

WELCOME TO FOULKS RANCH

A California Distinguished School, 2002

A National No Child Left Behind Blue Ribbon School, 2004



*To the Blue Ribbon Parents and Students of Foulks Ranch Elementary School:
Together We Are Foulks Ranch!*

Welcome to the 2016-2017 School Year. We are proud to be working with such amazing staff members, students, and parents. Your hard work and commitment to your school is evident in all you do. This handbook has been developed to provide you with the information you need to know to be a successful part of our school. It is here at your fingertips to be used as a reference any time you have a question about our school and your responsibilities as a part of our school community.

*Our goal is to provide **you** an awesome experience this school year. Your teachers and staff members take great pride in providing a rigorous, yet fun atmosphere in which to work. We will strive to provide you with an environment where you can grow academically, socially, emotionally, and physically. By using this handbook daily, we hope that we stay connected as a FOCUSED team – students, staff, and parents – to support your learning. This handbook serves as our “contract” for learning with each other during the year and a way to keep you FOCUSED on what matters while a student at Foulks Ranch.*

Our staff has worked hard to develop programs to meet the needs for each of our students. Our mission is to provide a wonderful academic and social experience for each student. Please join in our quest to remain a school dedicated to the success of each of our wonderful students.

We look forward to a FOCUSED and AWESOME year.

SCHEDULES

REGULAR SCHOOL DAY

BREAKFAST IS SERVED FROM 7:30-7:50 EACH MORNING

ONLY STUDENTS EATING AT SCHOOL CAN ARRIVE AT THIS TIME

AM Kindergarten	8:00 AM – 11:31 AM
PM Kindergarten	10:59 AM – 2:30 PM
1 st – 6 th Grade	8:00 AM – 2:30 PM

LUNCH AND RECESS SCHEDULES

3 RD - 4 TH GRADE RECESS	10:05-10:20
5 TH - 6 TH GRADE RECESS	10:25-10:40

1ST/2ND GRADE LUNCH

ALL TRACKS: 10:40-11:25

3RD/4TH GRADE LUNCH

ALL TRACKS: 11:30-12:10

5TH/6TH GRADE LUNCH

ALL TRACKS: 12:15-12:55

1ST – 2ND GRADE RECESS 1:00-1:15

MINIMUM DAYS

(Track Change Days)

BREAKFAST IS SERVED FROM 7:30-7:50 EACH MORNING

ONLY STUDENTS EATING AT SCHOOL CAN ARRIVE AT THIS TIME

GATES OPEN AT 7:45 EACH MORNING

AM & PM Kindergarten	8:00 AM – 11:31 PM
1 st – 6 th Grade	8:00 AM – 12:00 PM

MINI DAYS LUNCH AND RECESS SCHEDULES

1 ST / 2 ND GRADE RECESS	9:30-9:40
3 RD /4 TH GRADE RECESS	9:45-9:55
5 TH /6 TH GRADE RECESS	10:00-10:10
1 ST /2 ND GRADE LUNCH	10:15-10:45
3 RD /4 TH GRADE LUNCH	10:50-11:20
5 TH /6 TH GRADE LUNCH	11:25-11:55



MINIMUM DAYS

<u>Date</u>	<u>Tracks</u>
Friday, August 5	B, C, D
Friday, September 9	A, C, D
Friday, September 30	A, B, D
Tuesday, October 25	A, B, C
Friday, November 18	B, C, D
Wednesday, December 21	A, C, D
Friday, February 3 rd	A, B, D
Friday, March 3	A, B, C
Thursday, April 5	B, C, D
Wednesday, April 26	A, C, D
Tuesday, May 23	A, B, D
(Last Day D Track)	
Friday, June 23	A, B, C
(Last day of school—A, B, & C Tracks)	

REPORT CARDS ISSUED

September 30	Track D
October 25	Tracks A & C
November 18	Track B
February 3	Track D
March 3	Tracks A B & C
May 22	Track D
June 23	Tracks A, B, & C

HOLIDAYS AND VACATIONS (*date observed)

Monday, September 5	Labor Day
Friday, November 11*	Veteran's Day
Week of November 21-25	Thanksgiving Break
December 22- January 2	Winter Break All Tracks
Monday, January 16*	Martin Luther King Day
Monday, February 13*	Lincoln's Birthday
Monday, February 20*	Washington's Birthday
Monday, May 29 th	Memorial Day

MONITORING STUDENT PROGRESS


PARENT/STUDENT/TEACHER CONFERENCES: Teachers will maintain contact with parents as needed to discuss student progress. Teachers communicate with parents via telephone, email, written notes and face to face meetings throughout the year. Any time during the year when a parent or teacher feels a need for a conference, either party may request a time to meet. Year Round Schools do not have scheduled conference days, but teachers are available to meet as needed.

PROGRESS REPORTS: At mid-trimester, teachers are required to send official deficiency reports to parents when a student is failing or at risk of failing in any subject area. Many teachers are utilizing online grade reports as well. Please be sure to stay in touch and monitor your child's progress throughout the year.

