample form that will be sent home with students from their school at the beginning of the year. The form allows parents to “opt-out” of media visits, release of directory information, or viewing PG-13 movies. If you have any questions about this form, please contact Isabelle Jackson at 916-689-2115.

## MISSION STATEMENT

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

### Members of the Board

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

## DISTRICT ADMINISTRATION

### Superintendent

Christopher R. Hoffman

### Associate Superintendent, PreK-6 Education

Donna Cherry

### Assistant Superintendent, PreK-6 Education

Bindy Grewal, Ed.D

### Directors of PreK-6 Education

Fawzia Keval, Ed. D.

Jenifer Avey

Yvonne Wright

# Isabelle Jackson Elementary School

## Principal's Welcome Letter

July 19, 2018



Dear Parents/Guardians,

On behalf of the staff of Isabelle Jackson Elementary School, I am pleased to welcome you to a new school year. We are very excited about the opportunity to work with you and your child. Isabelle Jackson offers a safe and caring environment, powered by an outstanding staff of dedicated professionals committed to high academic achievement.

We hope our handbook will serve as a useful reference for you during the school year. Please make time to review the handbook with your child. Knowing our policies, procedures, and code of conduct will help to ensure a positive school experience for everyone.

If you have any questions concerning the handbook or any other matter, please feel free to contact me so that I can be of assistance. Also, feel free to come in for a visit anytime.

Sincerely,

Martin Fine  
Principal

### HISTORY OF ISABELLE JACKSON

Our school is named for Isabelle Compton Jackson. Mrs. Jackson was an educator in the Florin area and her spirit and dedication still lives on.

Isabelle Compton Jackson was born on November 16, 1895, in Pleasant Grove, Sutter County, California and spent her childhood there. She later attended St. Joseph Academy in Sacramento and graduated with honors. Following this, she studied at Chico State College and, while there, was the first person sent out to do "rural teaching" under the direction of the college.

Her first year of teaching was in Clarksburg, Yolo County and subsequently she taught and then became the principal at Pleasant Grove Union Grammar School in Sutter County. She later took a position at Florin School and remained there for 28 years. Mrs. Jackson became the District Superintendent of the Florin School District and the present Florin Elementary School was built under her direction.

During the building of Florin School, Mrs. Jackson became active with a Legislative Committee on State School Building and was instrumental in helping poor districts receive state aid. Since Florin was a poor district and had a great need for a new and larger school, the District was awarded \$88,500.

Mrs. Jackson was very active in the Parent Teachers Association and organized the first PTA in Pleasant Grove. She later helped organize the first PTA in the Florin School District. She was also active in the 4-H. She started, sponsored and led the girls' group in the Silver Leaf 4-H Club of Florin. She led this group for 17 years.

Mrs. Jackson was an innovative educator and some of her accomplishments are listed below:

- ★ Instrumental in developing a food program at Florin School which became one of the most successful in Sacramento County.
- ★ Instituted Parent-Teacher conferences at Florin School through the third grade.
- ★ Planned and organized the first kindergarten class at Florin and the class was originally held in the basement of the Nazarene Church while the new school was being built.
- ★ Planned and held summer recreation programs at the new Florin School.
- ★ Planned and held workshops in the areas of reading, music, and health. Teachers and parents attended the workshops.
- ★ Charter member of Beta Pi, a Delta Kappa Sorority for women, recognizing them as outstanding educators.
- ★ Continued her education and attended the University of California and College of the Pacific.
- ★ Belonged to the Catholic Ladies Relief Fund.

Mrs. Jackson was married to Ralph J. Jackson, a native of south Sacramento County. She was the mother of two daughters and two sons.

The legacy of Mrs. Isabelle Jackson lives on in the Elk Grove Unified School District and we are reaping the benefits of her many accomplishments.

### EGUSD CODE OF CONDUCT - K-12

#### Administrator Responsibilities

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

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

*As representatives of the school and District, administrators will:*

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

#### Parent/Guardian Responsibilities

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

- ★ Accept the rights and authority of the school and the Board of Education to maintain standards of behavior for all students.
- ★ Understand the rules. Please review the District's Parent & Student Handbook with your family.
- ★ Get your students to school on time every day. Understand that punctuality and good attendance are family responsibilities.
- ★ Know that children rely on their parents to make certain they arrive at school on time and ready to learn.
- ★ Provide a suitable time and place for study at home. Parents have a great influence on the study habits of their children.
- ★ Keep track of your child's academic achievement. Children learn more when somebody monitors their progress.

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

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

Parents or guardians are liable for all damages caused by the willful misconduct of their minor children, which result in death or injury to other students, school personnel or damage to school property. Also, the District will not be responsible for damage caused by any student to any item of personal property which another student brings to school.

## GENERAL INFORMATION

Parents are also liable for any school property loaned to the student that is willfully not returned. Parents' or guardians' liability may be as much as \$18,700 in damages and another maximum of \$18,700 for payment of a reward, if any. These amounts are expected to be indexed and rise annually.

The District may withhold the grades, diploma or transcript of the student responsible until such damages are paid, the property returned or until completion of a voluntary work program in lieu of payment of money.

If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [E.C.48900.1, 48904, 48914; Civil Code 1714.1]

### **Student Responsibilities**

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

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



# GENERAL INFORMATION

## 2018-2019 "AT A GLANCE"

ISABELLE JACKSON ELEMENTARY

8351 Cutler Way  
Sacramento, CA 95828

Phone: 916-689-2115  
Fax: 916-689-2091

### OFFICE HOURS: 7:30 AM - 4:00 PM (Monday - Friday)

First Day of School: July 19, 2018 - Tracks B, C & D  
August 20, 2018 - Track A

School Hours: All Tracks/Regular Day - Grades 1-6: 8:00 am to 2:30 pm  
\*Early Out Wednesdays - Grades 1-6: 8:00 am to 1:35 pm

Kindergarten: A.M. Schedule: 8:00 am - 11:31 am, M-F  
P.M. Schedule: 11:00 am - 2:31 pm, M-F

Minimum Day/Track Change Schedule:  
8:00 am - 12:35 pm (1<sup>st</sup> - 6<sup>th</sup> grades)  
8:00 am - 11:31 am (All Kinder and TK Classes)

## Important Dates

### Back to School Night Dates:

Wednesday, July 18 2018 - Tracks A,B,C,D (Kindergarten Only)  
Thursday, July 19, 2018 - Tracks B,C,D (1st - 6th Grade)  
Thursday, August 20, 2018 - Track A (1st - 6th Grade)

### Holidays and Vacations:

July 4	Independence Day
Sept. 3	Labor Day
Nov. 12	Veterans' Day
Nov. 19-23	Thanksgiving Break
Dec. 24 - Jan 2	Winter Break

Jan. 21	Martin Luther King Jr. Day
Feb. 11	Lincoln's Birthday
Feb. 18	Washington's Birthday
May 27	Memorial Day
May 31	Last Day of School, Track D
June 28	Last Day of School, Track A,B,C

ISABELLE JACKSON ELEMENTARY SCHOOL  
CLASS SCHEDULES  
2018-2019

Kindergarten A.M.	8:00 am - 11:31 am (M-F)
Kindergarten P.M.	11:00 am - 2:31 pm (M-F)
Grades 1- 6	8:00 a.m. - 2:30 pm (M, T, Th, F)
<i>EOW (Early Out Wednesday)</i>	<i>8:00 a.m. - 1:35 pm (W)</i>
Minimum Day 1 <sup>st</sup> - 6 <sup>th</sup> Grades	8:00 a.m. - 12:35 pm
Minimum Day Kindergarten	8:00 am - 11:31 am (All K / TK Classes)

**STUDENTS ARE TO ARRIVE NO EARLIER THAN 7:30 am WHEN EATING BREAKFAST.  
OTHERWISE, ALL STUDENTS SHOULD NOT ARRIVE BEFORE 7:45am.**

**RECESS**

10:00 am to 10:15 am	First/Second Grades
10:15 am to 10:30 am	Third/Fourth Grades
10:30 am to 10:45 am	Fifth/Sixth Grades

**LUNCH SCHEDULE**

11:15 am to 12:00 pm	Third Grade
11:30 am to 12:15 pm	Second Grade
11:45 am to 12:30 pm	First Grade
12:05 pm to 12:45 pm	Fourth Grade
12:20 pm to 1:00 pm	Fifth Grade
12:35 pm to 1:15 pm	Sixth Grade

**AWARDS ASSEMBLY SCHEDULE**

8:30 am	First & Second Grades
9:15 am	Third & Fourth Grades
10:00 am	Fifth & Sixth Grades

*\*Awards assemblies occur the day before Track Change Day.*

### UNIFORM COMPLAINT POLICY

It is the goal of the Elk Grove Unified School District to ensure compliance with applicable state and federal laws and regulations governing educational programs. The District shall follow the *Uniform Complaint Procedure* when addressing complaints alleging unlawful discrimination on the basis of actual or perceived ancestry, color, ethnic group identification, national origin, race, religion, sex, gender (including sexual harassment), sexual orientation, or physical and/or mental disability in any program or activity that receives or benefits from state financial assistance or for the alleged failure to comply with state or federal law when addressing complaints regarding adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs. More detailed information regarding the *Uniform Complaint Procedure* is contained in the Elk Grove Unified School District Parent and Student Handbook. If you have questions regarding the *Uniform Complaint Procedure*, you can the District's Legal Compliance Specialist in Human Resources at (916) 686-7795.

