

[www.drycreekschools.us](http://www.drycreekschools.us)



*"Excellence in Education Since 1876"*

**2024-2025  
PARENT/GUARDIAN/STUDENT  
ANNUAL NOTIFICATION RIGHTS  
& HANDBOOK**

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#DCJESDPROUD**



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## OUR BOARD OF EDUCATION



Jon Fenske



Scott Otsuka



Jean Pagnone



Jeff Randall



Jason Walker

Access to Board Policies:

**[Board Policies](#)**

The Board of Trustees is responsible for adopting a vision for the district and setting district policies and procedures. Board agendas are posted at the school office. Board agendas and minutes can also be found on the district's website ([drycreekschools.us](http://drycreekschools.us)).

Parents and community members are encouraged to attend Board meetings each month at 6:30 p.m. The schedule can vary. Please check the District's website for meeting changes at [drycreekschools.us](http://drycreekschools.us).

Meetings are held at the District Education Center, 8849 Cook Riolo Road, Roseville, CA 95747. For more information, call (916) 770-8800. Information on how to give input at Board meetings is available at all Board meetings.

## WELCOME MESSAGE

Dear Parents and Guardians,

Welcome to the Dry Creek Joint Elementary School District. Through our valued partnership with staff, parents, and the community, we are able to provide a safe and secure environment rich with opportunities for growth and change. Our strong educational programs support the diverse academic, social, and emotional needs of all students and encourage them to reach their full potential.

Imagination, creativity, and innovation drive a continually evolving curriculum, preparing students for tomorrow's jobs as well as becoming lifelong learners and responsible citizens. Our digital classrooms are equipped with state-of-the-art science, technology, engineering, art, and math (STEAM) resources that empower teachers to present challenging, real-world lessons to 21st-century learners.

I am proud of the work Dry Creek does to educate and support our students and families, and I am honored to serve as your Superintendent. I know you have many choices when it comes to your student's education. I'm pleased you've decided to learn with us.

Sincerely,

Bradley Tooker, Ed. D.  
Superintendent



### Executive Leadership

Jim Ferguson, Assistant Superintendent (Administrative Services)  
Sara Wegner, Assistant Superintendent (Educational Services)  
Roger Van Putten, Chief Business Officer (Fiscal Services)



## OUR SCHOOLS & DISTRICT OFFICES



### **Antelope Crossing Middle School**

9200 Palmerson Drive

Antelope, CA 95843

916-745-2100

Jaime Hanan, Principal



### **Olive Grove Elementary School**

7926 Firestone Way

Antelope, CA 95843

916-727-7400

Corrinne Clay, Principal



### **Antelope Meadows Elementary School**

8343 Palmerson Drive

Antelope, CA 95843

916-770-8816

Megan Devine, Principal



### **Quail Glen Elementary School**

1250 Canevari Drive

Roseville, CA 95747

916-789-7100

Colleen Devine, Principal



### **Barrett Ranch Elementary School**

7720 Ocean Park Drive

Antelope, CA 95843

916-770-8839

Cheri Coulter, Principal



### **Silverado Middle School**

2525 Country Club Drive

Roseville, CA 95747

916-780-2620

Rich Knox, Principal



### **Coyote Ridge Elementary School**

1751 Morningstar Drive

Roseville, CA 95747

916-774-8282

Julie Herrmann, Principal



### **District Education Center**

8849 Cook Riolo Road

Roseville, CA 95747

916-770-8800

Bradley Tooker, Ed.D., Superintendent



### **Creekview Ranch TK-8 School**

8779 Cook Riolo Road

Roseville, CA 95747

916-770-8845

Christina Stamford, Principal



### **Heritage Oak Elementary School**

2271 Americana Drive

Roseville, CA 95747

916-773-3960

Josh Nielsen, Principal

### **District Transportation Department**

#### **Technology Department**

8809 Cook Riolo Road

Roseville, CA 95747

916-770-8882 Transportation

916-770-8869 Technology

Steve Sanchez, Supervisor of

Transportation

Bryan Wilke, Director of Technology

## ABOUT OUR DISTRICT



### MISSION STATEMENT

The Dry Creek Joint Elementary School District, a partnership of families, community and educators, prepares students to become active and responsible citizens in a diverse society by engaging students in a challenging curriculum that provides a solid foundation of academic skills in a safe learning environment.



### MOTTO

Excellence in education since 1876.



### VISION STATEMENT

The Dry Creek Joint Elementary School District strives to build a community of learners where all students will be challenged to meet their full potential socially, emotionally, and academically.

We will provide a safe and secure environment and opportunities for growth and change. Strong educational programs will meet the diverse needs and interests of students.

Imagination, creativity, and innovation drive a continuously evolving curriculum that prepares students to become lifelong learners and responsible citizens.

Adopted by Board May 15, 2003.



### TENETS

1. We believe all students can meet or exceed the District's standards.
  2. We believe the Dry Creek Joint Elementary School District (parents, students, staff, the Board and the community) will meet the needs of students by working together.
  3. We believe we will prepare students for their future by teaching them to be lifelong learners and by encouraging intellectual, physical, social and emotional growth.
  4. We believe in providing a safe and supportive learning environment.
  5. We believe diverse thinking, risk-taking, and acceptance of change leads to innovative ideas and solutions.
  6. We believe the district's greatest resources are its staff, students, and community.
  7. We believe each individual has the responsibility for building positive relationships through communication, collaboration, respect and tolerance.
- Adopted by Board May 15, 2003

## CONTACT INFORMATION

**General Information**  
(916) 770-8800

**Administrative Services**  
(916) 770-8875

**Communications**  
(916) 770-8851

**Educational Services**  
(916) 770-8800

**Fiscal Services**  
(916) 770-8800

**Food Services**  
**(Roseville City School District)**  
(916) 771-1675 x 50244

**Human Resources**  
(916) 770-8873

**Instruction and Professional Learning**  
(916) 770-8857

**Maintenance and Operations**  
(916) 770-8884

**Special Education**  
(916) 770-8860

**Student Services and Community Engagement**  
(916) 770-8855

**Superintendent**  
(916) 770-8850

**Technology**  
(916) 770-8869

**Transportation**  
(916) 770-8882

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## Parent/Guardian and Student

This Parent/Guardian/Student Handbook contains important information about laws related to public schools and your rights and responsibilities as a parent. This includes laws pertaining to the federal Every Student Succeeds Act (ESSA). The handbook also contains useful information to help parents guide their child's education. Additional information is available on the District's website: [www.drycreekschools.us](http://www.drycreekschools.us).

### As a parent or guardian, you have the 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.

## Administrator Responsibilities

The teachers and administrators of the District demonstrate appropriate school and classroom behavior in their attitudes and in their communication with student and parents. Each school/staff 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 Board of Trustees to maintain standards of behavior for all students.

- Understand the rules. Please review the District's Parent & Student Handbook with your family.
- Get your student(s) 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 student habits of their children.
- Keep track of your children's academic achievement. Children learn more when somebody monitors their progress.

## Students 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 classwork and homework on time.
- Keep track of your progress.

## Tips for Helping Your Child Succeed

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

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

- Spend time at school. Interact with teachers and administrators.
- Make sure your child arrives at school on time.
- Volunteer in the classroom or at school events.
- Attend student performances and school meetings and participate in site and advisory councils.
- Read to your child or encourage them to read independently.
- Insist that your child treat teachers, administrators, staff and other adults with respect.
- Talk to your child about obeying school rules.
- Contact your child's teachers when you have a question,



concern or complaint.

- Carefully review your child's report cards, school newsletters and other information for the school.
- Discuss upcoming tests with your child.
- Encourage them to do their best in school.
- Reinforce the importance of homework.
- Talk to them about turning assignments in on-time.

## \*Academic Expectations

A parent/guardian has the right to be informed of the academic expectations of their child. Education Code § 51101(a)(11).

## \*Beliefs

A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. This does not relieve pupils of any obligation to complete regular classroom assignments. Ed Code § 49091.12(a).

## \*Tests, Questionnaires, Surveys, Examinations on Personal Beliefs or Practices

No pupil will be given any test, questionnaire, survey or examination containing questions about a pupil's, or their parents'/guardians' beliefs or practices relating to sex, family life, morality, or religion, unless their parent/guardian provides prior written permission. Parents/guardians of all pupils in grades 7 to 12, will be given the opportunity to review any test, questionnaire, or survey about a pupil's attitude concerning or practices relating to sex before it is administered and will be given the opportunity to request in writing that their pupil not participate. Ed Code §§ 51513; 51938; 51939; Board Policy and Administrative Regulation 50229.

## \*Curriculum

The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. The prospectus is available for review upon request and for copying at a reasonable charge. Ed Code §§ 49091.14; 49063(k).

## \*Animal Dissection

A pupil, who has a moral objection to dissecting or otherwise harming or destroying animals as part of an instructional program, has a right to request an alternative educational project. Ed Code §§ 32255-32255.6, 48980(a).

## \*Sexual Health and HIV Prevention Education

The Healthy Youth Act ("Act") authorizes a school district or county office to provide comprehensive sexual health education and HIV prevention education to all pupils in grades 7 to 12. Ed Code § 51933 et seq., 48980(a).

- Written and audio visual educational materials used in comprehensive sexual health education and HIV

prevention education will be made available for your inspection. Ed Code § 51938.

- You will be notified whether the comprehensive sexual health education or HIV prevention education will be taught by school district/county office personnel or by outside consultants. Ed Code § 51938.
- You may request a copy of the Act from the school district or county office. Ed Code § 51938.
- You may request in writing that your child be excused from comprehensive sexual health education and HIV prevention education. Ed Code § 51938.

Sexual Health is taught in middle school in 8<sup>th</sup> grade in the District. The units include the following topics:

- Decision-making;
- Anatomy and physiology of the reproductive systems;
- Conception and fetal development;
- Pregnancy and childbirth;
- Birth control including contraception with an emphasis on encouragement of abstinence;
- Sexually transmitted infections (STI), including HIV/AIDS prevention;
- Pregnancy options;
- Gender;
- Sexual harassment;
- Affirmative consent;
- Relationship violence; and
- Human trafficking.

If you excuse your child from this instruction, your child will not be subject to disciplinary action, academic penalty or other sanctions, and an alternative educational activity must be made available to your child. Ed Code § 51939. To view the materials, visit the District website at: [www.drycreekschools.us](http://www.drycreekschools.us).

## Family Life

Each year the school District offers a unit of Family Life education to students in grade 5. The District's Family Life curriculum is related to puberty and development.

The Always Changing® and Growing Up Program helps both boys and girls:

- Understand the physical and emotional changes they experience during puberty, and acknowledge these changes as normal part of growth and development.
- Learn the physiology of their bodies and correct terminology for parts of the reproductive system.
- Understand that personal hygiene is each individual's responsibility.

If you do not wish to have your child participate in all or part of the Family Life program, please notify your child's teacher in writing.



Parents have the right to preview all materials presented in the classroom under state law. Parents can view the materials on the District website at: [www.drycreekschools.us](http://www.drycreekschools.us).

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

## Grading and Report Cards

The purpose of this report card is to communicate a snapshot of academic and behavioral progress toward end-of-year grade level standards to students, families, and educators. Teachers use a variety of assessments to determine whether a student is meeting grade level standards.

Students in kindergarten through fifth grade shall receive a standards based report card with both an academic and behavior grade with narrative comments.

Students in grades 6-8 shall receive a report card with a letter grade and narrative comments. Based on grades, students in grades 6-8 may be eligible for the school honor roll and other academic awards. To qualify for the honor roll a student cannot receive a grade below a C.

## Kindergarten – Eighth Grade

Aeries provides 24-hour access to student grades. We encourage all families to use the Aeries system to monitor and support your child's academic progress.

During each trimester, we have two "official" reporting periods: Mid-trimester progress reports and an end of the trimester report card. Progress reports and trimester report cards will be available via the Aeries Parent Portal. Parents are encouraged to contact their child's teacher if they have any questions or their child's grades appear to be dropping. Grading report periods will be published and parents will be notified of the timelines in advance. Families who do not have access to a computer, may request paper copies or gain access to the Aeries system at one of our school computers.

On a case-by-case basis, an individualized modified program may be developed for identified students. The decision to modify a program for a student will only be made at a formal meeting (Student Success Team, Individual Educational Program, English Learner, or 504 plans under the direction of site administration) by a team that includes the teacher, parent, administrator and other appropriate staff. At this meeting, the modified program will be defined to include individual goals and a means of monitoring student progress

toward these goals. Students on a modified program will receive the same letter grades as all other students and are eligible for academic honors based on their modified program goals.

In addition, a written description of the student's progress towards their goals will be attached to the report card. Students in grades 6-8 must earn at least a C grade point average to participate in extra/co-curricular activities. Administrative Regulation 5121.

## Short Term Independent Study

Students who are going to be out of school for three or more school days not to exceed 15 school days for reasons other than illness or injury may be eligible for Independent Study. This program requires an agreement signed by the parent, student, teacher and administrator(s) and evidence that the student will work independently to complete assignments. The contract specifies the amount of work to be completed, the amount of time to be spent each day, when the work will be turned in to the teacher and how the work will be evaluated. An Independent Study Agreement must be requested in writing more than five days prior to a planned absence so that teachers can prepare materials for the student. An Independent Study Agreement will not be issued for the first two or last two weeks of school. The Independent Study agreement must be signed within 10 school days of commencement of the first day of enrollment in Independent Study. In addition, the agreement must be approved and completed **BEFORE** the student is out of school for the year. Independent Study Agreement forms are available on the District website at: [www.drycreekschools.us](http://www.drycreekschools.us).

If your child has an Individualized Education Plan (IEP), please contact your teacher to request an IEP team meeting to discuss. Board Policy and Administrative Regulation 6158.

## \*Instructional Materials

All primary and supplemental instructional materials and assessments, including textbooks, teacher manuals, films, audio and video recordings and software, will be compiled and stored by the classroom instructor and made available promptly for inspection by a parent/guardian in a reasonable time frame or in accordance with school district or county office policies or procedures. Ed Code §§ 49091.10(a); 51101(a)(8).

## Multi-Tiered System of Support

Multi-Tiered System of Support (MTSS) is a comprehensive, integrated, multi-tiered prevention and intervention framework that focuses on Common Core State Standards, effective first instruction, differentiated learning, student-centered learning, individualized student needs, and the alignment of systems necessary for all students' academic, behavioral, and social success. At the base of this framework

are universal Tier I supports—efforts aimed at preventing the emergence of future problems. When these strategies are insufficient, Tier II supports are indicated. Tier II supports are designed to reduce the intensity of and/or eliminate emerging problems. These interventions are often continuously available and are often provided in a small group or targeted setting. For students that are in need of more intensive services, Tier III strategies and programs are utilized. Within Tier III, there are individualized supports, which include highly individualized and intensive interventions. To address these more intensive needs, these interventions often include a greater emphasis on assessment and a team based approach. Dry Creek has a comprehensive MTSS plan serving students at all school sites for academic and social-emotional needs. To learn more about the supports available to your student(s), visit our District website at: [www.drycreekschools.us](http://www.drycreekschools.us).