REPORT CARDS: Report Cards are issued three times during the year at the end of each trimester. Exact dates are listed on page 2 and on our Year-Round Calendars. Our grading system is aligned to report your student's progress towards California State Standards as well as letter grades for all core subjects, but changes are occurring to more accurately reflect progress towards the Common Core State Standards. Teachers will share grading expectations with all students and families at the beginning of the year and at report card time.

PARENT INVOLVEMENT

Parent involvement is an honored and valued tradition at Foulks Ranch and throughout EGUSD. We enjoy active participation from our community and encourage this partnership in learning. We welcome support from parents, grandparents, and community members. Foulks Ranch parents average between 30-40 hours daily throughout the year and can be seen in many places helping our campus community. As a general practice, we usually begin our volunteer program in the second month of your child's school year. This allows the children and the teachers bonding time during the transition from one grade level to another and to establish the classroom environment. The following are some suggested ways to volunteer: Classroom Assistance, Clerical Assistance, Library Assistance, School Site Council, and PTO. Established [Parent and Volunteer Guidelines](#) are available upon request through the office.

 Remember to sign in on the Campus Sign-in Visitor/Volunteer Sheet in the office before going to your destination on campus. All visitors are required by law to check in through the office when visiting our campus. Regardless of the length of your visit, ALWAYS be sure to check in. All visitors must wear a visitor's badge for the protection of all of our students.

SCHOOL SITE COUNCIL: The primary role of the Foulks Ranch Elementary School Site Council is to assist in the planning, implementation, and evaluation of our **Local Control Accountability Plan**. The plan focuses on enhancing targeted areas of our curriculum and other key aspects of our school environment. This is done through collaborative decision making with the allocation of funds received annually from the state. The School Site Council includes the Principal, Staff and Parents. The Council meets regularly to plan, implement, and evaluate school programs. Teacher, support staff, and parent terms are two years. Elections are staggered to support continuity on the Council. All parents are welcomed to attend any SSC meeting. Agendas and dates are posted on the website at least 2 weeks prior to the meeting.

CLASSROOM VISITATIONS: Parents may visit our school throughout the day as long as instruction is not interrupted and visits are arranged with the classroom teacher. In order to facilitate parent teacher meetings, we ask that parents notify the teacher of their wish to visit the class. The teacher will then notify the parent via email or a phone call within 24 hours to schedule the class visit. Urgent meetings with classroom teachers need to be scheduled with school administration. Classroom schedules change often and teachers are the best source of scheduling changes. Parent Participation guidelines are available in the school office. All visitors must register in the office before entering the school grounds or before going to the classroom. This includes parents dropping off students backpacks, books or other school materials and lunches after the start of the day. All visitors must wear a visitor's badge. This is required for the protection of all our students.

PARENT TEACHER ORGANIZATION (PTO): Our PTO is an amazing resource for our school. The mission of our PTO is to provide service to our families and our staff. They organize many family events throughout the year. We encourage all of our families to join and participate in our PTO events. Volunteer help is always needed and encouraged.

SCHOOL ATTENDANCE

One of the most important elements of successful learning is regular, on-time attendance at school. If an absence is necessary, call the school office at 684-8177 the morning of the absence or send a note to the school office. Parents/Guardians must call the office, not the teacher. The note should include the dates of the absence and the reason for the absence.



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

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic appointments.
4. For the purpose of attending a funeral service of a member of his or her immediate family, so long as the absence is not more than **one day** if the service is conducted in California, and **not more than three days** if the service is conducted outside of California.
5. For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

Absences of more than 3 days without a valid excuse constitute TRUANCY and are reported to the School Attendance Review Board (SARB) by the administration. Our office will call home to follow-up when students are shown to be absent on the attendance roster daily. These calls will confirm your notes to the teachers or make you aware of any absence that has occurred without your knowledge. The EGUSD also uses an automatic dialing system to notify parents of a student absent. If you receive a call, please be sure to respond to it.

TARDINESS

Tardiness interferes with success in school. Kindergarten students are expected to be in class at 8:00 (AM) and 10:59 (AM). 1st – 6th grade students are expected to be at school before the first bell rings at 7:55 AM. Students will be marked late if they arrive in their classroom after the 8:00 AM bell. Students arriving after morning announcements must report to the office for a Late Pass in order to be admitted to class. Please do not send or take your child to class without stopping by the office if you arrive after morning announcements. The teacher cannot admit any student without a Late Pass. Morning announcements begin at 8:05 AM.

EARLY DISMISSAL

Leaving early is sometimes necessary. Parent(s) or a person identified by the parent must sign the student out in the office before the student can leave the campus. **STUDENTS CANNOT SIGN THEMSELVES OUT OR BE RELEASED TO WALK HOME UNATTENDED.** This guideline is for the protection of your child.

PLEASE NOTE: A student will not be permitted to leave school with a person other than his/her own parent or guardian unless we receive a note signed by the parent or guardian.

CUSTODY AND COURT ORDERS

In the event that you have court orders/custody arrangements determined by the Courts, please bring a current copy to the office. Our goal is always to protect our students. Clear communication with the school about special arrangements is the best way for us to act with your child's best interest in mind. All records are confidential.

TRACK CHANGE REQUESTS

In year-round education it is very difficult to accommodate the many requests that are made. We will attempt to honor requests made during the first three months of school. After that time it may be impossible to change tracks. Requests may be made starting in January for the following year. All requests for track changes must be in writing and submitted to the office.