### LOST AND FOUND

Most children keep good track of their clothing, however, each year we end up with coats, lunch pails, etc. that are unclaimed. To help avoid this you can mark your child's possessions with the student's name. Because of the high volume of unclaimed clothing, **we will display lost items two days prior to each track change. Any unclaimed items will be donated to charity each month.**

### ACCIDENTS AND INSURANCE

We try to do everything possible to ensure a safe environment at school. However, accidents do happen. If an accident does occur we will make every effort to contact the parent or guardian. If we cannot contact you, and there is a doubt about the seriousness of the injury, we will contact your child's physician or call for emergency services. ***Be sure the phone numbers in the office are up to date. If you change phones at home or work, please notify us.***

## GENERAL INFORMATION

The Board of Education has authorized the principal of each school to send out information on a school accident insurance policy. It is a well known fact that accidents do occur at school and since the school district, by law, cannot pay for medical and hospital expenses incurred as a result of such accidents, we recommend this insurance policy. The policies will be sent home with each student during the second week of school. If you have any questions please call the school.

### ARRIVAL AND DISMISSAL

In order for a teacher to carry out his or her plans, it is necessary for each student to arrive at school **"on time"**. Students are to arrive at school **no earlier than 15 minutes** before starting time for their class. Students eating breakfast may arrive as early as 7:30 am. If you drive your student to school, please drop them off and pick them up in front of the school. Students arriving late should bring a note to the office explaining their tardiness. All students will be dismissed to go home directly after school. If your child is to stay after school, the classroom teacher will contact you.

### DROP-OFF/PICK-UP PROCEDURES

We encourage families that are dropping off and picking up older students to use alternate drop off and pick up locations. Parking at the intersections and the park adjacent to our school, then walking to school would alleviate the traffic congestion in our parking lot and school community. The following intersections have crosswalks to our school:

- ★ Cutler Way and Spengler
- ★ Cutler Way and Across from School Parking Lot

We also need your help to assist with the traffic flow and keeping our students safe. Therefore, we are asking that parents and guardians please:

- ★ Consider carpooling whenever possible.
  - ★ Organize adult-supervised walk-to-school clusters.
  - ★ Follow the traffic patterns established at our school and use cautious and courteous behavior.
- 
- ★ The following are a few traffic and safety reminders for parents and students:
  - ★ Avoid making U-turns during high traffic volume times.
  - ★ When dropping a student off in the parking lot, drive the car forward as directed by the school traffic signs or personnel that is supervising the drop off.
  - ★ Do not attempt to cross the street, other than through a crosswalk.

## GENERAL INFORMATION

- ★ Do not leave car unattended while waiting in a red zone. Leaving your car unattended in a fire lane may result in a fine.
- ★ Have student(s) exit the car on the sidewalk side of the street or curb.
- ★ Children WILL NOT be allowed to walk between vehicles. They may only go to their car once it has come to a complete stop at the curb.
- ★ Children WILL NOT be allowed to cross the street, other than at the crosswalk. Therefore, we are asking parents and adults that are picking up children to refrain from beckoning children to cross the street.
- ★ Be courteous and respect our traffic and crossing guards.

The safety and security of Isabelle Jackson students is one of our primary objectives, and we need everyone, parents, guardians, staff, students, and community people to help make sure that our students will continue to be in a safe and productive environment.

*Parents may consider dropping off and picking up students at the adjacent park to our school, which is Toby Johnson Park, located on the west side of our school.*

### Safety Tips To & From School

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

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

## ATTENDANCE

Teachers at Isabelle Jackson plan carefully each day for your child. New instruction, as well as the review of previously introduced instruction is provided daily. It is important to have your child attend each day that he or she is physically able so they can participate as much as possible.

**If your child is absent, we require that you send a note with him or her when they return to school.** The note should include the dates of absence and the reasons for the absence. State law permits the excuse of an absence for the following reasons:

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

## GENERAL INFORMATION

Absences of more than 3 (four or more) days without a valid excuse constitutes a **truancy** and is reported to the Attendance Improvement Office (AIO) by the principal. Tardiness can also interfere with success in school. The times for the opening of school are printed elsewhere in this booklet. Students are expected to be at school before the tardy bell rings--3 minutes before the actual starting time.

### CHECKOUT OF STUDENTS DURING CLASS HOURS

In the best interest of your child, your cooperation with the following procedures will be appreciated:

- ★ Students leaving school during the day, for any reason, will need to be signed-out from the school office by a parent/guardian. If a parent/guardian is unable to sign-out the student personally, the parent/guardian may request that an adult from the emergency contact list sign-out the student. Identification will be required. This is for the protection and safety of our child.

### TELEPHONE USAGE

Students are permitted to use school phones for school business only. Special arrangements for out-of-school activities or for transportation should be made prior to school.

Students are restricted from using electronic signaling devices, such as cell phones and pagers, during all instructional and passing times from 8:00am to 2:30pm, as well as during lunch periods unless deemed necessary on an individual basis and authorized by school administration. The school administration shall confiscate these devices from students whenever district policy is not followed. The school is not responsible for lost or stolen cell phones.

## ISABELLE JACKSON ELEMENTARY SCHOOL DRESS CODE POLICY

It is our experience that the manner in which students dress does affect their attitude toward learning and their behavior at school. Our aim is to provide an academic atmosphere for our students and proper attire is important in this regard. The following dress code for Isabelle Jackson will be enforced by both administration and staff. The school administration reserves the right to determine if attire is inappropriate for school. The following is a guideline for inappropriate attire at our school:

<p><b>General Information</b></p>	<p>All clothing items may not contain vulgar, derogatory, or suggestive diagrams, pictures, slogans, or words that may be interpreted as racially, religiously, ethnically, or sexually offensive and which may cause or are likely to cause a disruption within the school environment. Clothing that promotes alcohol, tobacco, or drug usage or display weapons or violence and which causes or is likely to cause a disruption within the school environment is not allowed. Student dress may not be symbolic of gangs or disruptive groups associated with threatening behavior, harassment, or discrimination and which causes or is likely to cause a disruption within the school environment.</p>
<p><b>Pants, Skirts, and Shorts</b></p>	<ul style="list-style-type: none"> <li>★ No pants or shorts worn below the waist or purposefully sagging</li> <li>★ Pants must completely cover undergarments. Underwear may not be visible.</li> <li>★ Dresses, skirts, shorts, culottes and skorts need to be longer than the extended tip of the longest finger with arms hanging naturally at the sides</li> <li>★ No pajama pants or other sleepwear (unless designated by teachers for a special event)</li> </ul>
<p><b>Tops</b></p>	<ul style="list-style-type: none"> <li>★ Straps on shirts must be at least two finger-widths wide</li> <li>★ Shirts must cover midriff</li> <li>★ No oversized tanks tops (large arm openings), or off the shoulder t-shirts</li> <li>★ No see-through tops or halter tops</li> </ul>
<p><b>Footwear</b></p>	<ul style="list-style-type: none"> <li>★ Tennis shoes are the safest shoe for PE and play activities</li> <li>★ Sandals must have a back strap</li> <li>★ <u>No</u> Heelys or skate shoes, bare feet, slides, flip flops, shower shoes, bedroom slippers, stocking feet or cleats</li> </ul>
<p><b>Hats &amp; Head Coverings</b></p>	<ul style="list-style-type: none"> <li>★ Hats may be worn outdoors only</li> <li>★ Hats must be properly worn facing forward</li> </ul>
<p><b>Jewelry</b></p>	<ul style="list-style-type: none"> <li>★ Earrings need to be short and close to the earlobe</li> <li>★ Students may wear watches and necklaces that surround the neckline. Long chains and necklaces used inappropriately will be taken and parents called</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>★ Make-up is not to be worn on campus</li> </ul>

Students who violate the above code may be sent to the office to call home for a change of clothing.

## STATE STANDARDS

The Council of Chief State School Officers and the National Governors Association Center for Best Practices (NGA Center) coordinated the Common Core State Standards initiative. California was one of 46 states that participated in this effort. Because the standards were developed by states in collaboration with one another, they provide common expectations for what students are expected to learn.

The State Standards address the content areas of English language arts (ELA) and mathematics, and the ELA standards include literacy standards for history/social studies, science, and technical subjects. These kindergarten through 12th grade standards provide a progression of knowledge and skills that prepare students to graduate from high school and be ready for college and careers. The standards are research-based and internationally benchmarked.

The Elk Grove Unified School District chose to phase in its implementation of the new State Standards in order to give ample time for the transition beginning in 2012-2013 at elementary schools with mathematics in grades K-2 and ELA in grades 3-6. In 2013-2014, elementary schools added ELA in grades K-2, mathematics in grades 3-6, and at the middle and high schools, the mathematics and ELA standards (including literacy standards for science and history/social sciences) at all grade levels.

Between 2015-2017, the implementation of new mathematics curriculum for grades 9-12 began as well as the implementation of the Next Generation Science Standards (NGSS). Currently, the new standards for History and Social Science are being reviewed and the frameworks for Visual and Performing Arts and World Languages are in the very early stages of review.

Our curriculum is directly aligned with both the district and state standards:

- ★ Reading/Language Arts - Wonders
- ★ Mathematics - Go Math
- ★ Social Science - Harcourt Reflection (K-5<sup>th</sup>), Holt (6<sup>th</sup>)
- ★ Science - McMillan/McGraw Hill (K-5<sup>th</sup>), Holt (6<sup>th</sup>)
- ★ Physical Education (PE) (200 minutes every 10 days)
- ★ Computers Grades K-6<sup>th</sup>
- ★ Visual & Performing Arts - Incorporated in the curriculum

## EDUCATIONAL USE OF THE INTERNET

The Elk Grove Unified School District works to ensure there is adequate access to the internet in every classroom in the district via wired and wireless networks. These networks provide limited access to the internet and online resources that includes, but is not limited to, local, national and international sources of information.