## Promotion

Eighth graders may participate in various end-of-year promotion activities, including a promotion ceremony, provided that all requirements for participation are met. Participation in promotion and end-of-year activities is a privilege, not a right, and all requirements set forth below must be met to participate in the activity. When a minor student willfully cuts, defaces, or otherwise injures real or personal property of the district or willfully does not return district property that has been loaned to the student, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to Ed. Code 48904. Until the student's parents/guardians have paid for the damages or the student has completed voluntary work or other nonmonetary alternative offered by the district in lieu of monetary damages, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts. Every effort will be made to provide students the opportunity to be eligible for each promotion activity.

### End of Year Field Trips

Students must meet the following requirement to participate in an end of year field trip:

- Maintain 90 or more points in behavior.

### Promotion Dance

Students must meet the following requirements to participate in the promotion dance:

- Maintain a minimum grade point average (G.P.A.) of 2.0; and
- Maintain 90 or more points in behavior.

### Promotion Ceremony

Students must meet the following requirements to participate in the promotion ceremony:

- Maintain a minimum grade point average (G.P.A.) of 2.0;
- Maintain 90 or more points in behavior; and

- Maintain an attendance rate of 91% or above. All absences, excused and unexcused, including illness, incomplete independent studies, and suspension count towards this attendance rate.

### Appropriate Dress for the Promotion Ceremony and Dance

- It is recommended that dress shirts and slacks be worn; a tie is optional.
- It is recommended that dresses or a blouse with a skirt or slacks be worn.
- Tuxedos, jeans, shorts, T-shirts and overalls are not appropriate.
- Dresses or blouses that are strapless, backless, have spaghetti straps or are off the shoulder are not allowed. Formal or full-length dresses are not allowed.
- For safety, shoes must have back straps.
- Hair should be neatly groomed.

*Please keep this dress code in mind when you select clothing with your child.*

## Promotion/Retention Policy

Students' progress from grade to grade by meeting the District's standards for promotion. If a student is at risk of retention due to academic achievement, the parent or guardian will be notified early in the school year and school staff will meet with the parent to develop and implement an intervention plan to help the student meet the standards for promotion. It is the District's intent to identify struggling students early in the school year so that interventions can be provided during the school year that will enable the student to meet the promotion criteria by the end of the school year. The District has a clear process and schedule for informing parents about their child's progress toward meeting promotion criteria. The intervention process includes written notices and multiple meetings between the parents and teacher(s). It is the District's intent to work collaboratively with parents/guardians to help a student gain the skills needed for promotion to the next grade level. Ultimately, state law identifies that school professionals have the authority to retain a child. Ed Code §48070.5, Board Policy and Administrative Regulation 5123.

## Special Education

The District strives to provide an educational program to meet the needs of all children within the District. A student shall be referred for possible special education eligibility, only after the resources of the general education program have been considered and modified in an attempt to meet the student's needs. If a student is referred to special education, parents will receive a notification of Procedural Safeguards and an explanation of the proposed assessments. If consented to, following the completion of the assessments, a written report will be compiled. The results of the assessment will be discussed at an Individual Education Program (IEP) meeting.

At the IEP meeting, the team will determine if the student meets eligibility for special education. If the student meets eligibility, a plan will be developed, which will be reviewed at least annually. The District provides special education services, as described in Ed Code §§ 56000, et seq., and 20 U.S.C. §§ 1400, et. seq. The District offers a continuum of special education services and placements through the District's learning centers, Special Day Classes and other support services. See Board Policy and Administrative Regulation 6164.4.

## Special Education Preschool

No cost early educational opportunities are available to children between the ages of three to five who require special education and related services. Any parent suspecting that a child has exceptional needs may request an assessment for possible eligibility.

## Gifted and Talented Education

The Dry Creek Joint Elementary School District holds high expectations for all students to prepare them for college and career. GATE identification is available to all students in grades 2-7.

Students may participate in accelerated instruction by demonstrating their willingness and ability to meet the high academic standards of the program. Students are served at their home school by a variety of services designed to provide opportunities in the five areas of GATE identification: Academic, Cognitive, Creative, Leadership, and Visual and Performing Arts.

For information about the GATE program, please visit the District website at: [www.drycreekschools.us](http://www.drycreekschools.us).

## \*Language Acquisition Program for English Learners

Students who are non-native English speakers are assessed to determine their level of fluency in English. Students who qualify will receive English Language Development instruction to ensure access to grade level curriculum. Curriculum is taught using structured strategies, modified pacing, and appropriate alignment to the English fluency level of the students. Ed Code § 310.

Dry Creek Joint Elementary School District establishes and implements instructional programs that enable English learners to develop full proficiency in their use of the English language, which in turn provides them with access to the core curriculum and rigorous academic language.

For the purpose of ensuring receipt of appropriate instructional services in any instructional setting, students will be placed in one of the following programs:

- **Structured English Immersion (SEI)**, is designed to promote the rapid and effective acquisition of

English for students who have not yet developed "reasonable fluency" and lack the foundational skills to succeed in an English Language Mainstream Classroom. Teachers utilize curriculum and instructional practices appropriate to each student's level of English language proficiency to promote access to the core curriculum.

- **Integrated and Designated English Language Development** English learners at all English proficiency levels and at all ages require both Integrated ELD and specialized attention to their particular language learning needs, or Designated ELD

**Designated ELD** is defined as instruction provided during a time during the regular school day for focused instruction on the state-adopted ELD standards to assist English learners to develop critical English language skills necessary for academic content learning in English.

**Integrated ELD** is defined as instruction in which the state-adopted ELD standards are used in tandem with the state-adopted academic content standards. Integrated ELD includes specifically designed academic instruction in English.

## Parent Choice and Process to Request the Establishment of a Language Acquisition Program

Parents or legal guardians may choose a language acquisition program that best suits their child. When the parents or guardians of 30 or more students in a school, or 20 or more students in any grade level at a school, request a language acquisition program, the school must offer the language acquisition program to the extent possible once various requirements are met, such as the program having been established with parental, school employee, and community input. Education Code § 310.

When the parents or guardians of 30 or more students in a school, or 20 or more students in any grade level at a school, request the same or a substantially similar type of language acquisition program, the District shall respond by taking actions to comply with the timelines and requirements of 5 CCR 13111(h):

(1) Within 10 school days notify the parents and guardians of students attending the school, the school's teachers, administrators, and the District's English learner parent advisory committee and parent advisory committee, in writing, of the parents' requests for a language acquisition program;

(2) Identify costs and resources necessary to implement any new language acquisition program, including but not limited to certificated teachers with the appropriate authorizations,



necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals; and

(3) Determine, within 60 calendar days, whether it is possible to implement the requested language acquisition program; and provide notice, in writing, to the parents and guardians of students attending the school, the school's teachers, and administrators, of its determination;

(A) In the case of an affirmative decision to implement a language acquisition program at the school, create and publish a reasonable timeline of actions necessary to implement the language acquisition program.

(B) In the case where the District determines it is not possible to implement a language acquisition program requested by parents and guardians, the District shall provide in written form an explanation of the reason(s) the program cannot be provided and the District may offer an alternate option that can be implemented at the school. (5 CCR 13111(h)).

### **Student Success Team**

The Student Success Team is a school-site team, which identifies effective strategies to meet the needs of individual students who are not progressing due to academic, behavioral, medical or other concerns. The Student Success Team process is a collaborative process between the school and the parents on behalf of the student. The parent, teacher or other staff may make requests for assistance from the Student Success Team through the school's Student Success Team coordinator or the principal. The Student Success Team meeting will include the parent, the student (if appropriate), the student's teacher, administrator, team coordinator, general education teachers and other support staff as needed.

### **Students in Danger of Failing a Course**

Teachers shall require a conference with, or a written report to the parent of a child whenever it becomes evident to the teacher that the student is in danger of failing a course. Ed Code §§ 49063(j); 49067(a); Administrative Regulation 5121.

### **Textbooks**

Parents/Guardians are responsible for the expenses associated with lost or destroyed textbooks. A student who fails to return all textbooks forfeits the right to keep at-home textbooks until all fines are settled by the student, parent or guardian. The school shall allow the student to use textbooks at school during each school day and to check out a copy overnight if necessary for homework until fines are settled. Board Policy 6161.2

### **Academic Assessment**

Improving student achievement is a goal of the District. To monitor student learning, students are given classroom, District and state assessments. Assessments are used to monitor student progress toward grade-level standards, recommend student placement in various school programs, and to develop plans to increase student achievement at the school and across the District. The following is a description of the different types of academic assessments.

#### Classroom Assessments

Teachers check for student understanding of grade level standards using classroom assessments. Each trimester teachers complete a series of assessments to report student progress on the report card.

#### District Assessments

Students are given a variety of District assessments throughout the school year. Students are also given an annual District writing assessment. Teachers use information from these assessments to plan instruction and monitor student progress on meeting District standards.

### **State Assessments**

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

Commencing with the 2014-2015 school year, the California Assessment of Student Performance and Progress System includes Smarter Balanced Summative assessments in English Language Arts and Math in grades three through eight and eleven, and alternate assessments in English Language Arts and Math in grades three through eight and eleven, for students with significant cognitive disabilities. The CAST for science is required for all students in grades five, eight and ten unless the student's IEP indicates administration of the CMA or CAPA. An optional, standards based test in Spanish for reading/language arts in grades two through eleven for Spanish-speaking English learners who either receive instruction in their primary language or have been enrolled in a school in the United States for less than twelve months may be administered at District discretion.

#### **\*Participation in State Assessments and Option to Request Exemption**

Pupils in applicable grade levels will participate in the California Assessment of Student Performance and Progress (CAASPP) except as exempted by law. Each year, a parent may submit a written request to excuse their child from any or all parts of the CAASPP assessments for that school year. Ed Code §§ 60640, 60615, 5 C.C.R. § 852; Board Policy and Administrative Regulation 6162.51.

#### SBAC (Smarter Balanced Assessment Consortium) Assessments

These computer adaptive assessments are aligned to the CCSS (Common Core State Standards). ELA and math tests are administered in grades 3-8 to measure whether or not students are on track to college and career readiness. The tests include: multiple choice, constructed response, technology enabled/enhanced items, and performance tasks.

## CAST (California Science Tests)

The computer-based California Science Tests (CAST) measures a student's acquisition on the California Next Generation on Science Standards (NGSS). The computer-based CAST replaces the science California Standards Test (CST).

## CAA (California Alternate Assessments)

The computer-based California Alternate Assessment (CAA) for English Language Arts/Literacy and math is administered to students with severe cognitive disabilities in grades 3-8. Test items are aligned with the Common Core State Standards and are based on the Core Content Connectors. The instructionally embedded, non-computer based CAA Science portion is administered in grades 5 and 8. Pursuant to California Ed 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 used to measure on English learner's progress toward learning English. 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 attaining English language proficiency.

## **PFT (Physical Fitness Test)**

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

## **Facts about Attendance**

The following are facts from the California Department of Education's "School Attendance Improvement Handbook" and the District's data:

- Absenteeism in the first month of school can predict poor attendance throughout the school year. Half the students who miss 2-4 days in August go on to miss nearly a month of school.

- Absenteeism and its ill effects start early. One in ten kindergarten and first grade students are chronically absent. Poor attendance can influence whether children read proficiently by the end of third grade or are held back.
- By 6<sup>th</sup> grade, chronic absence becomes a leading indicator that a student will drop out of high school.
- Research shows that missing 10 percent of school, or about 18 days in most school districts, negatively affects a student's academic performance. That's just two days a month and that's known as chronic absenteeism.
- The academic impact of missing that much school is the same whether the absences are excused or unexcused.
- When students improve their attendance rates, they improve their academic prospects and chances for graduating.

## **Attendance**

Daily school attendance is critical for a student's success. By law, parents are obligated to send their child to school daily. Parents are strongly encouraged to schedule medical appointments during non-school hours.

## **\*Absence for Religious Exercises/Instruction**

With parent/guardian written consent, a student may be excused from school in order to participate in religious exercises or instruction consistent with the limitations specified in Ed Code § 46014 provided the District's Board has adopted a resolution permitting such absence and has adopted regulations governing such absence and the reporting thereof. Ed Code §§ 46014, 48980(a).

## **\*Chronic Truancy**

The parent/ guardian of any pupil in grades 1 through 8 who is found to be a "chronic truant" may be found guilty of a misdemeanor. Ed Code § 48263.6; Penal Code § 270.1.

If a minor pupil in a school district or county is a habitual truant, or is a chronic absentee, missing 10% or more of the school days for any reason, or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a school attendance review board.

## **\*Truancy**

Upon a pupil's initial classification as a truant, you will be notified of the following:

- (a) That the pupil is truant.
- (b) That the parent or guardian is obligated to compel the attendance of the pupil at school.
- (c) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with § 48290) or Chapter 2 of Part 27.

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(d) That alternative educational programs are available in the district.

(e) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.

(f) That the pupil may be subject to prosecution under § 48264.

(h) That it is recommended the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

Ed Code § 48260.

### School Attendance Review Board (SARB)

SARB reviews student attendance and disruptive behavior. Students may be referred to SARB for habitual truancy or irregular attendance. SARB may involve the District Attorney, County Probation Department and County Health and Human Services in a student's case. The minor's parents or guardians shall be notified of the referral. Ed Code § 48263.

A student absent from school without a valid excuse or tardy in excess of thirty minutes (30) or more on three (3) or more days in one (1) school year is considered truant. Parents may receive written notification in the event their child is truant. Students who continue to have unexcused absences or tardies of thirty minutes (30) or more may also require notification to

the School Attendance Review Board (SARB). This is a requirement of the California Ed Code. Board Policy and Administrative Regulation 5113, Ed Code §§ 48200, 48260 et seq.

### \*Excused Absences

No pupil will have their grade reduced or suffer a loss of academic credit on account of an excused absence when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. An excused absence is defined in Ed Code § 48205 as an absence:

1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic service rendered.
4. For the purpose of attending the funeral services or grieving the death of either a of a member of the pupil's immediate family as defined in the Education Code, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five (5) days per incident.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent,

including absences to care for a sick child for which the school shall not require a note from a doctor.