STUDENT SUPERVISION

Breakfast: The Cafeteria opens at 7:30 for students who are eating breakfast at school. Only students who plan on eating will be permitted in the MP at that time. Students are dismissed to the front of the school at 7:50 when the gates are opened. Food is not served after 7:45 so students can make it to class on time.

Before School

The campus gates open to students beginning at **7:50 AM**. Please do not bring or send students before that time. **There is no supervision.** Never leave your child or drop your child off at school without the presence of a school official.

During School

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

After School

Students are directed to go immediately home or to child care. Staff members supervise dismissal times at designated areas only. Students are not allowed to play on the playground after school unless under the supervision on his/her parent. Please call the office if you are going to be late picking up your student

EMERGENCY PROCEDURES

The Elk Grove Unified School District has an emergency plan that specifies action for any emergency situation. Students will discuss and practice these procedures routinely throughout the year. The EGUSD will provide information about possible school closures due to inclement weather or dangerous situations by informing Radio Station KFBK and local television stations.

During an emergency that requires the children to go home, children will be dismissed to go home only by the Superintendent and **ONLY** if there is time to return students safely to their homes and parents can be notified. Students of parents who are not contacted will remain the responsibility of school personnel. If evacuation of the school is necessary, students will be transported to a predetermined location. Parents will be advised of the evacuation site by radio announcements and/or a note posted on the front of the school.

EVACUATION OF THE SCHOOL WILL NOT BE ATTEMPTED UNLESS THERE IS NO ALTERNATIVE.

MEDICAL INFORMATION

ILLNESS AND ATTENDANCE

Children cannot come to school with a fever or a contagious rash. In fact, children should stay home one more day after the fever subsides to decrease the risk of a reoccurrence of an illness. While it is important for students to return as soon as possible following an illness, they should not return too soon. If a student is not well enough to go outdoors at recesses, he/she should not be in school.

INJURIES

Any injury occurring at school is checked by the office staff or the nurse on the days he/she is at Foulks Ranch. An injury report is always filed with the District Office if the injury requires "more than a bandage."

If the injury is considered serious, a parent is contacted immediately for advice and to inform him/her of the injury. If a parent cannot be reached, then an emergency contact is called. If the emergency contact is not available, the principal will make a decision as to how the situation should be resolved. This can include calling an ambulance or taking them to the Emergency Room. However, medical treatment will not be given without parent permission unless in cases of an extreme emergency.

***PARENTS SHOULD MAKE SURE THAT ALL "EMERGENCY CARD" INFORMATION IS ACCURATE AND CURRENT.
Please call the office when you have a change in your work or home phone numbers.***

ALLERGIC REACTIONS: If your child has an identified allergy or reacts violently to insect bites, you should notify office staff as soon as possible. *PLEASE DO THIS IMMEDIATELY IF YOU HAVE NOT ALREADY DONE SO.*

PRESCRIPTION & NON-PRESCRIPTION MEDICINE



The following information is designed to help you and your child comply with State Law, District Policy and procedures in relation to the Administration of Medication at school. Below is listed Education Code 49423. It sets forth procedures, which must be followed if school staff is to accept the responsibility for administration of medication:

1. Notwithstanding the provision of Section 49422, any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school receives a written statement from such physician detailing the method and amount, from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement. (E.C. 49423).
2. Students requiring medications at school shall be identified to the school by parent or guardians and/or physician. Students observed by school personnel administering unauthorized medications to themselves will be reported to their parent/guardians. (A.R. 4141.21 a).
3. No medication (prescription or non-prescription) will be dispensed to students or allowed on the school site without the appropriate form being completed and on file in the school office.
4. All student medication must be in the original container, clearly labeled with the student's name and will be kept securely locked in the school office. Students may not carry medication on their person, although exception may be made for students who need medication for potentially life threatening conditions. Such exceptions require physician, parent and principal authorization.
5. Parents are requested to provide written verification from the physician to the principal of the school the pupil attends, or the school nurse, of any change in the medication or dosage.
6. The authorization form for the Administration of Medication by School Personnel is available in the school office.
7. The Authorization of the Administration of Medication by School Personnel must be updated annually or whenever changes are made in the treatment plan.

GENERAL INFORMATION

BREAKFAST AND LUNCH PROGRAM ~ FOOD & NUTRITION SERVICES

Breakfast is served daily beginning at 7:30. Breakfast is currently \$1.50 and includes milk. Lunch includes milk and is available for purchase for **\$2.75** per lunch or at a Free or Reduced price for families that qualify. Parents can pay by cash, check, or in advance at www.mylunchmoney.com. Please make checks payable to **Foulks Ranch Cafeteria** and include your child's account number and teacher name. Families are encouraged to purchase meals in advance using the prepayment system and may be purchased in any amount. Elementary students are only allowed two charged lunches. The FNS Lead will serve the student a lunch and give the student a "charge reminder" note to take home to the parent the first time they charge a lunch. Please keep your child's school lunch account current. Calendars are sent home at the beginning of each month and are available online. **To be eligible for free or reduced price meals you must complete an application each school year.** Applications are sent home in the "Back to School Packet" at the beginning of the school year. Additional applications are available in the school office. For additional information about meal applications, eligibility, breakfast/lunch menus and Nutrition Education, please contact Food and Nutrition Services at 686-7735 or refer to the district website.