Every EGUSD user has the responsibility to respect and protect the rights of every other user in our physical community and on the internet. Students are expected to act in a responsible, ethical and legal manner on the internet. Student access to internet services is provided under staff supervision. Students learn network etiquette and are expected to practice positive digital citizenship.

To become a user, students and their parent(s) must complete the "Application for Educational Use of the Internet" OR sign the internet permission slip sent home at the beginning of the school year and included in registration packets. When parents and students sign, they verify that they accept the conditions in this handbook and Board Policy 6162.7. They also agree to hold blameless and release from any liability the Elk Grove Unified School District, the sponsoring school, it's subcontractors and employees.

Anyone using these systems is subject to having all activities, including email, monitored by system or security personnel. EGUSD has taken all responsible steps to ensure the internet is used only for purposes consistent with the curriculum. The district or school cannot prevent the availability of material elsewhere on the internet that may be deemed harmful or intended for adults nor can the district ensure that there will not be delays, mis-deliveries or service interruptions.

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

### **Unacceptable conduct includes:**

- ★ Using the network for any illegal activity.
- ★ Using the internet for violation of copyright or other contracts.
- ★ Using the network for financial or commercial gain.
- ★ Degrading or disrupting equipment or system performance.
- ★ Vandalizing the network or data of any other user.
- ★ Stealing or damaging files or data of any other user.
- ★ Stealing or damages files or databases through tampering or hacking.
- ★ Gaining unauthorized access to resources or entities.
- ★ Invading the privacy of individuals.
- ★ Revealing students' address or phone numbers if under 18.
- ★ Using an account owned by another user without authorization.
- ★ Posting personal communications without the author's consent.
- ★ Posting anonymous messages.
- ★ Placing unlawful information on a system. Using abusive or other objectionable language or images in either public or private messages.
- ★ Sending messages that contain viruses or malware that are likely to result in the loss of recipient's work or systems.

## HIGH QUALITY INSTRUCTION, GRADUATION, COLLEGE AND CAREER PLANNING

- ★ Sending “chain letters” or “broadcast” messages to lists of individuals, and any other types of user, which would cause congestion of the networks.
- ★ Accessing or transmitting “electronically” any material that may be deemed harmful.
- ★ Bullying and cyber-bullying.
- ★ Installing software on any computer that is not properly licensed for use and authorized by Technology Services.
- ★ Sharing your password, using someone else’s password or sharing someone’s password.
- ★ Attaching a non-District computer or other device, including wireless devices to the network.
- ★ Leaving a computer unattended with your password entered.
- ★ Using a teacher’s or administrator’s computer or accounts.

### DIGITAL CITIZENSHIP

The Elk Grove Unified School District is committed to ensuring that all students learn what it means to be good digital citizens. With that in mind, the District has selected curriculum and programs to support students in making good choices in their use of social media and to empower them to act responsibly, safely and ethically online.

The following information includes details about some of the actions the District has taken to keep our children safe in cyberspace:

- ★ Maintains an Internet filtering solution designed to comply with Children’s Internet Protection Act (COPA) guidelines.
- ★ Offers professional development for staff on the skills necessary to make safe, lawful and appropriate use of the Internet in an educational environment.
- ★ Provides District-approved digital citizenship/internet safety curriculum for grades 1-12.
- ★ Maintains a Digital Citizenship website with extensive resources to help parents and children use the Internet safely, effectively and ethically.  
[blogs.egusd.net/digitalcitizenship](https://blogs.egusd.net/digitalcitizenship)
- ★ Incorporates cyberbullying resources into the District’s Anti-bullying Initiative.  
[www.egusd.net/students-families/wellness/bullying-prevention](http://www.egusd.net/students-families/wellness/bullying-prevention)

### AVID (ADVANCEMENT VIA INDIVIDUAL DETERMINATION)

- ★ Collection of “best practice” embedded daily
- ★ Focus on organization and student responsibility
- ★ Philosophy of learning for all students
- ★ Teaching a growth mindset to ensure college readiness and career success
- ★ Student binders with dividers for each subject
- ★ Agendas with homework listed every night; goals; parent signatures
- ★ Objectives clearly written and highlighted to demonstrate understanding
- ★ 2 and 3-column notes for each subject
- ★ Preparing students for middle school, high school and beyond

## FIELD TRIPS

Field trips are planned to coordinate with the regular instructional program. Permission forms are essential for any student to participate. These must be returned by a deadline; otherwise students will not be permitted to go and will have to remain at school in an assigned classroom. Specific academic and behavior standards have been established at each grade level for participation in field trips. Only students enrolled at Isabelle Jackson may attend Isabelle Jackson sponsored school field trips.

## REPORT CARDS

Report cards are grade level specific and we have three reporting periods (trimesters) during the school year. On the back of each report card you will find specific grade-level information. Teachers will give a grade in each subject and under those subjects they will call out how the student is progressing towards specific standards. Noted on each report card are absences, tardies and early dismissals.

Grades are based on consistent observation and analysis of the quality of the student's work; mastery of course content; content standards; and objectives/checklists as demonstrated through classroom participation, homework, and tests. Teachers will evaluate a student's work in relation to the standards established for a particular grade level. Behaviors that support learning will be reported separately.

Modified curriculum for identified special needs students will be indicated on the report card. In addition, all students working below grade level will also have this indicated on the report card.

When a student is absent from class and subsequently does not take a test or fulfill class requirements (i.e. homework, complete a project), the assigned grade may reflect this nonperformance. If a student has been absent due to illness or an excused absence they will be given a reasonable amount of time to complete missed assignments. Unexcused late or incomplete assignments may all have an effect on a student's grade.

Grades for achievement in Third through Sixth Grades shall be reported each grading period as follows:

A	(90 - 100%)	Outstanding Achievement	4.0 grade points
B	(80 - 89%)	Above Average Achievement	3.0 grade points
C	(70 - 79%)	Average Achievement	2.0 grade points
D	(60 - 69%)	Needs Improvement	1.0 grade points
F	( 0 - 59%)	Unacceptable	0.0 grade points
Incomplete			0.0 grade points

# HIGH QUALITY INSTRUCTION, GRADUATION, COLLEGE AND CAREER PLANNING

\*\* Plus and minus signs may be used at the discretion of the teacher.

\*\* Students in accelerated programs will follow the same grade point designation.

Criteria for determining grades for achievement may include but are not limited to:

- ★ Progress and achievement of grade level standards.
- ★ Preparation of assignments, including accuracy, legibility, and promptness.
- ★ Contribution to classroom discussions.
- ★ Demonstrated understanding of concepts in tests.
- ★ Organization and presentation of written and oral reports.
- ★ Application of skills and principles of new situations.
- ★ Originality and reasoning ability when working through problems.
- ★ Unexcused late assignments.

Students in grades 1-6 will receive a + (meets grade level standards), X (approaches grade level standards), - (does not meet grade level standards), or N/A (not formally assessed) to denote their level of progression towards standards. In addition, these marks will also be used in the areas of Visual and Performing Arts, Physical Education, and Computer Technology. These marks reflect the student's progress toward grade level standards.

Kindergarten and TK teachers shall use letter "S" for satisfactory / meets or exceeds standards, "P" for practice needed / does not meet grade level standards or "IP" for in progress / not formally assessed. A blank box with a diagonal line indicates not assessed at this time. Examples of student work may also be furnished.

In grades 1-6, teachers will use + (consistently), √ (developing), and - (needs improvement), for behaviors that support learning.

*Criteria for citizenship and work habits may include but are not limited to:*

- ★ Follows school-wide rules and procedures
- ★ Follows classroom rules and procedures
- ★ Exhibits self-control
- ★ Listens and follows directions
- ★ Actively participates in class discussions and activities
- ★ Works independently
- ★ Works, shares, and plays cooperatively
- ★ Completes classwork on time

Any student who appears to be doing unsatisfactory work in a subject will receive a deficiency notice. These notices will be sent to the parent in order to give as much notice of a problem as possible. These notices are sent out mid-trimester. It is our intention that you contact your child's teacher to find a solution before final grades are issued. Formal report cards will be sent home on the following dates:

<u>First Trimester</u>	<u>Second Trimester</u>	<u>Third Trimester</u>
Track D.....October 5, 2018	Track D.....February 1, 2019	Track D.....May 31, 2019
Tracks A&C.....October 26, 2018	Tracks A, B, C....March 7, 2019	Tracks A, B, C.....June 28, 2019
Track B.....November 16, 2018		

## **HOMWORK POLICY**

Homework policy at Isabelle Jackson is considered an integral and meaningful part of the entire school program. It is therefore our intent to provide a general homework policy for the school. Timely completion of homework is important. Beginning in the third grade and increasing through the sixth grade, turning homework in on time takes on increasing significance. This policy aligns with our District homework policy.

**Definition:** Homework is defined as subject-related assignments by a teacher which will require time and effort outside of the regular classroom for successful completion.

### **Purpose of Homework:**

- ★ To reinforce concepts already taught in class.
- ★ To provide additional independent practice of concepts taught in class.
- ★ To promote student responsibility and independence.
- ★ To be used for extending and enriching concepts.
- ★ To help strengthen skills.
- ★ To promote parental awareness of schoolwork.

Homework will be assigned on a Monday through Thursday basis, generally speaking. Homework assignments will be considered in determining a student's grade.