7. For justifiable personal reasons, including, but not limited to, an attendance or appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat which shall not exceed one (1) school day per semester, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, 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 of the school district.
8. For the purpose of serving as a member of a precinct board for an election pursuant § 12302 of the Elections Code 12302.
9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Education Code § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
11. For the purpose of participating in a cultural ceremony or event, as defined in the Education Code.
12. For the purpose of a middle school pupil engaging in a civic or political event, including but not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls, provided that the pupil notifies the school ahead of the absence.
  - (i) A pupil who is absent for this reason is required to be excused for only one schoolday-long absence per school year.
  - (ii) A pupil who is absent for this reason may be permitted additional excused absences in the discretion of a school administrator.
13. For any of the purposes described in clauses (i) to (iii) below, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three (3) days per incident.
  - (i) To access services from a victim services organization or agency.
  - (ii) To access grief support services.
  - (iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate



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family, including, but not limited to, temporary or permanent relocation.

Any absences beyond three (3) days for the reasons described above shall be subject to the discretion of the school administrator, or their designee, pursuant to Education Code section 48260.

14. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

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

Education Code §§ 48980(a), (i), 48205; Elections Code § 12302.

Upon advanced written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons for absences include but are not limited to: appearance in court, observation of a holiday or ceremony of his/her religion, attendance at religious retreats not to exceed one full school day per semester or participation in religious instruction or exercises in accordance with district policy. All other absences are considered unexcused. Whenever possible, a student who is absent for a reason other than illness should attend at least the minimum school day.

When a student who has been absent returns to school, the parent needs to provide a written note or contact the school office to verify the reason for the absence. School absences are monitored carefully throughout the year. If a student has more than fourteen absences in a school year for illness, a physician may be asked to verify further absences for illness. Excessive excused absences may also require notification to the School Attendance Review Board (SARB).

### **\*Unexcused Absence**

Parents/guardians will be notified in a timely manner if their child is absent from school without permission. Ed Code § 51101(a)(4).

### **\*Individual Instruction**

Except for pupils receiving individual instruction provided pursuant to a school district or county office-sponsored program, a pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive either individual instruction at home provided by the school district in which the pupil is deemed to reside, or individual instruction in a hospital or other

residential health facility, excluding state hospitals, provided by the school district in which the hospital or other residential health facility is located. Ed Code §§ 48206.3; 48980(b).

### **\*Minimum Days/Professional Development Days**

The calendar for the school year which includes the current schedule of any minimum days or pupil-free professional development days is available at <https://www.drycreek.k12.ca.us/>.

Parents/guardians will be notified during the school year of any additional minimum days and pupil-free professional development days not later than one month before the scheduled minimum or pupil-free day. Ed Code § 48980(c).

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### **\*Code of Conduct - Employee**

The District expects its employees to maintain the highest ethical standards, follow District policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the District, advance the goals of the educational programs and contribute to a positive school climate.

Board Policy and Administrative Regulations 4119.21, 4219.21, 4319.21.

### **Code of Conduct - Student**

A student shall not be disciplined, suspended, or recommended for expulsion unless the Superintendent, a designee or the principal of the school in which the student is enrolled determines the student has violated one or more parts of the Code of Conduct, school site rules, Ed Code, or District Board Policy Regulation.

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

1. While on school grounds;
2. While going to or coming from school
3. During the lunch period whether on or off campus
4. During, while going to, or coming from a school-sponsored activity; and/or
5. For conduct which occurs after school hours and off District property, but which is reasonable to likely cause or causes a substantial disruption of a school activity or attendance.

## Electronic Devices

Use of cell phones and other mobile communication devices on campus may be beneficial to student learning and well-being, but could be a disruptive of the instructional program in some circumstances. Limited use of mobile communication devices on campus is permitted in accordance with law, and any rules that individual school sites may impose.

Students in TK-8 may not use cell phones, audio devices, or other mobile communication devices once they have entered the school campus for the duration of the instructional day. Devices, with the exception of smart watches, must be turned off and placed out of sight (not on their person) during the school day including breaks, passing period, recess, and lunch time. Students who need to call a parent/guardian may seek permission to use phones located in the administrative offices. Students may use cell phones, smart watches, or other mobile communication devices on campus during extra-curricular activities that occur outside of school hours as long as the device is utilized in accordance with law and any rules that individual school sites may impose.

When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate. If turned in to the principal or designee, a parent or guardian may be notified and may be required to pick up the device from the school. Additionally, a student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities. Board Policy 5131.8.

Mobile communication devices shall be turned off during the school day. However, a student shall not be prohibited from possessing or using a mobile communication device under certain circumstances. Cell phones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person. (Ed Code § 48901.5, 48901.7)

The district/school is not responsible for the loss, theft or damage of these items brought on campus or to a school activity.

Students may bring eReaders to school with their teacher's permission and may use them during designated times as determined by the teacher. All students must abide by the eReader Acceptable Use Policy and Agreement, and both the student and parent must sign the Acceptable Use Agreement that will be kept on file by the teacher for those students who bring an eReader to school.

## \*Pupil Discipline Rules

A copy of the school's pupil discipline rules may be obtained by contacting the principal or his/her designee. The parent/guardian of a pupil who has been suspended by a teacher may be required to attend a portion of a school day in the class of their child or ward. Ed Code §§ 35291; 48980(a), 48900.1.

## Respect and Civility

We believe everyone – students and District employees – deserves to be treated with respect. There is a great deal of diversity in the families we serve and we believe that our diversity is a strength. We strive to ensure everyone feels welcome in our schools. The school District will not tolerate behavior by students, staff or visitors that insults, degrades or stereotypes any actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. In addition, any person who comes onto a school campus or other school facility, and there is reasonable cause to believe that their conduct has willfully disrupted the orderly operation of such campus/facility, is subject to having their permission to remain withdrawn by the chief administrator and/or may be subject to arrest. Penal Code 626.4, 626.8.

## Search and Seizure

School officials may search individual students and their property and District property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, District policy, administrative regulations, or other rules of the District or the school. Ed Code § 49050.

## Search and Seizure Policy

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

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

## Student Search

The school principal or designee may search the person of a

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student, the student's locker, backpack, purse or other belongings if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property or contraband. U.S. Supreme Court Case "New Jersey v. T.L.O." (1985), 469 U.S. 325; Board Policy and Administrative Regulation 5145.12.

### **Internet and Google Apps for Education Access**

Our mission is to maximize learning for every student by providing an educational environment in which students thrive and become innovative, creative, collaborative and well prepared for college, career and global citizenship.

The District will be utilizing Google Apps for Education as a critical component of our educational delivery and to assist in collaborative sharing of resources by teachers and students. These accounts will be used for school related projects, but may also be used outside of school by students. The mastery of effective and proper email communications by students is included in the National Technology Standards, in addition to allowing access to the wealth of collaborative tools available to students and teachers once these accounts are assigned. All students will be assigned a Google Apps account which will provide access to email and site content. The rules governing proper electronic communications by students are included in the Instructional Technology Acceptable Use Policy (ITAUP) that is part of the student handbook available on each school's website. This account is housed on Google servers, thereby giving your student access to Google Drive (word processor, spreadsheet, drawing, and presentation software), email, calendar, website authoring tools, plus additional services on school and home computers. This will allow your student to collaborate with teachers and other students.

**Official Email Address:** Students will be assigned a unique student email account. This account will be considered the student's official school email address until such time as the student is no longer enrolled in the District.

**Conduct:** Students are responsible for good behavior just as they are in a traditional school building. Student accounts may not be used in the following ways: unlawful activities; using obscene, profane, threatening, or disrespectful language; commercial purposes; personal financial gain; false identity in email communications; misrepresentation of the District; and/or interference with District technology operations. Bullying will not be tolerated and the privacy of others should be respected at all times.

**Access Restriction:** Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be

referred to the principal or designee for further investigation and application of necessary consequences.

**Security:** The District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the District cannot assure that users will not be exposed to non-educational material.

**Privacy:** The District reserves the right to access and review content in the Google Apps for Education system at any time. The District complies with all state and federal privacy laws. As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience.

If you **DO NOT** want your child to have access to a Google Apps for Education account for the current school year. Please go to the District website and complete a Student Access to Google Apps Opt-Out Form and submit to your child's teacher.

### **Digital Citizenship**

The 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 empower them to act responsibility, 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.

- Implement an internet filtering solution designed to comply with Children's Internet Protection Act Guidelines.
- Offer training workshops for staff on the development of the skills necessary to make safe, lawful and appropriate use of the Internet in an educational environment.
- Provide District-approved digital citizenship/internet safety curriculum for grades K-8.
- Support anonymous online at: [www.drycreekschools.us](http://www.drycreekschools.us).

### **Technology Responsibilities**

During the online registration process, students and parents must agree to the Instructional Technology Acceptable Use Policy (ITAUP). The purpose of the contract is to clearly communicate expectations for student use of school technology resources and for the student and parent/guardian to agree to abide by the specified user obligations and responsibilities described in the contract.

Although students receive training and are monitored by their teacher while using school technology, it is not possible to control all information that a student may accidentally or



deliberately view while on the Internet. Parents should be aware that some material obtained via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive.

### Student Responsibilities

When using technology, students shall be responsible for the following:

1. Properly using network resources.
2. Keeping last name, personal account number, password, home address and telephone number private.
3. Using network resources only under his/her account.
4. Using network resources for educational purposes only.
5. Using proper network etiquette.
6. Immediately reporting security problems or misuse of network resources to the teacher or principal.

### Student Prohibitions

When using technology, students are prohibited from doing the following:

1. Bullying, intimidation, harassment, discrimination.
2. Using network resources for commercial, political or personal use.
3. Using network resources to encourage the use of drugs, alcohol or tobacco.
4. Promoting unethical practices or any activity prohibited by law or District policy.
5. Accessing or creating material which is threatening, obscene, disruptive or sexually explicit.
6. Accessing, displaying, saving or creating material which may be construed as harassing, discrediting or degrading to other persons based on race, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
7. Using copyrighted material without the author's permission.
8. Accessing or interfering with any private or confidential files including other students' or users' mail or files
9. Vandalizing District resources. Vandalizing includes, but is not limited to, malicious attempts to harm or destroy equipment, materials, software or data.

Students should not expect privacy while using District technology and should understand that authorized District staff may monitor or examine system activities and files to ensure proper use.

Students who fail to abide by the policies and procedures for the use of technology may be subject to disciplinary action and/or cancellation of network resource privileges. Violation of this policy will result in District sanctions and/or reported to civil authorities and may be prosecuted. Board Policy and Administrative Regulation 6163.4.

### Student Use of E-Mail

The District provides e-mail access for students as an

educational tool to promote educational excellence, innovation, and communication. Student accounts are established by the District. The District will have full access to all communication.

### **District Use of Internet**

Dry Creek Joint Elementary School District (DCJESD) 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 DCJESD 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) completed the Instructional Technology Acceptable Use Policy (ITAUP) of the Internet during the online registration process. When parents and students sign online, they verify that they accept the conditions in this handbook and Board Policy 6162.7. They also agree to hold blameless and release from liability the Dry Creek Joint Elementary School District, the sponsoring school, its subcontractors and employees.

Anyone using these systems is subject to having all activities, including e-mail, monitored by the system or security personnel. DCJESD 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 user is expected to use good judgement 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.

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- Degrading or disrupting equipment or system performance.
- Vandalizing the network or data of any other user.
- Stealing or damaging files or data of any other user.
- Stealing or damaging files or databases through tampering or hacking.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Revealing 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 otherwise objectionable language or images in either public or private messages.
- Sending messages that contain viruses or malware that are likely to result in the loss of recipient's work or systems.
- Send "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 cyberbullying.
- 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.
- Using the network to search for or utilize applications in attempts to circumvent filtering and security policies.

## Suspension and Expulsion

The Education Code clearly identifies the student actions that are grounds for suspension and expulsion. Students may be suspended or expelled from school depending upon the behavior.

Suspension shall be preceded by an informal conference conducted by the principal, designee or the Superintendent with the student and, whenever practicable, the teacher, supervisor or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Ed Code § 48900.5, and the evidence against him/her; the student shall be given the opportunity to present his/her version and evidence in support of his/her defense. Ed. Code § 48911.

This conference may be omitted if the principal, designee or the Superintendent determines that an emergency situation exists involving a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference and the conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference shall be held as soon as the student is physically able to return to school.

At the time of the suspension, a staff member will contact the student's parent/guardian regarding the suspension and notify the parent/guardian of the suspension in writing. The school may request to meet with the parent/guardian about the suspension. Under state law (Ed Code § 48914) the parent is then obligated to meet with school staff without delay.

Students who are suspended for more minor offenses may participate in an in-school suspension program, if that program is available. Major offenses are grounds for expulsion.

<b>1. Mandatory Expulsion {E.C. 48915(c)}</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Possession, selling, or otherwise furnishing a firearm. However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.		X
(2) Brandishing a knife.		X
(3) Selling a controlled substance.		X
(4) Committing or attempting to commit a sexual assault or battery.		X
(5) Possession of an explosive.		X
<b>2. Mandatory Recommendation for Expulsion {E.C. 48915(a)(1)}</b> Unless the Superintendent, Superintendent's designee, principal or principal's designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.	<b>Suspension</b>	<b>Expulsion</b>
(1) Causing serious physical injury to another person except in self-defense.		X
(2) Possession of any knife, or other dangerous object of no reasonable use to the pupil.		X
(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.		X
(4) Robbery or extortion.		X



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(5) Assault or battery upon a school employee.		X
<b>3. Acts of Violence {E.C. 48900(a)}</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Caused, attempted to cause, or threatened to cause physical injury to another person.	X	X
(2) Willfully used force or violence upon another person.	X	X
<b>4. Weapons and Dangerous Objects {E.C. 48900(b)}</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Possession, sale, or furnishing of weapons (knife, gun, sharp object, club, or an object that could inflict injury) or explosive.	X	X
(2) Explosives, use or possession.	X	X
<b>5. Drugs and Alcohol {E.C. 48900(c)}</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Possession, use, sale, or furnishing, or otherwise being under the influence of alcohol, controlled substances, or an intoxicant.	X	X
<b>6. Sale of "Look-Alike" Controlled Substance or Alcohol {E.C. 48900(d)}</b>	<b>Suspension</b>	<b>Expulsion</b>
Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant.	X	X
<b>7. Robbery or Extortion {E.C. 48900(e)}</b>	<b>Suspension</b>	<b>Expulsion</b>
Committed or attempted to commit robbery or extortion.	X	X
<b>8. Damage to Property {E.C. 48900(f)}</b>	<b>Suspension</b>	<b>Expulsion</b>
Caused, or attempted to cause damage to school or private property.	X	X
<b>9. Theft or Stealing {E.C. 48900(g)}</b>	<b>Suspension</b>	<b>Expulsion</b>
Stealing, or attempting to steal school or private property.	X	X
<b>10. Tobacco {E.C. 48900(h)}</b>	<b>Suspension</b>	<b>Expulsion</b>
Possessed or used tobacco or nicotine products.	X	
<b>11. Profanity, Obscene Acts, Vulgarity {E.C. 48900(i)}</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Directed at peers.	X	X
(2) Directed at school personnel.	X	X
<b>12. Drug Paraphernalia {E.C. 48900(j)}</b>	<b>Suspension</b>	<b>Expulsion</b>

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Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.	X	X
<b>13. Willful Defiance or Disruption of School Activities {E.C. 48900(k)(1)}**</b> Note: With the exception of classroom suspensions imposed by a teacher under Education Code 48910, no student enrolled in kindergarten through grade eight 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)]	<b>Suspension</b>	<b>Expulsion</b>
(1) Disrupting school activities.	X	
(2) Refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.	X	
(3) Failure to follow school rules.	X	
(4) Failure to follow directive or instruction of staff or teachers.	X	
(5) Failure to follow conduct code for school bus passengers.	X	
<b>14. Possession of Stolen Property {E.C. 48900(l)}</b>	<b>Suspension</b>	<b>Expulsion</b>
Knowingly received stolen school property or private property.	X	X
<b>15. Imitation Firearm {E.C. 48900(m)}</b>	<b>Suspension</b>	<b>Expulsion</b>
Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.	X	X
<b>16. Sexual Assault or Sexual Battery {E.C. 48900(n)}</b>	<b>Suspension</b>	<b>Expulsion</b>
Committed or attempted to commit a sexual assault or battery.	X	X

\*\*“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 Ed 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 Ed 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.