BICYCLES, SCOOTERS, SKATES, AND SKATEBOARDS

HELMETS are required by law for students riding skates, scooters and bikes. A bicycle storage area is furnished for students who want to ride bicycles to school. **IT IS THE RESPONSIBILITY OF THE STUDENT TO LOCK HIS/HER BICYCLE IN THE STORAGE AREA AT SCHOOL.** In the event that a bike or scooter is stolen from the bike rack you must call the Police to file a report as soon as possible. The school is not responsible for bikes. *Please walk all bikes, scooters, skates and skateboards at all times while on the school grounds. Students who ride on campus will have them confiscated.*

CELL PHONES / USE OF PHONES

Board policy does permit the use of cell phones **before and after school ONLY**. Cell phones must be turned off during school hours unless deemed necessary on an individual basis and authorized by school administration. **Cell phones will be confiscated (taken away) whenever district policy is not followed. Students who have their cell phones on during school hours, out on their desks, or out at recess will have their phones confiscated by school staff. Phones will be available for pick up in the school office by only a parent.**

Student Use of School Phones: We are unable to provide messages to students except when there is an emergency. **Please make sure students understand directions for dismissal before they arrive at school. Change in plans leads to confusion for all.** We do our best to preserve as much instructional time as possible. Students can call home *only for an emergency*. Students will not be able to call home unless a teacher has requested that he/she do so.

LIBRARY BOOKS

Children are given the privilege of checking out books from our library if the Library permission form is completed prior to check out. Library cards are provided to all students who complete this form. Classes can check out books during visits to the Library. Our goal is to get students into the library at least every other week. Talk with your child about how important it is to take care of that book and return it on time. Please help us maintain our collections by treating your child's library book as if it were your own. If a student loses a library book, report cards can be held until the parent pays for the book or the book is returned. Students are not allowed to check out more books until overdue book accounts are settled.

TEXTBOOKS AND WORKBOOKS

Each student is issued a numbered copy of the textbooks for his/her grade at the beginning of the track on time. Textbooks are assigned by student number and room. He/she is individually responsible for these books during each on-track period for the year. We suggest that students cover their books to protect them. It is important that your child and you discuss his/her responsibility for these textbooks and workbooks. **PARENTS WILL BE CHARGED FOR LOST OR DAMAGED TEXTBOOKS AND MATERIALS AND REPORT CARDS CAN BE HELD UNTIL ACCOUNTS ARE CLEARED.**

STUDENT PROGRAMS

CHARACTER EDUCATION

At Foulks Ranch, we know that all of our students have a lot of character! In addition to providing our students with the academic skills that they need, we also want to support our students in becoming productive, thoughtful, and responsible citizens in our community, emphasizing student choice and self-accountability. We use the FALCON FOCUS to support our students in making wise decisions. We also use the Wooden Pyramid of Success and teach the concepts of building blocks with a monthly focus. We celebrate our students' accomplishments at our FOCUS ASSEMBLY held each Friday at 8:05 in the Quad. (Weather permitting) We encourage parents to participate in our Friday assemblies whenever possible.

STUDENT RECOGNITION

It is important to recognize and honor students' accomplishments. Students are recognized for demonstrating qualities taught in our school-wide character education, maintaining good attendance, academic achievement, and special recognition.

- 1) **PERFECT ATTENDANCE...**No absences or no more than three excused tardies per trimester
- 2) **ACADEMIC ACHIEVEMENT...**
 - Bronze Award...3.0-3.49 GPA (Grades 4-6)
 - Silver Award... 3.5-3.9 GPA (Grades 4-6)
 - Gold Award...4.0 GPA (Grades 4-6)
 - Blue & White Award.... (.5 improvement) 2nd and 3rd Trimesters
- 3) **CHARACTER AWARDS...**We recognize students at each trimester. Each classroom teacher will choose a student who best represents the FALCON FOCUS during the trimester. Awards are presented for: Responsibility; Accountability; Respectfulness; Kindness; and Making Good Choices. In addition, weekly drawings are held in each classroom for students who have received Fabulous Falcons during the trimester.

- 4) **SPECIAL RECOGNITION**...Teachers select students each trimester for various classroom achievements. These awards recognize students' extraordinary efforts in the classroom.
- 5) **ACCELERATED READER PROGRAM**...Students are recognized at trimester assemblies when they reach an "award" level for our Accelerated Reader program. This award, sponsored by our PTO, celebrates our students' reading success. Students at all levels participate in this award.
- 6) **SERVICE AWARDS**...are presented at the end of the school year assemblies. Students who serve the in the school and/or community are encouraged to submit a service log. It is the responsibility of the student to collect appropriate signatures and submit logs on time. Students will be reminded to turn in logs each month via morning announcements. Service Logs are collected every Lanyard Wednesday. Hours for awards are accumulated from May 1- April 30. Students receive recognition starting at 25 hours of service.