### **Student Responsibility:**

**It is the responsibility of the student to:**

- ★ Note and understand the homework assignment
- ★ Obtain homework after an absence
- ★ Obtain materials needed to complete the homework
- ★ Complete homework and return it to school on the required day

### **Parent Responsibility:**

**It is the responsibility of parents to:**

- ★ Provide a regular time and place to do homework
- ★ Help provide materials to accomplish the homework (pencils, paper etc.)
- ★ Limit the amount of TV and other activities before homework is done
- ★ Communicate with the teacher when homework seems to be overloading the student, frustrating the student, or there is some reason why homework cannot be finished on a particular night
- ★ Read with, or to, the student at least 20 minutes per night
- ★ Monitor homework and assist when appropriate

## STUDENT PROGRAMS

### Spirit Day

Each Friday we have School Spirit Day. Students will be encouraged to wear their Jackson shirts, or other clothing representing the school and/or school color red. Treats are awarded to classes with full participation - so, **"SHOW THAT SPIRIT!"**

### Conflict Managers

Conflict Managers are an important part of our school. Students are selected and trained for these positions. They are trained to assist other students in finding solutions to problems on the playground.

### Gifted and Talented Education (GATE)

The Gifted and Talented Education Program is for pupils demonstrating and/or having potential abilities that give evidence of high performance capability in one or more of the following categories:

Academic Ability

Creative Ability

Leadership Ability

Cognitive Ability

Performing and Visual Arts Talent

Identified students participate in enrichment activities throughout the day. Please discuss this with your child's teacher. Teachers can recommend students based upon student's leadership skill, creative ability or artistic talent.

### Honor Roll

Each trimester students in third through sixth grades can achieve Principal's List by earning **ALL As** (4.0 GPA academic achievement in all academic areas). Effort and behavior are not computed for eligibility.

### Language, Speech, and Hearing (LSH)

The speech and language specialist screens all children referred by teachers or parents. In addition to working with children who need speech or language therapy, the specialist assists teachers with students whose primary communication disability may be in the auditory comprehension or processing areas. All testing and evaluations are individualized and begin only with prior parental consent.

### Learning Center

The Learning Center provides instruction and services to students who have been identified by the Student Study Team. To qualify, these students must exhibit learning disabilities in one or more of the academic skills and/or psychomotor areas. The instructional plans based upon individual testing/evaluation and committee input are reviewed yearly or more

often with the parent(s) and staff to ensure that the goals are appropriate and that maximum progress is being made. The main goal is to make the progress necessary for the student to return full time to the regular classroom.

### Student Study Team (SST)

The goal of the Student Study Team is for every child to succeed to his/her potential in the regular classroom. The Student Study Team meets at teacher request to review students experiencing academic or behavioral difficulties in the classroom. The team consists of the parent, principal, referring classroom teacher, regular classroom teachers, LSH specialist, resource specialist, and school psychologist. The team discusses previous school experiences, strengths, concerns and modifications tried. The team recommends additional modifications to be tried and available support services. When appropriate, referrals are made for assessments to determine special education eligibility.

### Athletics

Isabelle Jackson Elementary School has an athletic program that features basketball, volleyball, and other programs, depending on student demand and availability of staff/adult advisors and coaches. There is a criterion for participation in these extracurricular activities. Each student and parent/guardian will be asked to review and sign an agreement/contract in order for the student to participate in the sport. Participation is based on, but not limited to:

- ★ Academic requirements (No failing grades)
- ★ Behavior and citizenship
- ★ Teacher and/or administration recommendation

Students and parents will receive a student/parent contract at the beginning of the season.

## **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 916-686-7595.

## HIGH QUALITY INSTRUCTION, GRADUATION, COLLEGE AND CAREER PLANNING

### 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.

## 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

## HIGH QUALITY INSTRUCTION, GRADUATION, COLLEGE AND CAREER PLANNING

- ★ 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**

### Curriculum

*The Creative Curriculum for Preschool*, is an early childhood curriculum that focuses on project-based investigations as a means for children to apply skills. It addresses four areas of development: social/emotional, physical, cognitive, and language. The curriculum is designed to foster development of the whole child through teacher-led small and large group activities centered around 11 interest areas (blocks, dramatic play, toys and games, art, library, discovery, sand and water, music and movement, cooking, computers, and outdoors). *Growing with Mathematics (GWM)* is a core mathematics program that is appropriate for all of our Preschool and Pre-K classrooms. GWM views children as active learners who construct their own mathematical understanding through interacting with their environment and their peers and embedded teacher support.

### 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.

## HIGH QUALITY INSTRUCTION, GRADUATION, COLLEGE AND CAREER PLANNING

### 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.

### **LIBRARY**

All students receive library instruction. Students are taught library reference skills and have the opportunity to check out books each week. In the event of any damage to a library book or textbook the following charges will be incurred:

\$2.00 writing of any kind (per page)	\$2.00 ripped page (per page)
\$5.00 writing on sides of books	\$5.00 barcode removed
\$10.00 broken or bent covers	

For lost library or textbooks the price of replacement ranges from \$5.00 to \$60.00. Students and parents will be responsible for the replacement cost for books that are lost, damaged, and/or stolen.

Parents are welcome to come in and browse through our school library.

### **ASSESSMENTS & TESTING**

California students take several mandated statewide tests. These tests provide parents, teachers and educators with information about how well students are learning core academic skills and becoming college ready. Teachers use this information, along with formative, progress monitoring assessments, to help them prepare instruction based on the needs of each student. Results are also used for local, state, and federal accountability purposes.

#### **CAASPP (California Assessment of Student Performance and Progress)**

CAASPP is California's statewide testing program which consists of the following assessments: SBAC (Smarter Balanced Assessment Consortium) These state standards aligned English language arts/literacy (ELA) and math tests and are administered in grades 3-8 and 11 to measure whether or not students are on track to college and career readiness. These computer adaptive assessments include a variety of item types including, but not limited to: multiple choice, constructed response, technology enabled/enhanced items, and performance tasks. In grade 11, results from the ELA and math assessments can be used as an indicator of college readiness.

#### **CAST (California Science Tests)**

The new computer-based California Science Tests (CAST) measure student acquisition of the California Next Generation Science Standards (NGSS). The tests are administered in grades 5, 8, and selected grades in high school. The new computer-based CAST replaces the science California Standards Tests (CST). In 2019, the state will administer the first operational version of CAST and students who take that assessment will receive scores.

#### **CAA (California Alternate Assessments)**

The computer-based California Alternate Assessment (CAA) for ELA and math is administered to students with severe cognitive disabilities in grades 3-8 and 11. Test items are aligned with state standards and are based on the Core Content Connectors. The CAA science is administered in grades 5, 8, and selected grades in high school. CAA science will be administered as an online census field test in 2019 and then an operational assessment in 2020.

*Pursuant to California Education Code 60615, parents may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.*

#### **ELPAC (English Language Proficiency Assessments for California)**

The ELPAC is aligned with the 2012 California English Language Development Standards. It is comprised of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners (ELs), and a second for the annual summative assessment to identify students' English Language Proficiency level and to measure their progress in learning English. Within 30 days of enrollment in a California school, a student who speaks a primary language other than English, and has not taken the CELDT or ELPAC before, and has not been classified before as an English learner will be given the Initial ELPAC Assessment, based on answers provided on the Home Language Survey. The Initial Assessment is used to identify students as either an English learner who

needs support to learn English, or as proficient in English. The ELPAC is comprised of four domains: Listening, Speaking, Reading, and Writing.

## ASSESSMENTS, DATA, ANALYSIS, ACTION, EXAMS & SURVEYS

### PFT (Physical Fitness Test)

This test is used to assess the physical fitness of students in grades 5, 7 and 9. It consists of tests in six fitness areas: Aerobic Capacity, Body Composition, Abdominal Strength & Endurance, Trunk Extensor Strength & Flexibility, Upper Body Strength & Endurance and Overall Flexibility. Students are scored as “within the Healthy Fitness Zone,” or “Needs Improvement - Some Risk,” or “Needs Improvement - Health Risk.” To pass the PFT, students must have 5 of 6 fitness standards “within” the Healthy Fitness Zone.

## HEALTH AND MEDICATION

The health of your child is important to all of us. Students who have definite signs of colds or other illnesses should not be sent to school. The parent of a student with a communicable disease should notify the school by telephone as soon as the illness is diagnosed. The school telephone number is **916-689-2115**.

*Medication will be given at school only under the following conditions:*

- A. Requests for students to be given medication must be submitted on the Medication Authorization Form and signed by the parent and physician. These forms are available in the office and **must be completed annually**. **Students are not allowed to have over-the-counter or prescription medications on their person (pockets, backpacks, lunch bags, etc.)**.
- B. Medication must be in the original container, properly labeled with the prescription number, patient's name, doctor's name and dosage clearly marked.
- C. Medications will be stored in the school office. The fact that this is a service or accommodation which the school is not legally required to perform is recognized by all parties and they agree to hold the school and its personnel harmless from any and all liability which might arise out of these arrangements.

For the safety of your child and other children, we ask your cooperation in following our policy in regard to medications during school hours. If your child is not to participate in physical education for medical reasons, or if your student requires accommodations such as crutches, a brace, sling, etc. **a note from the doctor is required**.

## NO LICE POLICY

On July 1, 2015 EGUSD adopted a no-lice policy which will replace the past policy of no-nits.

*The goals of the EGUSD "no-lice" policy are to:*

- ★ Decrease school absenteeism.
- ★ Maintain student privacy
- ★ Support families in their efforts to control and eliminate head lice.