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<b>17. Harassment of a Student Witness {E.C. 48900(o)}</b>	<b>Suspension</b>	<b>Expulsion</b>
Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliation.	X	X
<b>18. Prescription Drug Soma {E.C. 48900(p)}</b>	<b>Suspension</b>	<b>Expulsion</b>
Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	X	X
<b>19. Hazing {E.C. 48900(q)}</b>	<b>Suspension</b>	<b>Expulsion</b>
Engaged or attempted to engage in hazing.	X	X
<b>20. Bullying and Bullying by Electronic Act {E.C. 48900(r)}</b>	<b>Suspension</b>	<b>Expulsion</b>
Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil.	X	X
<b>21. Aided or Abetted to Inflict Physical Injury {E.C. 48900(t)}</b>	<b>Suspension</b>	<b>Expulsion</b>
Aided or abetted in the infliction or attempted infliction of physical injury to another student.	X	X
<b>22. Sexual Harassment {E.C. 48900.2}</b>	<b>Suspension</b>	<b>Expulsion</b>
Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Applies to grades 4-12.	X	X
<b>23. Acts of Hate Violence {E.C. 48900.3}</b>	<b>Suspension</b>	<b>Expulsion</b>
Students in grades 4-12 may be suspended or recommended for expulsion for causing, threatening, or attempting to cause, or participating in an act of hate violence defined as willfully interfering with or threatening another person's person or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence.	X	X
<b>24. Other Harassment {E.C. 48900.4}</b>	<b>Suspension</b>	<b>Expulsion</b>
Students in grades 4-12 may be suspended or recommended for expulsion for intentionally engaging in harassment, threats, or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment.	X	X
<b>25. Terrorist Threats {E.C. 48900.7}</b>	<b>Suspension</b>	<b>Expulsion</b>
Making terrorist threats against school officials and/or property.	X	X
<b>26a. Attendance – Truant {E.C. 48260}</b>	<b>Suspension</b>	<b>Expulsion</b>
Absent from school without a valid excuse.		
<b>26b. Attendance – Repeat Truant {E.C. 48261}</b>	<b>Suspension</b>	<b>Expulsion</b>
Absent from school more than one day without a valid excuse.		
<b>26c. Attendance – Habitual Truant {E.C. 48262}</b>	<b>Suspension</b>	<b>Expulsion</b>
Any student truant three or more times per school year. Students who are habitually truant may be referred to the School Attendance Review Board.		

**Note:** This is a brief summary of a long and detailed policy and process. For specific steps and processes, see the Board Policy and Administrative Regulations. These may be requested through the school.

Board Policy and Administrative Regulation 5144.1 and Administrative Regulation 5144.

## Enrollment

The registration process begins on the District website at [www.drycreekschools.us](http://www.drycreekschools.us). Under state law, the District annually reviews the enrollment options available to pupils within the District. The District strives to maintain available enrollment options that meet the diverse needs, potential and interests of California pupils. Homeless students shall be immediately enrolled and, to the extent feasibly placed in their school of origin unless otherwise requested by their parent/guardian. [42 U.S.C. 11432] In the case of an unaccompanied youth, the District liaison to the homeless shall assist in placement or enrollment decisions. [42 U.S.C. 11432] If, after enrollment, it is determined that a student is not homeless as defined in the law, the District will follow policies in place to address fraud.

### \*Minimum Age for Admission to Kindergarten

Districts shall admit a pupil into kindergarten at the beginning of the school year, or at a later time in the same school year, if the pupil will be 5 years of age on or before September 1 of the school year. Ed Code § 48000(a).

### Transitional Kindergarten Registration

If you live within the boundaries of the District and your child will turn 5 years old on or between September 2, 2024 – June 2, 2025, you may register your child for Transitional Kindergarten for the 2024-2025 school year. Follow the Kindergarten Registration guidelines. Ed Code § 48000(c)(1)(D).

### Kindergarten Registration

If you live within the boundaries of the District and your child will turn 5 years old on or before September 1, 2024, you may register them for the 2024-2025 school year. Registration typically begins at the beginning of January. Please check the District website at: [www.drycreekschools.us](http://www.drycreekschools.us) for updates.

### Registration Requirements (TK – 8)

To Register:

1. Visit the District website at [www.drycreekschools.us](http://www.drycreekschools.us) to start your online registration.

2. Submit the following items to your home school:

- **Proof of Age:** Certified copy of a birth certificate or statement by the local registrar or county recorder verifying the date of birth, a duly attested baptism certificate, or passport. When none of the previous documents are available, an affidavit of the parent/guardian certifying the date of birth.
- **Proof of Residency:** (One or more of the following.) Documentation must show the parent/guardian name and current address.
  - **Most current:** Utility bill (PG&E, SMUD, garbage, etc.), rental agreement or copy of purchase agreement, property tax receipt, voter registration, pay stub, correspondence from a government agency, notarized

Declaration of Residency.

- **Proof of Immunization:** Unless otherwise exempt, all immunizations listed below must be given to the child prior to completing registration. For further information regarding immunization requirements please visit [www.drycreekschools.us](http://www.drycreekschools.us) or [Shots for Schools](#).

GRADE	NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION
TK-12	4 Polio 5 DTaP 3 Hep B 2 MMR 2 Varicella
(7 <sup>th</sup> – 12 <sup>th</sup> )	K-12 doses plus 1 Tdap

**Please Note:** Although most families who complete their registration online early in the year are likely to get into their home school, the District is not able to guarantee placement for every child at their home school. Due to occasional crowded conditions in the District, there is a possibility that your child may be reassigned to another District elementary school.

Parents needing more information about the registration process can call their home school or the District Education Center at 916-770-8800.

### Residency Requirement

A pupil shall be deemed to have complied with residency requirements providing the pupil falls within the scope of Ed Code § 48204.

### \*Attendance Options

California law gives parents/guardians the right to receive notification of all existing statutory attendance options and local attendance options available in the school district, including options for meeting residency requirements for school attendance, programmatic options offered within local attendance areas, and any special programmatic options available on both an inter-district and intra-district basis.

Parents/guardians may contact their student's school or district of residence for more information about the available statutory and local attendance options, including information regarding application procedures for alternative attendance areas or programs and District application form(s) for requesting a change of attendance, and for information regarding the appeals process, if any, when a change of attendance is denied. Ed Code § 48980(g).

### \*Residence Based on Parent/Guardian Employment

A pupil complies with the residency requirements for school attendance in a school district, if the pupil's parent or guardian resides outside the boundaries of that school district but is employed and lives with the pupil at the place of their employment within the boundaries of the school district for a minimum of 3 days during the school week. Ed Code § 48204(a)(7).



A pupil may also be deemed a pupil having complied with the residency requirements for school attendance in a school district if at least one parent/guardian is physically employed within the boundaries of that district for a minimum of 10 hours during the school week. Ed Code § 48204(b).

## \*Attendance Where Caregiver Resides

If your child lives in the home of a caregiving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit, under penalty of perjury, by the caregiving adult is required to determine that your child lives in the caregiver's home. Ed Code § 48204(a); Family Code §§ 6550, 6552.

## \*Inter-District Transfer Policies and Procedures

A pupil may attend a school in a district other than the pupil's district of residence pursuant to an inter-district agreement. Each school district has adopted policies regarding inter-district attendance. You may contact your student's school for an application and further information. Ed. Code §§ 46600 et seq.

The Board recognizes that the District may be capable of serving additional students. Therefore, the Superintendent or designee may approve inter-district attendance agreements with other districts. However, the Board may approve a request for school attendance in the District for students living outside the District only for reasons specifically listed in Board Policy and Administrative Regulation 5117, and on the permit itself:

- When a student is enrolled or accepted into a program not available in the district of residence;
- To meet the student's special emotional, physical, educational, health or safety needs as certified by a physician, school psychologist or other appropriate school, medical or law enforcement personnel;
- When school personnel have determined that the pupil has been the victim of bullying; as set forth in Ed Code §§ 46600 and 48900(r);
- When recommended by the School Attendance Review Board, county child welfare, probation or a social service agency in documented cases of serious home or community issues that make it inadvisable for the student to attend in the district of residence;
- When a student has brothers or sisters concurrently attending the same requested school;
- When parents/guardians provide sufficient written evidence that the family will be moving to a new district within 60 days and would like the student to start the year in the new district;
- To allow a student to remain in his/her current school within two years of graduating or promotion from that school;
- To meet the pupil's desire to remain in their school of current attendance for the balance of the semester or

school year despite his/her parent's or guardian's change of address;

- To address the childcare needs of the student in grades K-8;
- To accommodate parent/guardian employment inside of the requested district [Ed Code 48204];
- To meet the conditions of the Open Enrollment Act SBx54 (Romero).

Transportation shall not be provided for students attending on an inter-district attendance agreement. Inter-district transfer requests are granted on a space available basis; they will not be approved for enrollment-impacted schools. The governing Board reserves the right to revoke any inter-district attendance permit at any time, consistent with Board Policy, Administrative Regulation and those terms contained in the permit itself.

Parents choosing to apply for an inter-district transfer must complete an Application for inter-district transfer available online at: [www.drycreekschools.us](http://www.drycreekschools.us).

## \*Intra-District Transfer Request

Residents of a school district may apply to enroll their child in other schools within the district to attend on a space available basis. Intra-district enrollment is not applicable to districts with only one school or with schools that do not serve any of the same grade levels. Ed. Code § 35160.5(b).

Dry Creek Joint Elementary School District students who wish to attend a school other than their school of residence must complete the District's intra-district transfer Request form.

- Parents/guardians requesting an intra-district transfer must initiate the request online at: [www.drycreekschools.us](http://www.drycreekschools.us). Approval for or termination of a permit will be at the discretion of the Assistant Superintendent of Administrative Services or designee.
- Intra-district transfer Requests are granted on a space available basis. Transfers may not be approved for enrollment-impacted schools.
- Criteria for an intra-district transfer Request include childcare within the attendance area of requested school. In certain cases, transfer may be granted to reasons of a student's physical or mental health. In these cases, documentation from a medical provider is required for application consideration of the transfer.
- Students on an intra-district transfer are expected to meet and maintain academic, attendance and behavioral standards. The transfer permit may be revoked if minimum standards are not met or maintained.

- In certain cases, transfers may be granted for health and safety reasons. In these cases, documentation is required at the time of application.

Board Policy and Administrative Regulation 5116.1.

## **Victims of Bullying Transfer Rights**

School districts of residence must approve the request of a bullying victim, as defined, to transfer to another school within the district. If the requested school is at capacity, the school district must accept a request for an alternate site. If the school district of residence has only one school available, the school district of residence must honor the student's inter-district transfer request if the school district of proposed enrollment approves the transfer. Ed Code § 46600.

## **\*Residence When Hospitalized**

Notwithstanding compulsory education requirements, a pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent/guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It shall be the primary responsibility of the parent/guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital. Ed Code §§ 48207, 48208, 48980(a).

## **\*Pupil of California Resident Parents Departed Against their Will**

A pupil complies with the residency requirements for school attendance in a school district if their parent(s)/guardian(s) were residents of the state but departed against their will, and the pupil seeks admission to a school of a school district, if certain requirements are met. Ed Code § 48204.4.

## **\*Pupil of Active Military Parent/Guardian**

A child shall be deemed to meet the residency requirements for school attendance in a school district, if the child is a student whose parent/guardian is transferred, or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order, and the student's parent/guardian has provided proof of residence in the school district within 10 days after the published arrival date provided on official documentation. Ed Code § 48204.3.

## **\*Specific School Request**

Parents/guardians have the right to request a specific school and to receive a response. Such a request does not obligate the school to grant the request. Ed Code § 51101(a)(6).

## **\*Notice of Alternative Schools**

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Ed Code defines an alternative school as a school or separate class group within a

school which is operated in a manner designed to:

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

In the event any parent/guardian, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this school district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. Contact the school for more information. Ed Code §§ 58500; 58501; Board Policy and Administrative Regulation 6181.

## **Anti-Seizure Medication**

A parent of a student with epilepsy who has been prescribed an emergency anti-seizure medication may request that their student's school have one or more of its employees receive voluntary training in the administration of the medication in the event that the student suffers a seizure when a nurse is not available. Upon receipt of the parent's request, the school district must notify the parent that his or her child may qualify for an individualized education program or Section 504 plan. Ed Code § 49414.7(c), (d).

## **\*Cancer Prevention Act**

Effective January 1, 2024, the Cancer Prevention Act requires that every public and private school notify 6th grade students and their parents/guardians that they are advised to follow current human papillomavirus (HPV) immunization guidelines before starting 8th grade. (Most children in this age group are recommended to receive 2 doses of HPV vaccine.) The Act seeks to help reduce the burden of cancers caused by HPV in California. The Act also includes requirements for California Universities and the Department of Managed Health Care. Read more about the Cancer Prevention Act [here](#).

### Covered California

Through Covered California, a program from the state of California, qualified residents of California and their families can compare health insurance plans and enroll in the one that works best for their needs and budget. Financial assistance is available to qualifying individuals' and families to help them pay for health insurance premiums. This means the federal government may pay a portion of the health insurance premium. Individuals and families may also qualify for Medi-Cal benefits.