Parents are encouraged to attend our Trimester Awards Ceremonies. Celebrating our students' success is very important. Dates will be posted on the marquee and sent home via email.

HOMEWORK

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

THE PURPOSE OF HOMEWORK FOR OUR CHILDREN IS TO:

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

EXPECTATIONS FOR HOMEWORK

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

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

GRADING EXPECTATIONS

- Homework will not be included when determining academic grades, unless part of a project specifically identified. It is expected that Homework be completed in preparation for classroom assessments and activities that are aligned with State and District Standards.
- In addition to academic requirements, an "S", "E" or a "G" in the area of Completes / Returns Homework must be obtained in order to meet honor roll requirements.

HELPFUL HOMEWORK HINTS FOR PARENTS:

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

DRESS CODE & GROOMING GUIDELINES

Students at Foulks Ranch are expected to wear appropriate clothing at all times. Students need to wear clothing and footwear, which are safe, conducive to physical education or recess activities and are not distracting to instruction at the discretion of the school administration. All students are expected to:

1. Wear clothing in the manner it is intended to be worn; (buttoned, fastened, tied, etc.)
2. Shoes must be worn at all times. All sandals must have a back strap for safety reasons. Clogs, high heels, and thongs are not to be worn. Students must wear shoes that are appropriated for physical activities.
3. Clothing and jewelry must be free of writing, pictures, or any insignia which are offensive to any race, ethnicity, religion, gender, or which advocates the use of drugs or alcohol.
4. No sagging pants are permitted. Pants are to be worn at the waist and not the hips. Pants and bib overalls are to be properly fastened.
5. All clothing shall be within the bounds of decency and good taste as appropriate for school. Clothing that is disruptive to the learning environment will not be permitted.
6. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off the shoulder or low cut tops, spaghetti straps, short/crop tops, tube tops, muscle shirts, or tank tops are not permitted. Shorts and skirts shorter than mid-thigh are prohibited.
7. Hats **shall not** be worn inside buildings. Sunglasses may be worn only outside. (Sunglasses are easily lost. Children should only wear them if a parent deems necessary.)

BEHAVIOR EXPECTATIONS AND SCHOOLWIDE DISCIPLINE POLICY

The safety and welfare of your child is the primary consideration in implementing and enforcing the Foulks Ranch School-Wide Discipline Plan. Our primary mission is to develop a structure of consistency in discipline using a proactive, preventative approach where students develop respect for others, themselves and learning. An important element of this policy is how well the students understand the rules and consequences. All students and parents are asked to review these rules together at the beginning of the year and throughout the year to ensure a clear understanding of our expectations.








Our Policy consists of **Falcon Focus** that encourage and foster proper behavior at all times:

1. **Be Responsible**
2. **Be Respectful**
3. **Be Accountable**
4. **Be Kind**
5. **Make Good Choices**

The staff will also assist children in correcting inappropriate behavior by helping students understand which rule is being violated, possible ways to correct the situation and developing an action plan for the student. Parents can assist us by reading, reviewing, and discussing the discipline policies in this handbook.

If a child's behavior does not improve as a result of a conference, further action may result in suspension from classroom and school activities. Classroom and school discipline procedures are discussed in depth at Back to School Night. **Below is the Foulks Ranch Behavior Matrix. It is posted throughout the campus and in every classroom. This matrix was created to identify behavior expectations in all areas of our school. These expectations will be strictly enforced, supported, and modeled by all students and adults on the campus.**

The Falcon Focus

Always Make Good Choices.. -	During Arrivals & Dismissals 	In the Classroom 	Walkways Quad 	In the MP Room 	On the Playground 	In the Restroom 	Throughout the Campus 
Be Responsible, Be Respectful, and Be Kind	<ul style="list-style-type: none"> -Walk to assigned "T" before school -Hands free -Leave promptly after school and know your go home plan -Walk all scooters, bikes and skateboards at all times while on campus -Use sidewalks and crosswalks safely -Use appropriate language -Follow the directions of adults that are on duty 	<ul style="list-style-type: none"> - Always listen and participate -Be prepared with materials -Put forth your best effort -Follow technology rules -Ask for help when needed -Recycle at all times - Speak respectfully to staff and students -Use appropriate voices -Be supportive of others -Use kind words and respect people's property 	<ul style="list-style-type: none"> -Walk directly to your destination -Return promptly to class -Use identified walkways and <u>walk</u> in all common areas -Walk quietly without disturbing others -Keep proper distance between you and others as you <u>walk</u> in line 	<ul style="list-style-type: none"> -Enter and exit the MP room in a quiet and orderly manner -Make healthy food choices -Practice good table manners -Eat your own food -Keep food on your tray -Stay seated unless given permission to move -Use inside voices -Listen to all adults on the microphone or lights out =voices off -Be responsible for cleaning up after yourself before leaving -Compost appropriate items 	<ul style="list-style-type: none"> -Follow directions -Use equipment properly and help return equipment -Play in designated areas -Know the rules of the games you're playing and cooperate -Bell, freeze, whistle, <u>walk</u> to "T" -Use kind words -Include others and share -Keep hands and feet to yourself -Have fun, play fair and show good sportsmans hip -Inform adults on the yard of problems 	<p style="text-align: center;">THINK TWO</p> <ul style="list-style-type: none"> -TWO pumps of soap -Students will sing happy birthday "TWO" themselves TWO times while washing hands. -TWO pushes on the paper towel dispenser -Students will score TWO points by throwing trash in the trash can -Finish in TWO minutes -Remember to flush -Respect others' privacy 	<ul style="list-style-type: none"> -Follow directions given by any adult -Be accountable for your behavior -Think "green" and help keep Foulks Ranch clean -Report vandalism -Use appropriate language -Remove hats and hoods when indoors -Hands, feet, and objects to yourself
	<h2>Be Accountable</h2>						