*Our protocol will be:*

- ★ Suspected student with case of head lice will be individually screened.
- ★ Students identified with live louse/lice - parent notified and request to pick up student and given information on treatment protocol
- ★ No classroom checks

- ★ Readmission of student with live lice will be occur when student is free of lice and also after that is verified by office staff or school nurse (parent presence is requested during this check)

## WELLNESS, STUDENT HEALTH SUPPORT, NUTRITION, TRANSPORTATION AND SAFETY

### PEANUT AND NUT-FREE TABLE POLICY

Beginning July 1, 2015, all elementary site cafeterias will have a “peanut/nut free table” for those students that have peanut/nut allergies as indicated by their guardian on registration. This new policy is to insure that these students are able to eat safely in a nut-free environment at school. All students that are designated as having these allergies will sit at this table **unless an opt-out form is completed by a parent.**

### FOOD AND NUTRITION SERVICES

EGUSD participates in the National School Lunch and Breakfast Programs through Food and Nutrition Services. The department is committed to improving the health and academic success of students and offers lunch daily at each school site. Lunches are analyzed to ensure that meals meet the nutritional needs of students and the Dietary Guidelines for Americans (<http://www.mypyramid.gov>).

The lunch price is \$2.75 at elementary schools and \$2.75 at middle and high schools. Middle and high schools offer breakfast for \$1.75 and Title 1 elementary schools provide breakfast for \$1.75. These prices will also be in effect for Intersession, Summer School and Jumpstart Programs.

The selection of a la carte lunch items offered has been revised to meet the new Wellness Policy Guidelines. Families are encouraged to purchase meals in advance using the prepayment system. A la carte items can also be deducted from your child’s account balance. Please indicate “no a la carte” on your check if you prefer that your child not be allowed to purchase a la carte items from their account.

Families may qualify for free or reduced price breakfast/lunch. To be eligible for free or reduced price meals you must complete an application each school year. Once the application is processed the family will receive notification by mail regarding their eligibility for that school year.

During the 2018-2019 school year, the charge for reduced price meals will be waived and there will be no cost to eligible students.

For priority approval, please turn your application in during the summer months before the start of the new school year. Your family must have a new application on file to qualify for free and reduced meals for the new school year.

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 district website.

## WELLNESS, STUDENT HEALTH SUPPORT, NUTRITION, TRANSPORTATION AND SAFETY

### TRANSPORTATION

All students who reside in the Isabelle Jackson School boundaries are not provided bus transportation. Transportation may be provided for students who are offloaded to another Elk Grove school because of overcrowding. Proper and safe behavior on the bus is required whether going to or from school or on a field trip. The driver and/or teacher will explain and enforce the rules of proper behavior. In the event of an **emergency** (lost child, etc.) **you may call the Transportation Department directly at 686-7733**. The school office staff will assist you in any way we can.

### BEHAVIORAL DISCIPLINE POLICY

The Elk Grove Unified School District has developed a handbook entitled “Code of Conduct.” The district handbook and the school rules listed in this policy provide the basis for our own discipline policy. A major goal of Isabelle Jackson School is to provide a safe and positive learning environment for children. The following expectations of behavior will be thoroughly taught and strictly enforced by all members of the Isabelle Jackson Elementary School staff.

### POSITIVE RECOGNITION AND REWARD SYSTEMS

Good behavior is expected. Students deserve recognition for good citizenship and conduct, as well as for academic excellence, and for effort and improvement. To accomplish this, there will be Awards Assemblies with students receiving certificates and other awards for their accomplishments in the following areas:

- ★ ***Student of the Month*** will be selected in each classroom.
- ★ ***Perfect Attendance Certificates*** will be given to all students who have achieved this honor each month and at the end of each trimester.
- ★ ***Academic Excellence*** will be recognized by teachers reflecting areas of their choosing.

#### Positive Behavior Interventions and Supports

Positive Behavior Interventions and Supports is an integral part of EGUSD’s commitment to wellness. PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students on a school site to achieve social, emotional and academic success. PBIS is a framework implemented by explicitly teaching expected behaviors, acknowledging appropriate behaviors and re-teaching when behavioral errors are made.

PBIS is a data-driven, team-bases system that enhances the capacity of schools, families, and communities to respond to the unique needs of each student. This Multiple Tiered System of Supports (MTSS) focuses on creating and sustaining universal/school-wide (all

students), targeted (small group), and intensive (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

## WELLNESS, STUDENT HEALTH SUPPORT, NUTRITION, TRANSPORTATION AND SAFETY

### Bullying Policy

All Elk Grove Unified students have a right to a safe and healthy school environment, and the Board of Education and EGUSD will not tolerate behavior in the form of bullying that infringes on the safety or emotional or physical well-being of any student. As is set forth more fully in Board Policy 5131.2, EGUSD considers bullying to include abusive actions or conduct, which can be physical, verbal, written, psychological or sexual in nature, including cyberbullying. Students who are victims of bullying, or who witness bullying, are expected to immediately report such behavior to the school site principal or other school administrator. EGUSD schools follow Board Policy 5131.2 regarding Bullying and 5145.3 regarding Discrimination/ Harassment/ Intimidation/ Bullying, when receiving and investigating complaints of bullying. Students who perpetrate acts of bullying will be disciplined in accordance with District Board Policy/Administrative Regulation 5144.1.

### Bullying Prevention

The Elk Grove Unified School District has a no tolerance policy against bullying in all forms. Student safety is a top priority for Elk Grove Unified and the district does not allow any behaviors that infringe on the safety or emotional or physical well-being of any student. Elk Grove Unified has developed strategies for bullying prevention and intervention to help keep students safe and ensure a healthy learning environment. The district has an extensive board policy on bullying that covers a variety of areas, including cyberbullying, bullying prevention, intervention, complaints and investigation, discipline and enforcement mechanisms.

### Bully Prevention in PBIS

School-wide PBIS begins with the premise that all students should have access to supports to prevent the development and occurrence of problem behavior, including bullying behavior. To avoid stigmatizing any student, school-wide PBIS emphasizes what a student does and where it occurs. Instead of negatively labeling a student as a bully, victim, perpetrator, or aggressor, the emphasis is on labeling what the student does, for example, name-calling, teasing, intimidation, verbal aggression, and cyber-harassment. Bullying behavior is always described in the context or setting in which it occurs, for example, cyberspace, hallway, dance, field trip, bus, or other “setting.”



## SCHOOL WIDE RULES

### General Rules

1. Isabelle Jackson has a “Hands Free” policy. Students are expected to keep their hands and feet to themselves at all times.
2. Students are to be punctual. They are to arrive at school and return to class on time.
3. Students will be responsible for the good care of all school and private property.
4. Students will be expected to:
  - Use good manners
  - Speak and act in a courteous manner.
  - Show respect for each other and adults.
  - Help to keep the school clean and tidy.
  - **Walk** in and around the school.
  - Play without “rough-housing” or causing danger to others or themselves.
  - Have an Office Pass or Restroom Pass when in the hallway areas unless under the direct supervision of a staff member.
  - Follow the directions of all school staff.
5. Students are **not** to bring playground equipment (balls, bats, etc.), radios, CD players or toys to school without written permission from their homeroom teacher.
6. Students will refrain from the use of racial or ethnic slurs and the use of vulgarity, obscene language and gestures. Habitual violations of this rule will result in suspension from school.
7. **Gum is not allowed at school.** (Unless directed by the teacher)
8. No “cutting” or “saving places” while in line is allowed.

### Lunch Rules and Golden Lunchbox

Isabelle Jackson has six lunch periods. Lunches are eaten either indoors or outdoors, depending upon the weather. Points will be awarded to classes displaying the following behavior, and could be awarded the Golden Lunchbox for the week, earning them extra recess time.

1. Students are expected to use acceptable table manners.
2. Students will leave the lunch area and tables clean.
3. Students will **walk** at all times in the lunch area.
4. Students will stand in two lines while waiting to be served.
5. Students will remain **seated** at assigned tables.
6. Students may talk in the lunch area **as long as they speak in quiet tones.** If students have difficulty using quiet voices, a silent lunch may be observed.
7. Students must return trays and **clean up after** dismissal from their table.

8. Students must consume all food at the lunch tables. Snacks are **not permitted** on the playground except at the morning recess.

## WELLNESS, STUDENT HEALTH SUPPORT, NUTRITION, TRANSPORTATION AND SAFETY

### Consequences of Lunch Room Misbehavior:

- ★ Points can be deducted from the class.
- ★ The student will be given a warning.
- ★ The student will be dismissed last and may be required to help clean up the eating area.
- ★ The student will lose the opportunity to sit with his/her class at the lunch table.
- ★ The student will be referred to his/her homeroom teacher.
- ★ The student who continually misbehaves will be referred to the principal or vice principal for appropriate disciplinary action.

### SCHOOL DISMISSAL RULES

1. Students shall leave school grounds within 5 minutes of dismissal time.
2. Students **will walk** from their classroom directly to their assigned dismissal area.
3. All students being picked up by their parents will wait **at the designated parent pick-up area** until their parent arrives. Under no circumstances are students to enter the parking lot unattended.

### CLASSROOM RULES

Every teacher establishes a set of rules for behavior and expectations in the classroom which align with school and district behavior policies. Students are expected to follow the rules established within their classroom. Students who regularly disregard school and classroom rules may not be allowed to participate in co-curricular activities, assemblies, field trips, or athletics.

### PLAYGROUND RULES

There are two basic reasons for having playground rules. The first one is to keep all students safe and free from injury. The second reason is to ensure that each student is able to use the playground without being bothered by others.

#### Snacks:

- ★ Eat your snack on the blue benches and put all your trash in the trash can.
- ★ If you see trash on the ground, pick it up and put it in the trash can.

#### Follow All Rules For All Approved Games:

- ★ All students may participate in all playground games.

- ★ If you do not know the game rules then see a conflict manager or yard supervisor.
- ★ Bouncy balls are for bouncing and not kicking.