Visit [CoveredCA.com](https://www.coveredca.com/) to learn more, compare health insurance plans, choose the one that best fits your needs and enroll online. For free, confidential, in-person help, in your area, visit <https://www.coveredca.com/> or call 800-300-1506 or Sacramento Covered at 916-414-8333.

The open-enrollment period to enroll in Covered California health insurance plans happens once a year. Once the open-enrollment period closes, you may enroll in a Covered California health plan only if you have a qualifying life event that makes you eligible to apply. Some examples of qualifying life events are: losing your health coverage, getting married, moving outside your plan's coverage area, having a baby and turning 26. To see if you qualify, visit [www.CoveredCA.com/individuals-and-families/getting-covered/special-enrollment](https://www.CoveredCA.com/individuals-and-families/getting-covered/special-enrollment). To enroll during this time, you must apply within 60 days of your qualifying life event. For more information and where to find free, confidential, in-person help in your area, visit <https://www.coveredca.com/> or call 800-300-1506 or Sacramento Covered at 916- 414-8333.

Undocumented and non-citizen or permanent-resident partners should not fear that applying on behalf of their children or dependents, who may be eligible for health coverage, will result in deportation or other immigration-related actions. For more clarification, read the Immigrations and Customs Enforcement memo on health enrollment and immigration at:

[www.ice.gov/doclib/ero-outreach/pdf/ice-aca-memo.pdf](https://www.ice.gov/doclib/ero-outreach/pdf/ice-aca-memo.pdf)  
English

### \*Confidential Medical Services

Pupils enrolled in grades 7 through 12 may be excused from school by school authorities for the purpose of obtaining confidential medical services without the consent of the pupil's parent. Ed Code § 46010.1.

### \*Pupil Medication

Any pupil who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instruction from the physician or surgeon or physician assistant, as specified by law, detailing the name of the medication, method, amount and time schedules by which the medication is to be taken, and a written statement from the

pupil's parent, foster parent, or guardian indicating their desire to have the school assist in administering the physician and surgeon, or physician assistant's instructions. Any student who wishes to carry and self-administer prescription auto-injectable epinephrine and/or self-administered inhaled asthma medication must submit both a written statement of instruction from their physician or surgeon or physician assistant, as specified by law, that includes a confirmation that the student is able to self-administer such medication, and a written statement from the pupil's parent, foster parent, or guardian consenting to the self-administration, as well as applicable releases. Any pupil who uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed is subject to discipline. Ed. Code §§ 48980(a), 49423, 49423.1.

In accordance with California Ed Code § 49423, and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, students who have a medical disability for which a physician has prescribed medication to be taken during the school day, whether of limited or permanent duration, are entitled to seek assistance from the District in meeting their medication needs when the student is under the District's care, custody or control, including while on field trips, sporting events and other off-campus district-sponsored activities.

Before medication assistance can be provided, even if the student has an Individualized Education Plan (IEP) or a 504 Plan, a Medication Administration form at [www.drycreekschools.us](https://www.drycreekschools.us) must be executed by at least one parent/legal guardian and the student's duly authorized physician or surgeon. A new authorization is required at the beginning of each school year and any time there is a change in medication, dosage, timing or frequency. The parent/legal guardian must immediately notify the District of any change in medication directives. Until the District receives an updated authorization, signed by the physician or surgeon, the District will continue with the directives in the existing authorization unless (a) there is evidence the student's health may be endangered by the continued use of the existing medication directive, or (b) the parent/legal guardian provides a written statement that the medication assistance is to cease or be suspended until the new authorization can be provided.

All medication must be provided to the District by a parent/legal guardian, with the District storing the medication and dispensing it in compliance with the medication directive. All medication supplied to the District must be in its original labeled form (i.e., in the original prescription bottle, sealed package, etc.) as received from the physician, pharmacist or store. State law provides that students may carry and self-administer prescription auto-injectable epinephrine and inhaled asthma medication upon the school's receipt of specified written confirmation and authorization from the student's physician, surgeon and parent/guardian. Ed Code §§ 49423 and 49423.1.

At the end of the current school year all medications must be picked up by the parent within five working days, or the medication will be destroyed per safety regulations. Board Policy and Administrative Regulation 5141.21.

### **\*Continuing Medication**

A parent/guardian of a pupil on a continuing medication regimen for a non-episodic condition shall inform the school of the medication being taken, the current dosage, and the name of the supervising physician. With a parent's/guardian's consent, the school nurse or other designated employee may communicate with the physician with regard to the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or over dosage. Ed Code § 49480.

### **\*Emergency Medical Care**

Parents/guardians must provide current updated emergency contact information to your child's school of attendance, including your home address and telephone number, business address and telephone, and the name, address and telephone number of a relative or friend who is authorized to care for your child in any emergency situation if you cannot be reached. If your child is ill or injured during regular school hours and, requires reasonable medical treatment, and if you cannot be reached, the school district, county office or the principal cannot be held liable for reasonable treatment of your ill or injured child without your prior consent, unless you have previously filed a written objection to any medical treatment other than first aid. Ed Code §§ 49407; 49408.

### **Head Lice**

School district procedures require that any student found to have active (live) head lice be sent home. Parents/Guardians are encouraged to begin treatment of the student immediately and to check all members of the family. After treatment, excluded students may return to school when (1) they bring a note from the parent/guardian verifying treatment and (2) reexamination by the nurse or designee shows that active (live) lice have been removed. These precautions are necessary in order to decrease transmission of head lice. It would be helpful if all parents check their children weekly to insure they do not have any head lice. If you would like further information on head lice, the office has information available. Board Policy 5141.33.

### **Health Services**

The District will verify that students have complied with legal requirements for health examinations and immunizations before enrolling a student in school. Except as provided by law, failure to provide proof of required immunizations will result in the student being excluded from school. With the exception of students who transfer into the district, exclusion will begin ten school days after receiving a notice of

inadequate immunization. A transfer student may be conditionally admitted for up to 30 school days while their immunization records are being transferred from the previous school. If such documentation is not presented within 30 days, the student shall be excluded from school until the required immunizations have been administered. The district administers vision, color vision, and hearing screenings, as required by law. Board Policy and Administrative Regulation 5141.31.

### **Health and Wellness/Wellness Policy**

The Dry Creek Joint Elementary School District recognizes the link between health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students.

The District encourages school organizations to use healthy food items or non-food items for fundraising purposes and encourages school staff to avoid the use of non-nutritional foods as a reward for students' academic performance, accomplishments, or classroom behavior.

School staff will encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Board Policy 5030.

### **Illness or Injury**

Parents will be promptly notified of any serious injury or illness that occurs on the school grounds or on the bus. It is important that the school knows who to call. Be sure to keep up-to-date information on your child's emergency card, which is on file in the school office. Parents are asked to pick up their child for their own observation or examination by their family physician. If the accident or injury warrants, the school will call 911 and notify the parents immediately. The school does not have a full-time nurse.

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

State law requires that for each child enrolling in the first grade, the parent or guardian must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file a waiver with the District stating the reasons you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. [Ed Code § 49450; Health and Safety Code 124085, 124100, 124105] These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). Forms are available on the District website at: [www.drycreekschools.us](http://www.drycreekschools.us).



**\*Oral Health Assessment (Kindergarten and First Grade)**

Any pupil, while enrolled in kindergarten in a public school or while enrolled in first grade if the pupil was not previously enrolled in kindergarten, unless excused, must present proof no later than May 31 of the school year of having received an oral assessment by a licensed dentist or other licensed or registered dental health professional. The assessment must be performed no earlier than 12 months prior to initial enrollment of the pupil. Ed. Code § 49452.8 Forms are available on the District website at: [www.drycreekschools.us](http://www.drycreekschools.us).

**\*Physical Examinations**

A child may be excluded from physical examination whenever the parents/guardians file a written statement with the school that they will not consent to a physical examination of their child. Whenever there is a good reason to believe the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance. (School children are examined for vision and hearing at selected grade levels). Ed Code §§ 48980(a), 49450-49455.

State law requires that for each child enrolled in the first grade, the parent/guardian must present within 90 days after entrance, a certificate, signed by a physician, verifying that the child has received appropriate health screening and evaluation including a physical examination within the last 18 months. A parent/guardian may file with the school district a written objection or waiver stating the reasons why he or she was unable to obtain such services. Free health screening is available for low income children for up to 18 months prior to entry into 1<sup>st</sup> grade. Parents/guardians are encouraged to obtain required health screenings simultaneously with required immunizations. Health and Safety Code §§ 124085; 124105.

**Physical Exam Report for Sports Activities**

All middle school students who participate as athletes in organized competitive sports shall first undergo and file with the District a current medical examination. Upon sustaining an injury or serious illness, a student may be required to have another examination before participating further. This requirement does not apply to participants in occasional play day or field day activities. Board Policy 5141.3.

**\*Athletics, Concussions and Head Injuries**

The Governing Board recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social and emotional well-being and character development of participating students. Parents/guardians of students who are participating in an athletic program other than a Physical Education class, will annually receive an information sheet on concussions and head injuries that must be signed by the parent/guardian and returned before the student initiates practice or competition.

In the event of an injury occurring or perceived imminent risk to the student's health, such as a concussion or passing out, fainting, or other sign of sudden cardiac arrest, during or immediately after an athletic activity, the coach or any other district employee who is present shall remove the student athlete from the activity.

If a student athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she will be immediately removed from the activity until he/she is evaluated by a licensed health care provider trained in the management of concussions and received the health care provider's written clearance to return to the activity. If the health care provider determines that the athlete sustained a concussion or a head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven (7) days in duration under the supervision of a licensed health care provider. Ed Code § 49475, Board Policy and Administrative Regulation 6145.2.

**\*Pupil Immunization**

No student shall be admitted to school until the student is immunized as required by law. The District may permit a licensed physician and surgeon, or other health care practitioner who is acting under the direction of a supervision physician or surgeon, to administer an immunizing agent to a student whose parent or guardian has consented in writing to the administration of such immunization agent. When there is good cause to believe that a student has been exposed to a communicable disease and their documentary proof of immunization status does not show proof of immunization against that disease, the student may be temporarily excluded from school until the local health officer is satisfied the student is no longer at risk of developing or transmitting the disease.

New medical exemptions (ME) for school and child care entry must be issued through CAIR-ME (California Immunization Registry - Medical Exemption website). Medical exemptions can only be issued by MDs or DOs licensed in California and must meet applicable Centers for Disease Control and Prevention (CDC), [Advisory Committee on Immunization Practices \(ACIP\)](#), and American Academy of Pediatrics (AAP) criteria.

Steps to obtain a ME for school/child care entry:

1. Create an account in [CAIR-ME](http://CAIR.CDPH.CA.gov/exemptions/home) (CAIR.CDPH.CA.gov/exemptions/home) and apply for an exemption.
2. Share the application number with your child's physician.
3. The physician can register for an account in CAIR-ME and log in to issue the ME.

4. Once the ME is issued, the physician prints the form and provides a copy to you to give to your child's school or child care facility.

*Note:* The requirement to issue all new medical exemptions through CAIR-ME includes exemptions for children who have had documented chickenpox disease.

## Resources

[CAIR-ME Website](https://cair.cdpd.ca.gov/exemptions/home) (CAIR.CDPH.CA.gov/exemptions/home)

[School Immunization Website](https://cdph.ca.gov/ShotSchool): (CDPH.CA.gov/ShotSchool)

**For more information, contact**

[medicalexemptions@cdph.ca.gov](mailto:medicalexemptions@cdph.ca.gov)

Effective January 1, 2016, the California Legislature eliminated from specified immunization requirements based upon personal beliefs. A student who, prior to January 1, 2016, submitted a letter or affidavit on file with their school stating beliefs opposed to immunization shall be allowed enrollment until the student enrolls in the next grade span. "Grade span" means (1) from birth through preschool; (2) transitional kindergarten through 6<sup>th</sup> grade; and (3) grades 7 through 12.

Health and Safety Code § 120335; 120370; Ed Code §§ 48216; 48980 (a), 49403.

## \*Type 1 Diabetes Information

Information regarding Type 1 Diabetes is available on the California Department of Education's website at: <https://www.cde.ca.gov/ls/he/hn/type1diabetes.asp> Ed Code § 49452.6.

## Type 1 and Type 2 Diabetes

The school district will provide a type 1 and type 2 diabetes information sheet, developed by the State Department of Education, to the parent or legal guardian of incoming 7<sup>th</sup> grade pupils. Ed Code § 49452.7. Information is also available on the District website at: [www.drycreekschools.us](http://www.drycreekschools.us).

## \*Synthetic Drug Use Dangers

Parents/guardians should be aware of the possibility that dangerous synthetic drugs can be found in counterfeit pills. Information about the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl, is available on the District's website. Education Code § 48985.5.

## Vision and Hearing Appraisal

Vision and hearing will be checked by a credentialed school nurse or LVN in grades transitional kindergarten/kindergarten, second, fifth and eighth unless you present to the school a certificate from a physician or optometrist verifying prior testing or written opt out letter is given to the school. Ed Code §§ 49455, 49452.

## Americans with Disabilities Act

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

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

The District operates its programs so that, when viewed in their entirety, they are readily accessible to or usable by individuals with disabilities. We welcome those with disabilities to participate fully in the programs, services and activities offered to students, parents, guardians and members of the public. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in any program, service or activity offered to you, contact the District Education Center at 916-770-8800 at least 48 hours before the scheduled event so that we may make every reasonable effort to accommodate you. If you have an observation of a possible barrier to access or a complaint about access, please contact the Asst. Supt, Administrative Services at 916-770-8875. Government Code Section 54953.2; Americans with Disabilities Act of 1990, Section 202 (42 U.S.C. Section 12132), (42 U.S.C. Section 12132, Section 35.106).

## Individuals with Disabilities

In accordance with federal and state laws, the school district and county office will not discriminate against an individual with disabilities as far as involvement in programs and activities and in the use of facilities. If your child needs special accommodations, please contact the school district. 34 CFR, §§ 104.8, 106.

## \*Nondiscrimination

The school district and county office have a policy of nondiscrimination on the basis of a person's race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics, in any of its policies, practices or procedures programs or activities. The school district's and county office's nondiscrimination policy comply with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 the Rehabilitation Act of 1973 ("Section

504”), the Individuals With Disabilities Education Improvement Act of 2004 and other related state and federal laws. Pupils or parents or any other individual having questions or concerns regarding these nondiscrimination and harassment policies or who may wish to file a complaint, should contact the school district or the county office. Ed. Code § 220; 5 CCR §§ 4900 et. seq.