RECESS AND LUNCH

Most student disagreements occur when children do not understand rules of games and activities that occur during unstructured time like recess or lunch breaks. Your help in reviewing and discussing expectations will help solve many conflicts before they begin.



EQUIPMENT AND PLAYGROUND BALLS

1. The school provides the students with playground equipment, including tetherballs, basketballs, soccer balls, playground balls, volleyballs, and jump ropes. Students will use all equipment properly. Basketballs and volleyballs are not to be kicked. No balls should ever be kicked on the playground unless part of a supervised game. Students will lose the privilege of playing with equipment if it is not used properly.
2. Students are ***not permitted*** to use their personal equipment on the playground during recess times for any reason.

FIELD AREA

If the grass area is muddy or wet, the campus supervisors may ask students to stay off the area until it is dried and safe for play. If student play becomes dangerous, campus supervisors may limit the number of games on the field area. Students must stay in plain sight of the campus supervisors. Students may be asked to limit their play area in the event of unsafe circumstances. Students are encouraged to use the field area for organized games including soccer, softball, and **supervised touch football**. Tackle games are not allowed at any time. *Students must be allowed to play if there is enough room in the game to add them on to teams.*

HARD-COURT AREA & GAME RULES

1. For the safety of all children, students must **walk** on to the playground until they reach the yellow lines. Students are never permitted to run through any organized game for any reason. Certain areas may be restricted from students when the staff determines there may be a safety concern.
2. There are NO chase, dodge ball, or tag games ever permitted during recess.
3. **Basketball Courts:** Rules for games must be predetermined and agreed upon prior to starting the game. Basic beginning basketball rules apply in all games. Students may not craft alternative rules for the purpose of restricting a game for players of different skill levels. There must be a reasonable amount of students on the courts during games—no more than 4-on-4 for a half-court game, no more than 6-on-6 for a full-court game. *Students must be allowed to play if there is enough room in the game to add them on to teams.*
4. **Four Square:**
 - Ball is served by dropping it and serving it underhand off the bounce. If the serve hits the inside line, the server is out. The server can hit the ball to any of the other 3 squares.
 - The player receiving the ball must keep it in play by striking the ball after it has bounced once in his or her square. The receiver directs the ball to any other square with an **underhand hit**.
 - When a player misses or commits a fault, he or she goes to the end of the line and all players move up.
 - The following are faults: hitting the ball sidearm or overhand; **ball landing on a line between the squares** (if the ball hits an outer boundary line this is not a fault and the play is good); catching or carrying a return volley; allowing the ball to touch any part of the body except the hands.
 - To help keep the flow of the game going, the **FIRST** person in line is the judge and will monitor play. Only the judge can make calls.
 - Lines are to be formed outside of the playing square
 - If the ball accidentally hits a person standing in line, play is stopped and the ball is re-served.
5. **Tetherball Courts:**
 - Tetherball lines are to be formed outside the playing circle.
 - Students must remain on their side during play or they will be considered out.
 - The non-serving player will pick the side they wish to stand on and the direction the ball is to be hit.
 - During play, the ball may not be swung by the rope.
 - Students may not climb the tetherball poles or sit on the tetherballs.
 - There may be a two-minute time limit to games if lines are formed.
6. **Bar Area:**
 - Students are to use monkey bars in the manner for which they have been designed.
 - Students may not climb on top of equipment or run and jump onto the bars. ***Students may never hang upside down, stand on top or flip off the bars.***
 - **Chase and tag games are never permitted** on or near bars at any time.
7. **Jump Ropes:** Ropes are for jumping only. They are **not** to be swung over students' heads or on the ground or used in any other unsafe manner.

CLASSROOM EXPECTATIONS

All students are expected to follow the Falcon Focus. At the beginning of each school year, each classroom will create a set of guidelines that will serve as the class rules as they apply to the Falcon Focus. Our focus is to create a learning environment that will support our students as learners in the classroom. In all classrooms, students use a card or clip system to indicate behavior for the day. Each child begins the day with a Blue Card. If students violate a rule, they will be asked to move their card one step for each violation. Keep in mind that a green card is simply a reminder and carries no consequences. Children start over each day with a blue card. In a clip system, students begin each day on green. If students violate a rule, they will be asked to move their clip down. Children start over each day on green. Children do have the chance to turn their card or move their clip in a positive direction after given a consequence. Individual classrooms may make slight variations to the system that are developmentally appropriate. Teachers will communicate these directly to the parents.