## WELLNESS, STUDENT HEALTH SUPPORT, NUTRITION, TRANSPORTATION AND SAFETY

### Roughhousing and/or Play Fighting Is Not Allowed:

- ★ No tackle, tag, touch or chasing games.

### When the Freeze Bell Rings:

- ★ STOP what you are doing and freeze.
- ★ All games end when the bell rings.
- ★ Walk to your line when the whistle is blown.
- ★ Line up facing front
- ★ Wait quietly in your line for your teacher.

## PLAYGROUND EQUIPMENT RULES

Common sense and good judgment are the keys to safe use of the playground equipment. The following are examples of unsafe play and are **not** allowed:

- ★ No sitting or hanging from the tetherball ropes.
- ★ No hanging upside down from Monkey Bars.
- ★ No Tug-of-War with jump ropes.
- ★ Only slide DOWN the slides.

## CONSEQUENCES

- ★ The student will be given a warning.
- ★ The student will be removed from play.
- ★ The student will be referred to their teacher and/or principal/vice principal.

## GROUNDS FOR SUSPENSION OR EXPULSION

In accordance with district policy and the California Education Code, students may be suspended or expelled from school for the reasons listed in the “Code of Conduct” booklet provided to you by the District. Copies are available in our office.

## BEHAVIOR CONSEQUENCES

We want students to learn responsibility for their behavior and to realize the consequences of their actions. Rules are established for these reasons:

- ★ To provide a safe and positive learning environment.
- ★ To teach appropriate behavior and a sense of responsibility.
- ★ To encourage respect for self, for others and for property.

## WELLNESS, STUDENT HEALTH SUPPORT, NUTRITION, TRANSPORTATION AND SAFETY

### The Following Actions May be Taken When Disciplinary Problems Occur:

- ★ A verbal warning will be given when inappropriate behavior occurs.
- ★ If inappropriate behavior continues, the teacher will assign an appropriate consequence, such as a **minor or major referral slip**, depending on the infraction.
- ★ When inappropriate behavior continues, parents will be contacted by the teacher.
- ★ The student will be referred to the principal or vice principal, and parent will be contacted.
  - Students may be assigned a “time-out” in another classroom.
  - Students may be assigned to another classroom for the remainder of the day or the next day.
  - Students may be assigned an on campus or home suspension.

### Minor or Major Referrals

*Minor Referrals may be issued for, but is not limited to, the following infractions:*

- ★ Off Task Behavior
- ★ Incomplete homework, being unprepared, talking, playing in class at inappropriate times.

*Major Referrals will be given for severe behaviors, which will include, but are not limited to:*

- ★ Endangering others
- ★ Swearing/racial slurs
- ★ Defiance and/or disrespect

An accumulation of referrals may result in an on-campus, or home suspension. Students that have been suspended during the trimester jeopardize the privilege of attending and participating in extracurricular activities, i.e., field trips, field days, athletic programs, and classroom reward activities.

## STUDENT DISCIPLINE – EDUCATION CODES RELATED TO DISCIPLINE

### Disciplinary Practices

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

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off campus.
4. During, while going to, or coming from a school sponsored activity.

5. For conduct which occurs after school hours and off District property, but which is reasonably likely to cause or causes a substantial disruption of a school activity or attendance. [EGUSD AR 5144.1]

## WELLNESS, STUDENT HEALTH SUPPORT, NUTRITION, TRANSPORTATION AND SAFETY

### Alternatives, Interventions and Progressive Discipline

The Elk Grove Unified School District has a defined and progressive set of interventions, remediations and consequences that schools follow when a student misbehaves. The superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion to address student misconduct. [E.C. 48900(v), 48900.5] [EGUSD AR 5144]

- ★ Parent Contact - verbal or written communication with the parent or guardian
- ★ Counseling - individual or group meetings of the student, which consist of teachers, counselors, administrators, parents, and the student to address the behavior issue and develop a plan of action to correct the student's behavior.
- ★ Personal Responsibility - students participate in directed activities such as written apologies, restitution, school/community service, conflict resolution skills
- ★ Detention - Students participate in behavior modification for a period of 30 minutes to two hours during non-instructional time
- ★ Community Service - Student may be assigned work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs.
- ★ Parent Conference - a formal meeting between the parents or guardians and school personnel to discuss the student's needs
- ★ In-School Suspension - assignment of student to separate supervised activity during the school day with the intent of correcting inappropriate activity.

### Grounds for Suspension or Expulsion

A student shall not be disciplined, suspended or recommended for expulsion unless the Superintendent, a designee or the principal of the school in which the student is enrolled determines the student has violated one or more parts of an act as defined by any of the following subdivisions identified in Ed Code 48900 inclusive of:

- ★ Acts of Violence [E.C. 48900(a)]
- ★ Weapons and Dangerous Objects [E.C. 48900(b)]
- ★ Drugs and Alcohol [E.C. 48900(c)]
- ★ Sale of "Look-Alike" Controlled Substance or Alcohol [E.C. 48900(d)]
- ★ Robbery or Extortion [E.C. 48900(e)]
- ★ Damage to Property [E.C. 48900(f)]
- ★ Theft or Stealing [E.C. 48900(g)]
- ★ Tobacco [E.C. 48900(h)]
- ★ Profanity, Obscene Acts, Vulgarity [E.C. 48900(i)]
- ★ Drug Paraphernalia [E.C. 48900(j)]
- ★ Willful Defiance or Disruption of School Activities [E.C. 48900(k)(1)]
- ★ Possession of Stolen Property [E.C. 48900(l)]
- ★ Imitation Firearm [E.C. 48900(m)]
- ★ Sexual Assault or Sexual Battery [E.C. 48900(n)]

- ★ Harassment of a Student Witness [E.C. 48900(o)]
- ★ Prescription Drug Soma [E.C. 48900(p)]
- ★ Hazing [E.C. 48900(q)]
- ★ Bullying and Bullying by Electronic Act [E.C. 48900(r)]

## WELLNESS, STUDENT HEALTH SUPPORT, NUTRITION, TRANSPORTATION AND SAFETY

*(Please see the Table of Education Codes Related to Discipline for more detail.)*

Students who commit these offenses may be suspended from school and/or to the Superintendent's designee with the recommendation for reassignment to an alternative program or expulsion and transfer to an alternative program. Major acts of misconduct must be reported to the school administrator immediately after the incident and may result in the immediate removal of a student from the school following suspension due process procedures.

Suspension is the removal of a student from the classroom for disciplinary reasons for a defined period of time by a teacher or school administrator. A principal or designee may suspend a student for up to five days. A teacher may suspend a student for the remainder of the class in which the misbehavior occurred and for the next day's class. A suspension may be extended under certain conditions.

There are two kinds of suspension - on-campus suspension and home suspension. Students placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension. They may, however, be required to complete assignments and tests which will be made available to them through an intermediary.

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

If a student's behavior is a threat to the safety, health or emotional well-being of others, and previous methods of prevention and intervention have not been successful, that student may be suspended in accordance with state law and district policy.

Suspension may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated Education Code 48900(a)-(e) or if the student's presence causes a danger to persons. [E.C. 48900.5]

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

student causes a continuing danger to the physical safety of the student or others. [E.C. 48915(b) and (e)]

## WELLNESS, STUDENT HEALTH SUPPORT, NUTRITION, TRANSPORTATION AND SAFETY

### The Role of Parents and Guardians

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

Parents and guardians are urged to review district and school standards of conduct and rules with their children at the start of each school year, with special emphasis during critical transitional years when children move from elementary to middle school, and from middle to high school. Reinforcing positive behavior and acknowledging children for demonstrating appropriate conduct is important. If parents or guardians spot a behavior problem, they should contact school staff, who will partner with them to find solutions. Parent/student handbooks are available online in English, Spanish, Hmong and Vietnamese.

The Elk Grove Unified School District is committed to strong partnerships between home and school to establish and enforce appropriate standards of conduct for students. In the event of student misconduct, teachers, school or district personnel will contact parents first, unless the infraction is so serious that police notification is mandated.

Assistance is available for parents or guardians who are dealing with difficult or out-of-control children. Parents are given tools to empower them as they work toward modifying the behavior of their difficult children. To find out more, visit the webpage of the [Student Support and Health Services](#).