The District’s policy on Nondiscrimination/Harassment/Intimidation/Bullying, Board Policy 5145.3 can be found at: [Board Policies](#). This policy applies to all acts related to school activity of school attendance occurring within a school activity or school attendance occurring within a school under the jurisdiction of the District Superintendent. See also Board Policy 0410.

When providing or arranging for the provision of nonacademic and extracurricular services and activities, the District shall ensure that a student with a disability participates with nondisabled persons in such activities and services to the maximum extent appropriate to the needs of the student with a disability in question.

Pursuant to California Ed Code section 221.5, a pupil shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil’s records. Any student may request the use of private or unisex restroom facilities for increased privacy. The District endeavors to protect the privacy of all students.

In the event of a complaint regarding gender equity or sexual harassment, or discrimination, including harassment, intimidation and/or bullying because of actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, physical or mental disability, sex, marital or parental or family status, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics, contact the following Title IX and Non-discrimination Coordinators.

For concerns, questions, or complaints, contact the following:

James Ferguson, Assistant Superintendent of Administrative Services (employees)  
[jferguson@dcjesd.us](mailto:jferguson@dcjesd.us)  
916-770-8800

Sara Wegner, Assistant Superintendent of Educational Services (students)  
[swegner@dcjesd.us](mailto:swegner@dcjesd.us)  
916-770-8800

Address: 8849 Cook Riolo Road, Roseville, CA 95747

For more information visit:

<https://www2.ed.gov/about/offices/list/ocr/docs/howto.htm>  
| or  
<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

## \*Bullying

The Dry Creek Joint Elementary School District is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Board Policy 5131.2.

“Bullying” means any severe (can be once, if severe) or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more of the following:

- Sex Harassment (§ 48900.2)
- Hate Violence (§ 48900.3)
- Threats, harassment, intimidation (§ 48900.4)
- Has or reasonably predicted to have one or more of the following (looking at impact):
  - Placing a reasonable pupil or pupils in fear of harm to that pupil or those pupils person or property. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
  - Causing a reasonable pupil to experience substantial interference with his or her academic performance.
  - Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school. Ed Codes §§ 234, 234.1, 234.2, 234.3 and 234.5.

## Anonymous Bully Report

If you have witnessed a bullying event, are the victim of bullying or are in fear that a bully/threatening event will take place, you may submit an Anonymous Bully Report using the STOPit App. Teachers, staff, and administration are also available to discuss bullying instances confidentially.

Bully Reports can be sent anonymously to the administration staff at your school. You have the ability to identify yourself within the Bullying Report, if you wish.

All Bully Reports are taken seriously and are dealt within the timeline needed to thoroughly investigate and resolve each incident. Since each incident varies, please allow appropriate time for the report to be investigated and resolved appropriately.

Teachers, staff, and administration are also available to discuss bullying instances confidentially.

## **\*Pupil Protections Relating to Immigration and Citizenship Status**

All students have the right to a free public education, regardless of immigration status or religious beliefs. Ed Code §234.7; Board Policy 0410. The California Attorney General's website provides "know your rights" resources for immigrant students and family members online at: <https://oag.ca.gov/immigrant>.

## **\*Sexual Harassment**

The District and county office prohibit sexual harassment of or by any pupil or by anyone employed by or otherwise working or volunteering for the school district or county office. 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. Any person who feels that they are being discriminated against or harassed should immediately contact their principal or designee so that they can address the situation. A written complaint may be filed in accordance with the District or county office's Uniform Complaint Procedures. Written complaint procedures are available at all school sites. Ed. Code § 48980(f), 212.5, 231.5; 5 CCR, § 4917.

## **\*Sexual Harassment Policy**

The District prohibits sexual harassment at school and at school-sponsored or school-related activities. Anyone who engages in sexual harassment will be subject to disciplinary action. Staff will clearly communicate to students that sexual harassment is prohibited and advise students to report any sexual harassment that they experience or observe. The District's sexual harassment policy contains specific steps and assurances. This policy is available in the school office or online at [www.drycreekschools.us/Board Policy](http://www.drycreekschools.us/Board Policy). Board Policy and Administrative Regulations 5145.7.

## **Student Fees, Deposits and Charges**

The Governing Board recognizes its responsibilities to ensure that books, materials, equipment and supplies necessary for students' participation in the educational program are made available to them. No student shall be required to pay any fees, deposits or other charges for their participation in an educational activity which constitutes an integral fundamental part of the District's educational program including District curricular and extracurricular educational activities.

As necessary, the District and its schools may approve and impose fees, deposits and other charges which are specifically allowed by law. For such legally-authorized fees, deposits and charges, the District may consider students' and parents'/guardians' ability to pay when establishing fee schedules and for granting waivers and exceptions. The District, its schools and programs may also lawfully solicit voluntary donations of funds or property, or request voluntary participation in fundraising activities, by students and parents.

## **\*Uniform Complaint Procedures**

The school district and county office have adopted Uniform Complaint Procedures (UCP) for filing, investigation and resolution of complaints subject to the UCP process, including those alleging unlawful discrimination, harassment, intimidation, and bullying, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, 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, Government Code 11135, or Penal Code 422.55, or based on their association with a person or group with one or more of these actual or perceived characteristics; failure to comply with specified state and/or federal laws governing educational programs including, adult basic education programs, consolidated categorical aide programs, migrant education, vocational education, physical education instructional minutes (grades 1-6), child care and development programs, child nutrition programs, special education programs, education of pupils in foster care and pupils who are homeless, compensatory education, and accommodations for lactating students, and pregnant and parenting students; school safety plans; failure to comply with Local Control and Accountability Plan requirements; and for unlawfully charging pupil fees. A copy of the District's Uniform Complaint Procedures is listed below and on the [website](#). 5 CCR § 4600 et seq.; Ed Code § 49013, 48853.5.

## **\*Uniform Complaint Procedures (UCP) 2024-2025 School Year (Annual Notice)**

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

The District annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our District website at: [www.drycreekschools.us](http://www.drycreekschools.us).



The District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP in:

## Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- Career Technical and Technical Education; Career Technical; Technical Training Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic set forth in Section 422.55 of the Penal Code, or on the basis of 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 an education institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district.
- Every Student Succeeds Act
- Local Control Accountability Plan (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- School Site Councils

## Responsibilities of the Dry Creek JESD

We shall post a standardized notice on our District website, in addition to this notice, with graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly Juvenile Court now

enrolled in a school district. We advise complaints of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE).

We advise complainants of civil law remedies, including injunctions, restraining orders or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.

## Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Name or title: Superintendent

Unit or office: Dry Creek Joint Elementary School District

Address: 8849 Cook Riolo Road, Roseville, CA 95747

Phone: 916-770-8800

E-mail address: [superintendent@dcjesd.us](mailto:superintendent@dcjesd.us)

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in the Dry Creek Joint Elementary School District.

## \*Williams Settlement Complaint Procedure

The District and county office have adopted policies and procedures regarding complaints for deficiencies related to textbooks and instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy and mis-assignment. For more information regarding Williams Uniform Complaint Procedures and/or to obtain a complaint form or assistance with the process, please contact the school district or the county office. 5 CCR § 4680 et seq.; Ed Code § 35186.

Pursuant to California Ed Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or mis-assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

*Mis-assignment* means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or

credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

*Teacher vacancy* means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Complaints pertaining to instructional materials, emergency or urgent facility conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancies or misassignments may be filed anonymously with the school principal or their designee. Please see California Code of Regulations, Title 5, sections 4680-4687 for more information.

### Special Education Complaints

Complaints regarding special education programs are no longer covered by the District's Uniform Complaint Procedures. Please refer to the Notice of Procedural Safeguards, Special Education Right of Parents and Children Under the IDEA and the California Education Code, which is available from your child's school or may be accessed here: <https://www.cde.ca.gov/sp/se/qa/cmplntproc.asp>, for more information about filing a complaint. Complaints alleging that a student was discriminated against due to his or her disability still fall under the Uniform Complaint Procedures. Please see 5 CCR §§ 3200-3205.

### Child Nutrition Programs

Complaints related to Child Nutrition Programs established pursuant to the National School Lunch Program, Summer Food Service Program, Child and Adult Care Food Program, Special Milk Program, School Breakfast Program and Food Distribution Program are no longer processed through the LEA's Uniform Complaint Procedures. Instead, complaints must be processed through the existing procedures outlined in the federal regulations and the new, related state regulations. California Code of Regulation, title 5, sections 15580-15584. A complaint must be submitted within one year of the date of the alleged violation, and may be filed by phone, e-mail, or letter. Please see California Code of Regulation, Title 5, sections 15580-15584 for more information.

### State Preschool Health and Safety Issues

Complaints regarding state preschool health and safety issues in Districts exempt from licensing are now processed exclusively through the procedures set forth in California Code of Regulations, title 5, sections 4690 through 4694, and are no longer processed through the District's Uniform Complaint Procedures. Complaints must be filed with the preschool program administrator, or his/her designee, and may be filed anonymously. Ed. Code § 8235.5.

### California Universal Meals Program

Beginning with the 2022-2023 school year, any school district or county superintendent of schools (LEA) maintaining kindergarten or any of grades 1 to 12, inclusive, shall provide two school meals free of charge during each school day to any pupil who requests a meal without consideration of the pupil's eligibility for a federally funded free or reduced-price meal, with a maximum of one free meal for each meal service period. Ed Code § 49501.5.

### Challenging Student Records

The custodial parent or guardian of any student may submit to the Superintendent or designee a written request to correct or remove from their child's records any information concerning the child which they allege to be any of the following (Ed Code § 49070; 34 CFR 99.20):

1. Inaccurate;
2. An unsubstantiated personal conclusion or inference;
3. A conclusion or inference outside of the observer's area of competence;
4. Not based on the personal observation of a named person with the time and place of the observation noted;
5. Misleading; and/or
6. In violation of the privacy or other rights of the student.

Within 30 days of receiving a request to correct or remove information from a record, the Superintendent or designee shall meet with the parent/guardian and with the District employee who recorded that information.

If the challenge involves a student's grade, the teacher who gave the grade shall be given an opportunity to state orally, and/or in writing, the reasons for which the grade was given. In the absence of clerical or mechanical error, fraud, bad faith or incompetency, the student's grade as determined by the teacher shall be final. Ed Code § 49066, Administrative Regulation 5125.3.

### Resolution of Challenge/Appeals

After considering all relevant information, the Superintendent or designee shall sustain or deny the parent/guardian's allegations. Ed Code § 49070.

If the Superintendent or designee denies the allegations, the parent/guardian may, within 30 days, appeal the decision in writing to the Governing Board. Ed Code § 49070.

### Child Custody

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

## Classroom and School Visitations

Parents/guardians and interested members of the community are encouraged to visit the school and observe the educational program. Visits during school hours should be arranged in advance with the teacher or principal. If a conference with the teacher is desired, an appointment should be set with the teacher during non-instructional time. When school is in session, all visitors must go directly to the school office to register (Penal code 627.2) before going into instructional areas. Board Policy and Administrative Regulation 1250.

## Concerns/Complaints

The District has adopted a clear set of procedures to address concerns and complaints. Please use the following steps when you have a concern.

1. Classroom concerns should first be brought to the attention of your child's teacher. Please call the teacher to explain your concern. Small concerns may be addressed through a phone call; larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, then please call the school administrator.
3. If the concern is not satisfactorily addressed with the school administrator, then a meeting may be scheduled with a district representative.

Board Policy and Administrative Regulations 1312.3 and 1312.4.

## E-Mail Communication with Teachers

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

## Family Engagement

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

- Helps parents develop skills and home environments that support their child's growth as responsible members of society.
- Provides parents with techniques and strategies to improve their child's academic success and help learning at home.
- Initiates consistent and effective two-way communication between home and school so parents

know when and how to support classroom learning activities.

- Provides training to teachers, administrators and other school staff that foster effective and culturally sensitive community with the home. Board Policy 6020, Ed Code §§ 11500-11506.

## \*Fingerprint Policy

Information concerning the school district or the county office's pupil fingerprint policy, if any, is provided at the time of enrollment. Ed Code §§ 32390, 48980(e).

## Fingerprinting of Volunteers

The Dry Creek Joint Elementary School District requires that volunteer candidates who work unsupervised with students be fingerprinted as part of a criminal background check. Many volunteers work under the direct supervision of a District employee and are not affected. Volunteers who need to be fingerprinted typically include mentors at business, coaches, and chaperones on field trips. The fingerprint check is done by the California Department of Justice (DOJ) & Federal Bureau of Investigation (FBI). These agencies provide the district with a record of prior convictions or pending arrests or citations. The district reviews this report with specific interest in the history of offenses, pattern of offenses, time of offenses and for drug crimes, sexual crimes or serious violent felonies. After reviewing the fingerprint reports, volunteer candidates may be authorized as volunteers, prior to contact with students. This is a similar background check that district employees must pass prior to being hired. Contact your school site if you have any questions

## \*Local Control Accountability Plan Compliance

School districts and county offices of education are required to adopt and annually update their Local Control and Accountability Plan (LCAP). The public has the opportunity to submit written comments regarding specific actions and expenditures in the proposed LCAP or annual update. Education Code § 52062.

## Local Control Funding Formula (LCFF) and Local Control Accountability Plan (LCAP)

The law creating the Local Control Funding Formula specified eight areas of student achievement, school improvement and metrics associated with them that districts must address. The State Board has grouped the eight priorities into three categories; Basic Conditions, Pupil Outcomes, and Engagement. Districts must address the priorities for all students and for student subgroups, particularly low-income, English learners and foster youth. Under LCFF, California funds school districts, charter schools, and county offices of education equally per student with adjustments based on grade levels and demographic characteristics. LCFF replaces complexity in favor of equity, transparency, and performance.

California's 2013-2014 Budget Act included landmark legislation that greatly simplifies the state's school finance system. Under the new funding rules, school districts are required to adopt Local Control Accountability Plans (LCAP) that describes the actions, services, and expenditures that support student growth. The LCAP clarifies how programs/services will be measurably improved in quantity or quality, proportionate to the increase in funding. It also requires the engagement of parents, staff, students and other stakeholders in the building of the LCAP. The LCAP is a three-year plan that must be adopted by July 1, and updated each year. The LCFF is the new formula that California will use to fund its public schools.

You may access the Dry Creek Joint Elementary School District's current LCAP on the District website at: [www.drycreekschools.us](http://www.drycreekschools.us).

### **\*Multimedia Access**

The Dry Creek Joint Elementary School District (DCJESD) is proud of the many accomplishments of our students and staff. These accomplishments may draw the attention of outside agencies such as newspapers, television stations, or other media who visit our schools to photograph or film students and staff during various activities.