<u>Offense</u>	<u>Card or Clip Color</u>	<u>Consequence</u>
1 st	GREEN	Reminder/Think About It
2 nd	YELLOW	Miss Next Recess/Teachers Choice
3 rd	ORANGE	Parent Contact/ Time Out in another classroom
4 th	RED	Office Referral/Detention/Loss of Privileges
5 th	WHITE	Suspension from School Activities

IMMEDIATE OFFICE REFERRAL

A student may be referred to the office immediately for any behavior that could result in a home suspension or expulsion. These behaviors include:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Caught stealing or trying to steal.
3. Caught damaging or attempting to damage school or another's personal property.
4. Committing an obscene act or habitual profanity.
5. Willfully and habitually defying school authority.
6. In possession of a gun, knife, explosive, drugs, paraphernalia, or replicas of any of the listed items.

LOSS OF PRIVILEGES / BENCHING / TIME OUTS

While serving a bench pass, time out, or loss of privilege, students are expected to follow all directions from the supervising adult, sit quietly during the period or recess and complete any assignments without any assistance from others. Students who arrive late or are uncooperative will be asked to serve additional time as well as the remainder of the original assigned time. Students are advised to use the restroom prior to arriving at the bench.

A student will receive a "Time Out" in the office when he/she reaches the 4th step in the School-wide Discipline Plan. The purpose of "Time Out" is to allow the student the opportunity to think about their behavior, communicate with his/her parent about the problems, and to think about ways to improve behavior before returning to the classroom. Once a student arrives in the office with a Time Out, he/she will make a phone call to a parent /guardian before returning to class.

ADMINISTRATIVE CONSEQUENCES

When a student is referred to the office, parents will be notified via a phone call or an office referral report to be sent home with the student. Parents are asked to sign and return a school correspondence related to a discipline issue including time out forms, detention notices, office referrals, and suspension reports. Consequences for office referrals include detention, loss of school privileges (including loss of recess), suspension from class, suspension from school, parent conference, or other administrative action as deemed appropriate. Habitually disruptive behavior from any student will result in implementation of a behavior contract between school and home and parent conferences.

Foulks Ranch Elementary School Anti-Bullying Policy

Foulks Ranch Elementary School is committed to creating a safe, caring, and respectful learning environment for all students. The Falcon Focus states that students will BE RESPONSIBLE, BE RESPECTFUL, BE KIND, BE ACCOUNTABLE, and MAKE GOOD CHOICES. The bullying of students at Foulks Ranch does not follow our Falcon Focus, is strictly prohibited, and will not be tolerated. Members of the Foulks Ranch Community have the right to be members of a bully-free school. For the purposes of our anti-bullying policy, "school" includes school buildings, school grounds, coming to and going home from school, any school-sponsored social event, fieldtrips, sporting events, and bus trips. Reported incidents of bullying will be investigated promptly and thoroughly by school administration.

Definition of Bullying

Bullying is a **pattern** of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal; and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

Preventative Measures

1. Student Instruction/Awareness

Bullying behaviors are unacceptable. Ongoing instruction is to be provided through the Character Education Program and other instructional programs that Foulks Ranch teachers will utilize throughout the year. With the support of staff and parents, students at Foulks Ranch will do the following things to help prevent bullying:

- Follow the Falcon Focus
- Take the Foulks Ranch Anti-Bullying Pledge and refuse to bully others
- Refuse to let others be bullied and speak up if they see bullying
- Reach out to students that are being bullied and be a friend
- Include all students that want to be involved in games, especially those that are often left out
- REPORT BULLYING TO AN ADULT

Members of our Task Force Against Bullying (TFAB) will take an active role in creating a BULLY-FREE Foulks Ranch. Members of this team include students, teachers, and administration.

2. Staff Awareness/Action

School personnel shall receive in-service training on our anti-bullying policy to ensure a consistent approach is adopted on a school-wide basis. Staff at Foulks Ranch will do the following to prevent bullying and help children feel safe at school:

- Closely supervise children in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly and use the **Four A Response process** (**A**ssess safety, **A**ffirm student's feelings, **A**sk questions, and **A**ct by coaching the student on what to do in the future. Finally, let the student know that you will be making a report and offer support
- School administration requires all staff members who observe, or become aware of an act of bullying to follow these steps

3. Student/Parent Action

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

Complaint/Investigative Procedure

All students shall be informed of their right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action. Any student, be they the victim or the bystander, may initiate a complaint by completing a confidential reporting form and returning it to an administrator. These forms will be available in each class and also in the office and may also be found online at <http://blogs.egusd.net/foulksranch/>