## WELLNESS, STUDENT HEALTH SUPPORT, NUTRITION, TRANSPORTATION AND SAFETY

**Table of Education Codes Related to Discipline**

1. Mandatory Expulsion [E.C. 48915(c)]	Alternative to Suspension	Suspension	Expulsion
(1) Possession, selling or otherwise furnishing a firearm. However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.		●	●
(2) Brandishing a knife.		●	●
(3) Unlawfully selling a controlled substance.		●	●
(4) Committing or attempting to commit a sexual assault or battery.		●	●
(5) Possession of an explosive.		●	●
2. Mandatory Recommendation for Expulsion [E.C. 48915(a)(1)] Unless the Superintendent, Superintendent's designee, principal or principal's designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.	Alternative to Suspension	Suspension	Expulsion
(1) Causing serious physical injury to another person except in self-defense.		●	●
(2) Possession of any knife or other dangerous object of no reasonable use to the pupil.		●	●
(3) Unlawful possession of any drug except for (1) the first offense of possession of not more than one ounce of marijuana, or (2) for the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician.		●	●
(4) Robbery or extortion.		●	●
(5) Assault or battery upon a school employee.		●	●
3. Acts of Violence [E.C. 48900(a)]	Alternative to Suspension	Suspension	Expulsion



(1) Caused, attempted to cause, or threatened to cause physical injury to another person.	●	●	●
(2) Willfully used force or violence upon another person.		●	●

## WELLNESS, STUDENT HEALTH SUPPORT, NUTRITION, TRANSPORTATION AND SAFETY

<b>4. Weapons and Dangerous Objects [E.C. 48900(b)]</b>	Alternative to Suspension	Suspension	Expulsion
(1) Possession, sale, or furnishing of weapons (knife, gun, sharp object, club, or an object that could inflict injury) or explosive.		●	●
(2) Explosives, use or possession.		●	●
<b>5. Drugs and Alcohol [E.C. 48900(c)]</b>	Alternative to Suspension	Suspension	Expulsion
(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 Alcohol [E.C. 48900(d)]</b>	Alternative to Suspension	Suspension	Expulsion
Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant.		●	●
<b>7. Robbery or Extortion [E.C. 48900(e)]</b>	Alternative to Suspension	Suspension	Expulsion
Committed or attempted to commit robbery or extortion.		●	●
<b>8. Damage to Property [E.C. 48900(f)]</b>	Alternative to Suspension	Suspension	Expulsion
Caused, or attempted to cause damage to school or private property.	●	●	●
<b>9. Theft or Stealing [E.C. 48900(g)]</b>	Alternative to Suspension	Suspension	Expulsion
Stealing, or attempting to steal school or private property.	●	●	●
<b>10. Tobacco [E.C. 48900(h)]</b>	Alternative to Suspension	Suspension	Expulsion
Possessed or used tobacco or nicotine products.	●	●	

11. Profanity, Obscene Acts, Vulgarity [E.C. 48900(i)]	Alternative to Suspension	Suspension	Expulsion
(1) Directed at peers.	●	●	●
(2) Directed at school personnel.	●	●	●

**WELLNESS, STUDENT HEALTH SUPPORT, NUTRITION, TRANSPORTATION AND SAFETY**

12. Drug Paraphernalia [E.C. 48900(j)]	Alternative to Suspension	Suspension	Expulsion
Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.		●	●

**13. Willful Defiance or Disruption of School Activities [E.C. 48900(k)(1)]**

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

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

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

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

Alternative to Suspension

Suspension

Expulsion

<p>(1) Disrupting school activities. Examples of disruption of school activities under Education Code 48900(k)(1), as defined above, which may subject a student to discipline, include but are not limited to: Classroom behavior that impedes a teacher's ability to teach and other students' ability to learn, such as a student talking loudly or making other distracting noises or gestures while a teacher is speaking to and instructing the class and when students are expected to be silent and attentive; or the intentional activation of the fire alarm causing the temporary evacuation of the school and/or causing emergency personnel to respond.</p>	●	●	
<p>(2) Refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties. Examples of willful defiance of valid authority under Education Code 48900(k)(1), as defined above, which may subject a student to discipline, include but are not limited to: Continuing to remain at the scene of a fight or other violent disturbance despite specific directions to leave the area by administrators or other school staff attempting to break up the fight or mitigate the disturbance caused by the fight; or repeated episodes of misbehavior, despite multiple efforts and/or directives by a classroom teacher or other district staff intended to change and correct the student's misbehavior.</p>	●	●	
<p>(3) Failure to follow school rules.</p>	●	●	
<p>(4) Failure to follow directive or instruction of staff or teachers.</p>	●	●	
<p>(5) Failure to follow conduct code for school bus passengers.</p>	●	●	
<p><b>14. Possession of Stolen Property [E.C. 48900(l)]</b></p>	Alternative to Suspension	Suspension	Expulsion
<p>Knowingly received stolen school property or private property.*  *School property includes, but is not limited to, electronic files. [E.C. 48900(u)]</p>	●	●	●

15. Imitation Firearm [E.C. 48900(m)]	Alternative to Suspension	Suspension	Expulsion
Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.		●	●
16. Sexual Assault or Sexual Battery [E.C. 48900(n)]	Alternative to Suspension	Suspension	Expulsion
Committed or attempted to commit a sexual assault or battery.		●	●
17. Harassment of a Student Witness [E.C. 48900(o)]	Alternative to Suspension	Suspension	Expulsion
Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliation.	●	●	●
18. Prescription Drug Soma [E.C. 48900(p)]	Alternative to Suspension	Suspension	Expulsion
Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	●	●	●
19. Hazing [E.C. 48900(q)]	Alternative to Suspension	Suspension	Expulsion
Engaged or attempted to engage in hazing.	●	●	●
20. Bullying and Bullying by Electronic Act [E.C. 48900(r)]	Alternative to Suspension	Suspension	Expulsion
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)]			

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>	Alternative to Suspension	Suspension	Expulsion
Aided or abetted in the infliction or attempted infliction of physical injury to another student.	●	●	●
<b>22. Sexual Harassment [E.C. 48900.2]</b>	Alternative to Suspension	Suspension	Expulsion
Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Applies to grades 4-12.	●	●	●
<b>23. Acts of Hate Violence [E.C. 48900.3]</b>	Alternative to Suspension	Suspension	Expulsion
Students in grades 4-12 may be suspended or recommended for expulsion for causing, threatening, or attempting to cause, or participating in an act of hate violence defined as willfully interfering with or threatening another person's person or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence.	●	●	●
<b>24. Other Harassment [E.C. 48900.4]</b>	Alternative to Suspension	Suspension	Expulsion
Students in grades 4-12 may be suspended or recommended for expulsion for intentionally engaging in harassment, threats, or intimidation against a student or group of students because of race, ethnicity, national origin, religion, disability, or sexual orientation. The harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment.	●	●	●
<b>25. Terrorist Threats [E.C. 48900.7]</b>	Alternative to Suspension	Suspension	Expulsion
Making terrorist threats against school officials and/or property.	●	●	●
<b>26a. Attendance - Truant [E.C. 48260]</b>	Alternative to Suspension	Suspension	Expulsion
Absent from school without a valid excuse.	●		

<b>26b. Attendance - Repeat Truant [E.C. 48261]</b>	Alternative to Suspension	Suspension	Expulsion
Absent from school more than one day without a valid excuse.	●		
<b>26c. Attendance - Habitual Truant [E.C. 48262]</b>	Alternative to Suspension	Suspension	Expulsion
Any student truant three or more times per school year. Students who are habitually truant may be referred to the School Attendance Review Board.	●		

## PARENT-TEACHER COMMITTEE

Parents are an important part of our Isabelle Jackson family. Every parent is a member of our Jackson PTC. The PTC presents many programs to enrich the education of our children and also supports the teaching staff. New programs and events for PTC will be announced at our first PTC meeting. If you would like to leave a message for the PTC committee, please do so by calling the school at 916-689-2115. YOUR PTC NEEDS YOU!

## SCHOOL SITE COUNCIL

Each year interested parents, teachers, support staff, and the principal set academic goals for the school year. This is accomplished through the Local Control Accountability Plan (LCAP), and is based, in part, on budget, testing data, student need, community input and program availability. Parent positions on the School Site Council are elected positions. When needed, ballots for these positions will be distributed to parents by your child's teacher at the beginning of the year.

## TITLE I PARENT INVOLVEMENT POLICY

This policy describes the means for carrying out designated Title I, Part A parent and family engagement requirements pursuant to ESSA Section 1116(c).

To involve parents in the Title I, Part A programs, the following practices have been established:

1. **Isabelle Jackson Elementary School** will build the school's and parent's capacity for strong parental involvement. In order to ensure effective involvement of parents, in partnership with the schools and the community, to improve student academic achievement, the following activities shall be implemented:
  - ★ Back to School Night and Parent/Teacher conferences
  - ★ Provide assistance in understanding Title I, Part A requirements, how to monitor their child's performance, and how they can participate in their child's education.
  - ★ Ensure, to the extent possible, information sent home is in the primary language of the family.
  - ★ Provide families with resources where they can learn about child development.
  - ★ Provide the families of our English Learners with information through our ELAC Parent Advisory.
  - ★ Student Study Team and IEP meetings where parents are crucial team members to help establish best practices and approaches for their child's needs.



The school involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parent involvement policy (ESSA Section 1116[c][3]).

- ★ Meet and discuss with parents to determine if the parent involvement policy in place is effective.
- ★ Work with a group of parents to decide how it could be a stronger tool for improving the quality of the Title I program:
- ★ Meet with SSC and invite their participation.
- ★ Meet with PTC Board and invite their participation.
- ★ Meet with site ELAC Parent Advisory and invite their participation.
- ★ Invite parents to a Coffee Chat with the Principal to seek their input.
- ★ Conduct annual evaluations of the effectiveness of parent involvement.
- ★ Use the results of the annual assessment in designing strategies for school improvement and revising the parent involvement policy as needed.

The school convenes an annual meeting to inform parents about Title I, Part A requirements and about the right of parents to be involved in the Title I, Part A program (ESSA Section 1116[c][1]).

- ★ That their child's school participates in Title I.
- ★ About the requirements of Title I.
- ★ Of their rights to be involved.
- ★ The meeting will be held and parents will be encouraged to attend on 7/19/18 and 8/20/18.
- ★ At our Back to School Night, families will receive information related to Title I schools.
- ★ Parents will be invited to attend through our school Newsletter, School Messenger, invitations written by our students, and a flyer extending our hope that each and every parent will attend.

The school offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning or evening (ESSA Section 1116[c][2]).

- ★ Bilingual Associates will call families and stress the importance of attending.
- ★ Students may write invitations.
- ★ School Messenger call/text/email families to invite their participation.
- ★ School to provide for child supervision.
- ★ Evening SSC meetings, open to public and general bi-monthly morning Principal Coffee Chats

The school provides parents of Title I, Part A students with timely information about Title I, Part A programs (ESSA Section 1116[c)(4)[A]).