Please note that DCJESD carefully screens any requests from outside groups to help ensure that students, their work, and accomplishments are highlighted responsibly and appropriately. As with all guests visiting a school campus, Board Policy 1112 requires media representatives to register before entering any Dry Creek campus. At the time of registration, staff will inform the media of our guidelines and parent/guardian preferences indicated by their student's online registration agreement. Board Policy 1112 further states that in the case of special education students, "the student shall not be identified as a special education student without prior written consent." School officials may refuse access to visitors if they reasonably believe their presence would disrupt the school, students, or employees. Media representatives are to make prior arrangements with the District's Chief Communications Officer to minimize possible disruption.

In addition, DCJESD uses photographs and video footage of students and/or their first names in District-produced materials, including printed publications, video productions, websites, and official District social media platforms to promote achievements. These photographs and videos may also include displays of student work. These original works may include but are not limited to, writings, drawings, paintings, sculptures, musical compositions, recordings, and photographs.

As referenced above, during Dry Creek's online registration process, parents and guardians may opt their student out of the school, District, and/or news media from sharing, broadcasting, or publishing photographs, images, film, or names. Regardless of your selection in DCJESD's Multimedia Agreement, it is important to note that if your student participates in events open to the public, such as, but not limited to, athletic activities, band/choir performances, theater, fairs, festivals, promotion events, etc., the school and/or District may have no control over photographs taken by the media, other parents/guardians, or community members attending the event. The District also does not have control if the media conducts an interview, photographs, or videos students off campus.

### **\*Notification of Privacy Rights of Pupils**

Federal and state laws grant certain privacy rights and rights of access to pupil records to students and to their parents/guardians. Full access to all personally identifiable written records maintained by the District or county office must be granted to: (1) Parents/guardians of a student age 17 or younger; and (2) Students age 18 or older, or students who are attending an institution of postsecondary instruction ("adult student"). In addition, parents/guardians of a student age 18 or older who is dependent for tax purposes, students age 16 or older who have completed the 10<sup>th</sup> grade ("eligible student") and students age 14 or older who are both a "homeless child or youth" and an "unaccompanied youth" as defined in the McKinney-Vento Homeless Assistance Act ("eligible student"), must be permitted access to those particular pupil records relevant to the legitimate educational interest of the requester.

Parent/guardians, or an adult or eligible student, may review individual records by making a request to the principal. The principal will provide explanations and interpretations if requested.

In addition, a parent/guardian, adult or eligible student may receive a copy of any information in the pupil's records at a reasonable cost per page. School district and county office policies and procedures relating to types of records, kinds of information retained, persons responsible for maintaining pupil records, directory information, access by other persons, review, and to the challenge to content of records are available through the principal of their child's school or their designee. Parents/guardians may contact their child's school to review the log listing those who have requested or received information from their child's pupil records. Access to a pupil's records will only be granted to those with a legitimate educational interest.

When a student moves to a new school district, records, including suspension and/or expulsion disciplinary records, will be forwarded upon request of the new district. At the time



of transfer, the parent/guardian or an eligible student may challenge, review or receive a copy at a reasonable fee of the requested records. Parents/guardians may contact the school district or county office for any policy regarding the review and expungement of pupil records. Ed Code § 49063; Board Policy 5125 and Administrative Regulations 5125 and 5125.3.

If you believe the school district or county office is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

The District also makes certain student directory information available in accordance with state and federal laws. This means that each student's name, birth date, address, telephone number, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards achieved, and the most recent previous public or private school attended by the student, may be released to certain specified agencies. Appropriate directory information may not be provided to any private, profit making entity other than employers, prospective employers, or to representatives of the news media. Names and addresses of seniors or terminating students may be given to public or private schools and colleges. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin and the District will not release such information without parental consent or a court order.

Upon written request from the parent/guardian of a student age 17 or younger, the District will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of post-secondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests should be submitted within 30 calendar days of receipt of this notification.

Directory information will not be released regarding a student identified as "homeless child or youth" as defined in the McKinney-Vento Homeless Assistance Act, unless a parent or student accorded parental rights has provided prior written consent that the directory information may be released. Ed Code §§ 49060-49078; 51101; FERPA 20 USC § 1232g; 34 CFR § 99.37, Board Policy and Administrative Regulation 5125.1.

### **\*Nutrition Program, Free or Reduced Price Meals**

All students may receive free one (1) free breakfast and lunch per day regardless of financial eligibility. For more information, please contact the school office. Ed. Code §§ 49501.5, 49510-49520, Administrative Regulation 3553.

### **\*Observation**

Upon written request, a parent/guardian has the right to observe instruction and other school activities that involve their child or for the purpose of selecting a school in accordance with board policies on inter-district and intra-district transfers. Any observation will be done in accordance with policies established to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Ed Code §§ 49091.10(b); 51101(a)(1).

### **Parent Participation**

The District believes in working with parents as partners in a child's education. Parents are strongly encouraged to be actively involved in their child's education. Following are some suggestions for how to participate in your child's education.

- Ensure that your child attends school regularly. Talk with your child about what they are learning in school and ensure that homework is completed and turned in on time.
- Involve your child in reading. This could involve reading to your child, having your child read to you or discussing what you and your child are reading together.
- Encourage your child to participate in extracurricular and co-curricular activities.
- Monitor and regulate the television your child watches. Work with your child at home on learning activities that extend classroom learning.
- Become familiar with the standards for your child's grade level by reviewing the district standards brochure and the grade level report card. Work with your child to practice skills they have not yet met.
- Attend parent conferences and school sponsored events.
- Volunteer in your child's classroom or for other school activities.
- Participate in parent groups at your child's school.

Participate in site and district decision-making groups such as the School Site Council (SSC), District English Language Advisory Committee (DELAC)/Title I/Local Control Accountability Plan (LCAP), English Language Advisory Committee (ELAC), and School Health Committee. Board Policy and Administrative Regulations 1240 and 5020.

### **Parent/Student/Staff Annual Survey**

Annually the District conducts a survey regarding school connectedness and safety to parents, students and District staff. The staff and school site council for each site will review results and determine how to use the data to improve the local school site. Parents are welcome to view the survey by contacting their site administrator. Surveys are generally administered in the spring.

### **\*Professional Qualifications of Teachers**

At the beginning of each school year, parents/guardians may request information regarding the professional qualifications of

their child's classroom teachers including, at a minimum:

- Whether the teacher has met state qualification and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether the teacher is teaching in the field of discipline of the certification of the teacher.
- Whether their child is provided services by paraprofessionals, and if so, their qualifications.

20 USC § 6312; 34 CFR § 200.61; Board Policies and Administrative Regulations 5112.2 and 4222.

## \*Psychological Testing

A parent/guardian has the right to receive information about psychological testing the school does involving their child and to deny permission to give the test. Ed Code § 51101(a)(13).

## \*Pupil Records Access

Parents/guardians have the right to access school records of their child, and to question, and receive a response from the school regarding items on their child's record that a parent/guardian feels is inaccurate, misleading, or is an invasion of their child's privacy. Ed Code §§ 51101(a)(10), (15), 49063(f); 49069.7.

## \*California College Guidance Initiative Data Sharing

The California College Guidance Initiative (CCGI) works with California school districts to make applying for college and student financial aid a more streamlined experience for students. The CCGI currently receives enrollment data for all public school students in grades 6-12 from the California Department of Education (CDE). For more information about the CCGI, visit their website at <https://www.californiacolleges.edu/#/>. Ed. Code § 60900.5(d).

## \*School Accountability Report Cards (SARCS)

The current School Accountability Report Card (SARC) is available online on the District website at: [www.drycreekschools.us](http://www.drycreekschools.us). Ed Code § 35258.

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

A hard copy of these reports can be requested by visiting your child's school office. Any questions regarding the SARCs can be answered by your child's principal. Ed Code § 35256.

## Student Information

Each year parents must provide online student emergency information through Aeries including the listing of names and telephone numbers to be used if it is necessary to reach parents or other designated adults during the school day. If the information you originally provided changes, please notify the school so that the information can be updated. This information can be the lifelines for the proper care of your child. **Children cannot be released to individuals not listed.**

School staff will not give out any information (phone, address, etc.) to outside individuals. This includes giving out information for class parties, etc. If there has been a parent separation or divorce, we cannot withhold information from either parent unless legal documents are on file. Please speak with an office staff member if you need further information in this area.

Board Policy and Administrative Regulations 5125 and 5125.1.

## \*Sun Protective Clothing/Sunscreen

Any pupil may use articles of sun protective clothing, including hats, for outdoor use during the school day, subject to school district or county office dress code policies. Any pupil may use sunscreen during the school day without a physician's note or prescription but school personnel are not required to assist pupils in applying sunscreen. Ed Code § 35183.5.

## Title I Program and Homeless Student Supports

Title I is a federal program that provides funds to high-poverty schools to assist students in attaining proficiency on state academic standards/assessments. The District supports many important strategies for student success with Title I funds, including intersession, academic intervention, professional development, parent involvement and education, and the homeless student program.

For more information on the Title I Program, you may contact your child's school or Student Services and Community Engagement at 916-770-8855.

## Tuberculosis Clearance for Volunteers

California law requires that volunteers who have frequent or prolonged contact with students must have a certificate that they are clear from tuberculosis. Prior to initial volunteer assignment, a volunteer who will have frequent or prolonged contact with students shall show proof of a certificate from a physician licensed under the Business and Professions Code or from a Registered Nurse, Nurse Practitioner or Physician's Assistant indicating that a tuberculosis examination within the past sixty (60) days shows that he/she is free from active tuberculosis. The tuberculosis examination shall consist of an approved intradermal tuberculin test or completed TB Risk Assessment signed by a medical practitioner. An X-ray of the lungs shall be required only if the intradermal test is positive.

It has been determined that frequent and prolonged contact with students is defined to include volunteers who have direct contact with students for more than ten (10) hours per month on a regular basis. A volunteer working with students for more than ten (10) hours in one month will not necessarily require an examination, but if the volunteer is anticipated to work directly with students for more than ten (10) hours per month to provide proof of a negative TB test or a signed risk assessment.

### **Volunteer Statement on Confidentiality**

We value the contributions that parents make in our schools. We welcome volunteers in our classrooms and on our campuses. Some volunteers may be subject to background checks and/or Tuberculosis testing.

There are times when a volunteer may see or hear something in a classroom or on the campus regarding a student's academic progress, a discipline issue or other matters that must be kept confidential. Therefore, we ask volunteers to be aware that individual students' information should not be discussed with anyone other than the appropriate school officials.

The District requires all non-school employees who provide unmonitored supervision of students to be cleared by the Department of Justice through a fingerprint clearance. All potential chaperones must begin the Livescan process with an appropriate agency not less than thirty (30) days prior to the event. Visit the District website at [drycreekschools.us](http://drycreekschools.us) for more information on the Volunteer Program.

### **\*Volunteering Time and Resources**

Parents/guardians may volunteer their time and resources for the improvement of school facilities and programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher. Education Code § 51101(a)(3).

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### **Destruction of Records, Including Special Education School Records**

Destruction of records, including special education records, shall follow the guidelines set forth in 5 CCR 437 and 34 CFR 300.624. This statement shall serve as notification that records of any child in special education, including but not limited to, records of participation in special education programs, required tests, protocols, case studies, authorizations, evidence of eligibility, et cetera, are classified as mandatory interim student records which may be destroyed by the District three years after their creation or three years after the District determines their usefulness has ceased or three years after the student has left the district. Copies of

such records can be obtained by a parent upon request and prior to the date the records are eligible for destruction by the District.

### **\*Disclosure of Student Information Pursuant to Court Order or Subpoena**

Information concerning a student must be furnished in compliance with a court order or lawfully issued subpoena. Reasonable effort shall be made to notify the parent/guardian in advance of disclosing student information pursuant to a lawfully issued subpoena, and in the case of compliance with a court order, if lawfully possible within the requirements of the order. Ed Code § 49077.

### **Dress Code**

The Board of Trustees believes that appropriate dress and grooming contributes to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate, including clothing that provides appropriate sun protection. Students dress and grooming must not present a health or safety hazard to themselves or others or a distraction that would interfere with the education process. Personal appearance standards for students are defined in the dress code. A student who violates the dress code may be subject to disciplinary action.

Students must comply with the District's dress and grooming policy. Contact your child's school for a complete copy of the Board Policy and Administrative Regulation.

The following is a summary of Board Policy and Administrative Regulation 5132. Students' attire must adhere to the following:

1. Shoes must be worn at all times. Backless shoes are not acceptable.
2. Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, sexually suggestive or which advocate racial, ethnic, or religious prejudice or incite violence or the use of drugs or alcohol.
  - a. Symbols or slogans that depict anti-social behavior, violence, mutilation or gore are not considered appropriate for school. Clothing judged as gang-related may be prohibited at school.
3. Except in cases of medical necessity or other valid exceptions under the law, hats may be worn under the specific conditions found below but they may never be worn indoors or other locations where the wearing of a

hat is determined to be disruptive.

Students should exercise good judgment when choosing a hat to wear at school. Hats may be worn on campus under the following conditions:

Hats may not have crude, vulgar or profane words, slogans, pictures, graphics or images.

- a. Hats which are disruptive to the educational environment, including due to excessive adornments, are prohibited.
  - b. The school disciplinary plan shall be strictly enforced for those students wearing hats causing distractions and those students creating a distraction with another student's hat.
4. Clothes shall be sufficient to conceal undergarments and upper torso at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited. Revealing trousers or shorts worn too low are not allowed.

Mid-thigh is generally defined as that point where an individual's longest fingertip hits their thigh when that individual stands in a normal upright position with hand at sides. Their longest fingertip should touch the hem of their shorts.

5. No part of the Physical Education uniform may be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
7. Shorts and other appropriate undergarments shall be worn under dresses and blouses for the sake of modesty and/or while participating in PE or other physical activity.
8. Sunglasses are not permitted in buildings, unless in cases of medical necessity.

Coaches may require students to wear uniforms that comply with requirements for the team. Teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes, such as, for example, closed toe shoes in shop class.

Other articles or apparel which are disruptive or which incite a disruption may be prohibited by the site administration.

The principal, staff, students, and parent/guardians at each school may establish reasonable dress and grooming

regulations for times when students are engaged in extracurricular or other special school activities.

Students wearing inappropriate attire or footwear will be sent to the office and will be asked to call their parent or guardian. Students will be given the opportunity to change into appropriate clothing, if available at the site, or request the parent to bring a change of clothing or footwear. Students will return to class upon meeting dress code standards. If you have any questions regarding dress and grooming, please call the school office.

Board Policy and Administrative Regulation 5132.

## **\*Evaluations**

A pupil may not be tested for behavioral, mental, or emotional evaluation without the informed written consent of their parent/guardian. Ed Code § 49091.12(c).