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

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

ELK GROVE UNIFIED SCHOOL DISTRICT 2016-2017 *Student Discipline*

SUSPENSION

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

Reasons for Suspension*

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

- **Assault/Battery [E.C. 48900(a)]** Causing, attempting to cause, or threatening to cause physical injury to another person. Exceptions may be made in a situation where witnesses and evidence support a case of self-defense.
- **Weapons [E.C. 48900(b)]** Possessing, selling or otherwise providing any weapon—including firearms, knives, explosives, or other dangerous object.
- **Alcohol/Intoxicants/Controlled Substances [E.C. 48900(c)]** Unlawfully possessing, using, selling or otherwise providing alcohol, intoxicants or controlled substance, including prescribed medications. Also applies to being under the influence of alcohol, intoxicants or controlled substances.
- **Substance in Lieu of Alcohol/Intoxicants/Controlled Substances [E.C. 48900(d)]** Delivering, providing or selling items which are claimed to be alcohol, intoxicants or controlled substances but were not such items.
- **Robbery or Extortion [E.C. 48900(e)]** Committing or attempting to commit robbery or extortion. Extortion occurs when threats are made with the intent to obtain money or something of value.
- **Property Damage** [E.C. 48900(f)]** Causing or attempting to cause damage to school property or private property.
- **Property Theft** [E.C. 48900(g)]** Stealing or attempting to steal school or private property.
- **Tobacco or Nicotine Products [E.C. 48900(h)]** Possessing, providing or using tobacco, or any item containing tobacco or nicotine products, including but not limited to cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
- **Obscenity [E.C. 48900(i)]** Committing an obscene act or engaging in regular profanity, swearing or vulgarity.
- **Drug Paraphernalia [E.C. 48900(j)]** Unlawfully possessing, offering, arranging for, or negotiating to sell any drug items.
- **Disruption or Defiance [E.C. 48900(k)(1)]** Disrupting school activities or otherwise refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.

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

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

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

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

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

- Continuing to remain at the scene of a fight or other violent disturbance despite specific directions to leave the area by administrators or other school staff attempting to break up the fight or mitigate the disturbance caused by the fight; or
- Repeated episodes of misbehavior, despite multiple efforts and/or directives by a classroom teacher or other district staff intended to change and correct the student's misbehavior.

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

- **Receiving Stolen Property** [E.C. 48900(l)]** Receiving stolen school or personal property.
- **Possessing Imitation Firearm [E.C. 48900(m)]** Possessing an imitation firearm or simulated firearm that is substantially similar in physical properties to an existing firearm.
- **Sexual Harassment [E.C. 48900(n)]** Committing or attempting to commit a sexual assault or committing a sexual battery.
- **Threats and Intimidation [E.C. 48900(o)]** Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
- **Prescription Drug Soma [E.C. 48900(p)]** Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.
- **Hazing [E.C. 48900(q)]** Engaging in, or attempting to engage in any activities used for initiation or pre-initiation into a student organization, or student body or related activities, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm.
- **Bullying [E.C. 48900(r)]** Bullying means any severe or pervasive or verbal act or conduct, including communications made in writing or by means of an *electronic act*, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a *reasonable student* in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from services, activities,

or privileges provided by a school. [E.C. 48900(r)] Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 that has any of the effects described above on a reasonable student. [E.C. 48900(r)]

- **Aided or Abetted to Inflict Physical Injury [E.C. 48900(t)]** Aiding or abetting in the infliction or attempted infliction of physical injury to another student. However, the District cannot seek to expel a student for violation of Education Code 48900(t) until juvenile court proceedings are completed and the juvenile has been convicted of being an aider or abettor of a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury.
- **Sexual Harassment (Grades 4-12) [E.C. 48900.2]** Engaging in prohibited sexual harassment that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.
- **Hate Violence (Grades 4-12) [E.C. 48900.3]** Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (E.C. 233; Penal Code 422.55)
- **Other Harassment (Grades 4-12) [E.C. 48900.4]** Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work or creating substantial disorder, or creating a hostile educational environment.
- **Terrorist Threats [E.C. 48900.7]** Making terrorist threats against school officials and/or property, or both.

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

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

EXPULSION

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

A student shall be recommended for expulsion for violation of any of the acts set forth in Education Code 48915(a)(1)(A)-(E), unless the Superintendent, Superintendent's designee, principal or principal's designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

- **Serious Physical Injury [E.C. 48915(a)(1)(A)]** Causing serious physical injury to another person, except in self-defense.
- **Possession of Knife or Dangerous Object [E.C. 48915(a)(1)(B)]** Possessing a knife or other dangerous object of no reasonable use to the student.
- **Unlawful Possession of a Controlled Substance [E.C. 48915(a)(1)(C)]** Unlawful possession of any drug except for (1) the first time offense of possession of not more than one ounce of marijuana, or (2) for the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician.
- **Robbery or Extortion [E.C. 48915(a)(1)(D)]**
- **Assault or Battery on a School Employee [E.C. 48915(a)(1)(E)]**

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

- **Possession, Selling or Furnishing a Firearm [E.C. 48915(c)(1)]** Possessing, selling or otherwise furnishing a firearm (verified by an employee of the school district). However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.
- **Brandishing a Knife [E.C. 48915(c)(2)]** Brandishing a knife at another person.
- **Selling a Controlled Substance [E.C. 48915(c)(3)]** Unlawfully selling a controlled substance.
- **Sexual Assault or Battery [E.C. 48915(c)(4)]** Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in Education Code 48900(n).
- **Possession of an Explosive [E.C. 48915(c)(5)]**

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

Prohibition on Possession and Use of Tobacco and Nicotine Products

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

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

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

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

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

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

UNIFORM COMPLAINT PROCEDURES

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

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

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, special education programs, homeless education, foster youth services, and noncompliance with the Local Control and Accountability Plan (LCAP).

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