- ★ Send home information on the first day of school
- ★ Back to School Nights
- ★ Parent Nights
- ★ ELAC Meetings
- ★ GATE and Accelerated Parent Meetings
- ★ School Website

The school provides parents of Title I, Part A students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet (ESSA Section 1116[c][4][B]).

- ★ Back to School Night and Open House
- ★ Parent Education Nights
- ★ Parent Teacher Conferences
- ★ Newsletter
- ★ School Website

If requested by parents of Title I, Part A students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children (ESSA Section 1116[c][4][C]).

- ★ SSC
- ★ ELAC
- ★ Parent Teacher Conferences
- ★ Student Study Team Meetings
- ★ IEP Meetings
- ★ Behavior Support Plan Meetings

This School-Level Parent and Family Engagement Policy has been developed jointly with, updated periodically, and agreed on with parents of children participating in Title I, Part A programs, as evidenced by:

- ★ SSC
- ★ Principal Chats
- ★ Back to School Night
- ★ Parent Input cards
- ★ Opportunity for parents to provide input via Input cards at every community event.

This policy was adopted by Isabelle Jackson Elementary on April 23, 2018 and will be in effect for the period of July 19, 2018- June 28, 2019

The school will distribute the policy to all parents of students participating in the Title I, Part A program on, or before: August 20, 2018

## **UNIFORM COMPLAINT PROCEDURES**

### **Annual Notice of the Uniform Complaint Procedures (UCP) 2018-2019 School Year**

For students, employees, parents/guardians, school and District advisory committee members, private school officials, and other interested parties.

The Elk Grove Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational

## **PARENT & FAMILY ENGAGEMENT, COMMUNICATION AND NOTICES**

programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section or on the basis or a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

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

- ★ Adult Education
- ★ After School Education and Safety
- ★ Agricultural Vocational Education
- ★ American Indian Education Centers and Early Childhood
- ★ Education Program Assessments
- ★ Bilingual Education
- ★ California Peer Assistance and Review Programs for Teachers
- ★ Career Technical and Technical Education; Career Technical; Technical Training
- ★ Career Technical Education
- ★ Child Care and Development
- ★ Child Nutrition
- ★ Compensatory Education
- ★ Consolidated Categorical Aid
- ★ Course Periods without Educational Content
- ★ Economic Impact Aid
- ★ Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court
- ★ Pupils now enrolled in a school district and Children of Military Families
- ★ English Learner Programs
- ★ Every Student Succeeds Act / No Child Left Behind (Titles I-VII)
- ★ Local Control Accountability Plans Migrant Education
- ★ Physical Education Instructional Minutes
- ★ Pupil fees
- ★ Reasonable Accommodations to a Lactating Pupil
- ★ Regional Occupational Centers and Programs
- ★ School Safety Plans
- ★ Special Education
- ★ State Preschool
- ★ Tobacco-Use Prevention Education

A pupil fee includes, but is not limited to, all of the following: 1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit. 2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment. 3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

## PARENT & FAMILY ENGAGEMENT, COMMUNICATION AND NOTICES

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable. Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

**Name or title:** Legal Compliance Specialist

**Unit or office:** Human Resources

**Address:** Human Resources Department, Elk Grove Unified School District, 9510 Elk Grove-Florin Road, Elk Grove, CA 95624

**Phone:** (916) 686-7795

**Email address:** [legalcompliance@egusd.net](mailto:legalcompliance@egusd.net)

The above, responsible for compliance and investigations, is knowledgeable about the laws and programs assigned to investigate.

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

A pupil fees complaint is filed with the Superintendent or his designee and/or the principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the first complaint first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under section 4621.

## PARENT & FAMILY ENGAGEMENT, COMMUNICATION AND NOTICES

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Notwithstanding the process for written complaints, any individual who believes that he/she or another student or group has been subjected to unlawful discrimination may orally report the alleged discrimination to the involved student's teacher (or a teacher of a student in the alleged group), or to the principal, or to the principal's designee of the school site where the alleged discrimination occurred. The principal or principal's designee shall, in process of following up on the report, inform the individual making the report of the right to file a written complaint. If the individual making the oral report does not want to file a written complaint, does not want to be identified, or does not give names of the perpetrators, the school still may have a duty to respond in some way depending on the seriousness of the allegations and the risk of future harm to the student or others. However, the extent to which these concerns can be investigated and/or responded to may be limited given the lack of information made available to the District. The District's response to the oral reporting of concerns of unlawful discrimination shall follow the process set forth in the local UCP.

A copy of our UCP complaint policies and procedures is available free of charge and is available on the District's web-site at the following link: [www.egusd.net/about/district/policiesproceduresnotices](http://www.egusd.net/about/district/policiesproceduresnotices)

For more information regarding the District's uniform complaint procedures or assistance with the complaint or investigation process, please contact the Legal Compliance Office in Human Resources at (916) 686-7795.

## PARENT MEETING GUIDELINES

CA Education Code 51101 and Board Policy 5020

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

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

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

## PARENT & FAMILY ENGAGEMENT, COMMUNICATION AND NOTICES

## Notification Process

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

### **Timeline:**

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

## Urgent Requests

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

## Administration Participation in Parent/Teacher Meetings or Class Visitations

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

## **CONFERENCES**

Teacher-parent conferences are welcomed and can be scheduled at times during the year. If you wish to have additional conferences, they are also welcomed. Please call or email the teacher for an appointment.

## **OPEN HOUSE**

The purpose of Open House is for parents, family members and students to have an opportunity to visit the school and see some of the activities and work that has gone on in classrooms throughout the year. **This is not conference time.** Conferences should be scheduled at other times. Open House is usually scheduled in late spring. Please plan to attend these enjoyable evenings.

## **PARENTS' RIGHT TO KNOW:**

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

1. Whether the student's teacher:
  - a. Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - b. Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - c. Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

# SCHOOL-PARENT COMPACT: ELK GROVE UNIFIED SCHOOL DISTRICT

## School Year: 2018-2019

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

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

1. **Isabelle Jackson Elementary School** commits to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
  - a. Teachers will establish and articulate goals for student learning.
  - b. Teachers use a combination of instructional strategies, learning activities, and instructional materials that are research based and that actively engages students in learning, reflect the learning goals and students' developmental needs.
  - c. Teachers create and maintain effective environments for student learning by: establishing a climate that promotes fairness and respect; promoting social development and group responsibility; establishing and maintaining standards for student behavior.
  - d. Teachers frequently monitor student progress toward Common Core State Standards.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
  - a. Formal conferences can be held at various times throughout the year.
  - b. Parents and teachers may request a conference at any time.
3. Provide parents with frequent reports on their children's progress.
  - a. Progress reports will be sent out, at a minimum, every six weeks, along with deficiency notices if needed. They can also be provided at parent's request, any time. Formal report cards will be provided three times per year at the end of each trimester.
4. Provide parents reasonable access to staff.
  - a. Families wishing to meet with their child's teacher should call the teacher to arrange for a meeting.
  - b. Teachers may be available before or after the school day.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.
  - a. We welcome our families as volunteer partners in our school. Families may volunteer to help in the classroom, library, lunchroom, and on the yard. Families who wish to volunteer must first make arrangements with the teacher, come into the office, sign in on the visitor's log, and get a visitors badge.



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

1. Monitor attendance.
2. Make sure that homework is completed.
3. When possible, become a Volunteer Partner in school.
4. Participate, as appropriate, in decisions relating to their children's education.
5. Promote positive use of their child's extracurricular time.
6. Stay informed about their child's education and communicate with the school by reading all notices from the school or the school district both received by their child or by mail and will respond, as appropriate.
7. Serve, to the extent possible, on parent advisory groups, such as the site School Site Council, the District Categorical Advisory Committee, Parent Teacher Committee, Gifted and Talented Education Advisory Committee, and English Learner Advisory Committee.

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

1. Do homework every day and ask for help when needed.
2. Read at least 20 minutes every day outside of school time.
3. Give parent/guardian all notices and information received from the school every day.
4. Comply with standards of expected behavior on campus, to and from, and on the bus.

## EGUSD Student Opt-Out Form 2018-2019

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, viewing of PG-13 or R-rated films, and participating in 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 be returned to the school only 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 (Synergy) or the library system. These are closed systems that only EGUSD teachers, administrators and limited support staff have access to through password-protected logons. There is no opt-out of these closed systems.*

By checking the box below you are choosing **NOT** to allow the posting of your student's name or image through digital communication tools. Please know that this will result in your student's 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.

**Release of Directory Information/Yearbook Information**

Pursuant to the Family Educational Rights and Privacy Act (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.

If you do not want your child's directory information released, choose one of the following two options:

- Option A: NO student directory information released at all, including NO yearbook and award listings.
- Option B: NO student directory information released generally; YES include in yearbook and awards listings.

**Electronic Parent and Student Handbook**

Parents have the option to receive an electronic Parent and Student Handbook, the annual notification mailed home to families each year. If you would like to receive an electronic copy of this handbook by email only in the 19-20 school year, please check the box below.

- YES, I wish to receive an electronic copy only of the Parent and Student Handbook via email instead of regular mail beginning in the 19-20 school year.

**Movies and Videos – Grades 6-12**

The District has a policy limiting the types of movies shown in classrooms. PG-13 rated movies that are District approved may be shown only to grades 6-12. If you do not want your child to view PG-13 rated movies during the 2018-2019 school year, please check the box below:

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

R rated movies that are district-approved may only be shown to grades 9-12. If you do not want your child to view R rated movies during the 2018-2019 school year, please check the box below:

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

**5<sup>th</sup> and 6<sup>th</sup> Grade 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 2018-19 school year, please check the box below and sign the form.

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

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