## **\*Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents/guardians of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's; or
  8. Income, other than as required by law to determine program eligibility.
- B. Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening

permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- C. Inspect, upon request and before administration or use:
1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to the student who is 18 years old or an emancipated minor under State law. Board policies regarding these rights may be obtained from the school district or county office.

Parents/guardians who believe their rights have been violated under this section may file a complaint with:  
Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5920. 20 USC § 1232h.

### **\*Parent Involvement**

A parent/guardian has the right to participate as a member of a school site council, a parental advisory council, or a site-based management leadership team in accordance with the rules governing parent membership of those organizations. A copy of the school district's policy regarding Parent Involvement is attached to this notice. Ed Code § 51101(a)(14).

### **\*Parent Meeting with Teacher and Principal**

Upon reasonable notice, a parent/guardian has the right to meet with their child's teacher(s) and principal. Ed Code § 51101(a)(2).

### **\*Parent Notification**

A parent/guardian has the right to be notified concerning their child's classroom and standardized test performances, when their child has been identified as at risk of retention, and to be informed about school rules, including disciplinary rules and procedures, attendance policies, retention and promotion policies, dress codes, school visiting procedures and the person to contact should problems arise with their child. Ed Code §§ 48070.5; 51101(a)(5), (9), (12), (16).

### **\*Parent Responsibility**

Parents/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, school volunteer or 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. Parents are also liable for any school property loaned to the student that is willfully not returned. Ed Code § 48904; Civil Code § 1714.1.

### **\*Personal Property**

School districts and the county office are not responsible for personal property. Pupils are discouraged from bringing non-instructional items to school. Ed Code § 35213.

### **\*Pupils with Exceptional Needs/Section 504**

Placer County school districts are included in the Placer County Special Education Local Plan Area ("SELPA"). Pupils with exceptional needs, as defined by Ed Code § 56026, have a right to a free and appropriate public education. If you suspect that your child has exceptional needs due to a disability, you may request an assessment for eligibility for special education services by contacting your school principal or the Placer County Office of Education at (530) 889-8020.

Some pupils with special needs who do not qualify for special education may qualify for assistance under Section 504 of the Rehabilitation Act if they have a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. The District and county office have policies and procedures to identify and evaluate any student who may need assistance in their educational program or to provide access into district programs. Pupils or parents or others who

have questions or concerns regarding the Section 504 policy may contact their school, school district or the county office.

### **\*Asbestos Management Plan**

The District has a current asbestos management plan for each school site available for inspection at the District office during normal business hours. 40 CFR 763.93; Ed Code § 49410, et. seq.; Board Policy and Administrative Regulation 3514.

### **\*Child Access Prevention/Safe Storage of Firearms**

There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**



To help everyone understand their legal responsibilities, this information spells out California law regarding the storage of firearms. Please take some time to review this information and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others. (Pen. Code, §§ 25100-25125, 25200-25220.)
  - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm. (Pen. Code, § 25100, subd. (c).)
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years. (Civ. Code, § 29805.)
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward. (Civ. Code, § 1714.3.)

**Note:** Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

### Climate for Learning

The school staff is committed to providing a safe, orderly and caring learning environment where students feel comfortable, share responsibility for maintaining a positive school climate and take pride in their school and their achievements. As a school, we encourage attitudes and behaviors that promote mutual respect and harmonious relations. One of the ways the school promotes conflict resolution is by providing students with opportunities to voice their opinions about school policies and practices. Students are not allowed to bully other students or provoke conflicts. Behavior or statements that degrade an individual on the basis of the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics shall not be tolerated. Instruction and counseling are provided to promote positive racial and ethnic identity and to help students understand diverse cultures. Board Policy 5137 and Board Policy and Administrative Regulation 5145.9.

### Closed Campus

To ensure student safety and supervision, the Board of Trustees has established a closed campus policy at all District schools. Once a student arrives on the school grounds, they must remain on campus until the end of the school day unless there is a note from the parent or guardian and permission from school office staff. If a student leaves school grounds without this permission, a student is considered truant and is subject to disciplinary action. Board Policy 5112.5.

### Emergency Communication System

The District has an automated system for major emergency situations. In case of a major emergency, the system will call and/or text all telephone numbers listed under a student's emergency contact information as well as the student's emergency home phone. An alert may be sent to each family member's primary home phone number, primary email address and cell phone numbers listed in their child's Aeries account. Parents are encouraged to update telephone numbers at the school site on a regular basis and sign up for text messaging notifications.

### Emergency Procedures

The Dry Creek Joint Elementary School District has implemented an alert messaging system. Under certain circumstances, the District may determine to notify parents regarding important issues. These alerts may be sent via text, e-mail, and/or voice. The purpose of the alert system is primarily for emergency situations and District-wide notifications.

The school has a well-developed and complete emergency response plan that is coordinated with local agencies. The emergency plan clearly identifies the specific actions for any emergency situation. Students and staff practice emergency procedures such as fire drills and classroom evacuations during the school year and are familiar with how to respond in an emergency situation.

Information on possible school closures due to inclement weather or other situations will be announced on our district website ([drycreekschools.us](http://drycreekschools.us)), communicated through our alert system, and possibly announced on local and social media outlets. A notice may also be posted in front of the school.

During an emergency situation, the Superintendent will only dismiss children to go home if there is time for children to safely return to their homes and a parent/guardian has been notified. If a student's parent cannot be contacted and/or the parent is unable to pick up their child, the school will maintain responsibility for the child until the parent or an authorized individual can pick up the child. The safety of individual students is our highest priority. Students will not be excused except to the care of a parent or another designated adult.

If evacuation of the school is necessary, students will be transported to a predetermined location where their parent or another designated adult can pick them up. Information on this location will be announced on our District website, [drycreekschools.us](http://drycreekschools.us), communicated through our alert system (ParentSquare), and possibly announced on local and social media outlets. Notices may also be posted near the school. The school will not be evacuated unless necessary. Board Policy and Administrative Regulation 3516.

### Heat Plan

When the temperature exceeds 95 degrees and air quality is unhealthy, the following procedures will be followed:

1. All staff will be notified.
2. All outdoor physical activities will be curtailed in the afternoon hours.
  - a. A room will be designated for any student who cannot be outdoors during lunch. All campus supervisors will carry mister spray bottles for students remaining on the playground.
  - b. Students are allowed to bring water bottles to school and on to the playground.

### Human Trafficking

There are a number of resources and information Dry Creek Joint Elementary School District provides families on how to identify, prevent, and talk to your student regarding Commercial Sexual Exploration of Children (CSEC). Per state law (Assembly Bill 1227), students are required to be educated on the prevention of human trafficking. This requirement must be met for students

between grades 6<sup>th</sup> through 8<sup>th</sup>. In Dry Creek, this unit is taught to all 8<sup>th</sup> grade students. Families have the ability to opt-out of this instruction. For additional information and resources please visit the District website: [Exploitation of Children](http://Exploitation of Children).

### Interview of a Student by Peace Officer

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

### \*Involuntary Transfer Students Convicted of Violent Felony or Misdemeanor

The Governing Board may involuntarily transfer a student to another school/district if he/she is convicted of a violent felony, as defined in Penal Code 667.5(c), or misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted. Ed Code § 48929, Board Policy and Administrative Regulation 5116.2.

### Law Enforcement Partnerships

The District works in cooperation with the Sacramento and Placer County Sheriff's Department and Roseville Police Department. Law enforcement officers may work with each region's middle and elementary schools site staff to enforce laws, work with the community, and mentor the District's youth.

### \*Pupil Insurance

The District or county office may provide or make available medical or hospital services, or both, for injuries to pupils arising from school programs or activities. No pupil will be compelled to accept such services. You may obtain further information regarding availability of pupil accident insurance by contacting the school principal. Ed Code §§ 48980(a), 49472.

### \*Pupil Safety

A parent/guardian has the right to have a safe and supportive learning environment for their child. Ed Code § 51101(a)(7).

### Release of a Student to Peace Officer

If your child is removed from school by a peace officer, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. Ed Code 48906; Penal Code 1116.

### Safety Tips To and 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 each 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.

### **School Safety Plan**

Safety is a top priority for Dry Creek Joint Elementary School District. Each year schools are required by law to update a school safety plan by March 1. The plan includes earthquake emergency procedures and a disaster policy for buildings with a capacity of 50 or more people. In addition, a description of the safety plan's key elements must be detailed in the School Accountability Report Card. Ed Code §§ 32286, 32288

### **\*Student Accident Insurance**

The District assumes no liability for student accidents occurring at school Ed Code §§ 49472, 49471, 48980 and the District does not provide medical insurance for individual students. However, if you are interested in purchasing Student Accident Insurance, you can contact your family insurance provider for policies available to you. Or you can visit the following website for information [www.drycreekschools.us](http://www.drycreekschools.us). The coverage you purchase should provide coverage for your child while on school grounds or in school buildings during the time your child is required to be there during the regular school day; while being transported by the District to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities and while being transported to, from and between such places.

### **Students Rights**

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

### **\*Tobacco Free Campus**

Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in country office or district-owned or leased buildings, on county office, school, or district property, and in county office, school or district vehicles. The prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off county office or district property. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic

cigarettes that can deliver nicotine and non-nicotine vaporized solutions. Health and Safety Code § 104420.

### **\*Unsafe School Choice Option**

Students who attend a persistently dangerous school and students who are victims of a violent criminal offense, while in or on the grounds of a public school must be allowed to attend a safe public school. 5 CCR §§ 11992; 11993; 20 USC § 7912.

### **\*Use of Pesticide Products**

Notice of listed pesticide products expected to be applied at school sites this year are posted on our website at <https://www.drycreek.k12.ca.us/departments/facilities-maintenance-operations/notice-of-pesticide-use>. Recipients of this notice may register with their school site if they wish to receive notification of individual pesticide applications at the school site. Education Code §§ 17612, 48980.3.

### **Foster Youth Services**

Foster Youth Services Coordinating (FYSC) Programs provide support to students who have been displaced from family and school. FYSC Programs ensure that health and school records are obtained to establish appropriate placement. FYSC Programs coordinate and provide instruction, counseling, tutoring, mentoring, and other related services. These programs increase the stability of placements for foster youth. Their services are designed to improve the child's educational performance and personal achievement.

Chapter 862, Statutes of 2004 (Assembly Bill 490), includes a provision that requires all districts to appoint an educational liaison with prescribed duties to ensure appropriate and timely educational placement and equal opportunities for foster youth. These educational liaisons are supported by FYSC Programs in local programs.

Foster youth are entitled to certain legal rights. Information regarding these rights can be found in the [California Foster Youth Education Law Fact Sheets](#).

For more information on Foster Youth support and services, contact 916-770-8800.

### **Homeless Assistance (McKinney-Vento Homeless Assistance Act)**

The District shall notify parents annually that homeless children and youths are eligible to attend school in the District; no homeless child or youth is required to attend a separate school for homeless children or youths; homeless children and youths shall be provided comparable services including transportation services, educational services and meals through school programs; and homeless children and youth will not be stigmatized by school personnel.

Children who are homeless are entitled to equal access to the same free and appropriate public education provided to all children. The District serves students identified as homeless under the McKinney-Vento Homeless Children and Youth Act through the Student Services and Community Engagement Department. Students may be eligible for special assistance and services due to the circumstances of their living situation. Students who lack fixed, adequate or regular housing such as staying in a motel or shelter, in a house or apartment with more than one family because of economic hardship or loss, living in a car, campground or recreational vehicle may be eligible for homeless services. This includes unaccompanied youth not in the care or custody of a parent or guardian and runaways. In order to remove barriers and reduce the hardships homeless students face, Student Services staff may provide or assist with the following:

- Enrollment assistance – determine school of residence and school of origin, assist with gathering and transferring records, making appropriate placements and mediating disputes regarding enrollment of homeless students.
- Direct services – provide backpacks, school supplies, hygiene items and clothing.
- Case management – serve as liaison with schools and other service providers. Provide information on educational options and community resources, including shelters, food banks and other agencies and programs.
- Academic support – track student attendance and progress, expedite assessments, connect to available tutoring and counseling referrals.
- Transportation – homeless students may be provided with transportation to and from their school of origin. Such transportation may include bus passes or mileage reimbursement.

If during the school year, a student becomes homeless, the student may continue in the school of origin for the remainder of the school year and through the duration of their homelessness.

For more information, please contact the Director of Student Services and Community Engagement at 916-770-8855.  
42 USC 11431 et seq.

### Interpreting Services

Interpreting services for school related issues are provided for parents of English learners. For more information, please check with your school site principal or EL Coordinator.

### \*Mental Health Services Act (AB 2022)

This law requires the District, county offices of education and charter schools to notify students and their parents no less than twice per school year on how to access available mental

health resources at a student's school and in the community. Ed Code § 49428.

Students access services through teacher referrals, Student Study Teams and/or through the special education process. Schools provide school based social skills groups, school based counseling services, and crisis counseling to students along a continuum of services and supports. Parent counseling courses are provided during the school year as well.

### \*Pregnant and Parenting Pupils

Pregnant and parenting pupils as defined in Education Code section 46015, have rights and options available to them, including but not limited to, the provision of parental leave and reasonable lactation accommodations on campus. Ed Code §§ 222, 222.5, 46015; 48980(a).

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### Bicycles/Scooters/Skateboards

Any student that chooses to ride their bicycle/scooter/skateboard to school must abide by the following rules:

1. Students shall ride bicycles/scooters/skateboards in a safe and sane manner at all times. Students shall observe all traffic rules and laws.
2. By law, students must wear a helmet.
3. Bicycles/scooters/skateboards are not permitted on campus except in the designated storage area.
4. When leaving, bicycles/scooters/skateboards must be walked across crosswalks and off campus. Hoverboards are not permitted on school property or on District vehicles. Veh. Code, 2113.

Students who violate any of the above rules may be subject to a disciplinary consequence or have the bicycle, scooter, or skateboard taken away and returned only to a parent. Board Policy and Administrative Regulations 5142.

### Bus Passes

All students must register to ride and obtain a bus pass before they may ride. Bus passes identify students and their appropriate bus stops and must be carried at all times. Students are required to show their bus pass daily when boarding the bus. The completed application for home-to-school transportation must be returned to the Transportation Department for processing.

Application can be found at [www.drycreekschools.us](http://www.drycreekschools.us). For the safety of the students and consistency to the routes, multiple pick up or drop off locations are not accepted. Falsification of information is cause for revocation of bus pass and bus riding privileges. 20 ride punch cards are available for those students who need to ride the bus intermittently on a space available basis.

Should a pass be lost, stolen or damaged, contact or visit the Transportation Department immediately to secure a replacement. Payment of a \$5.00 service charge is required for a replacement pass. A readable, mutilated pass will be replaced upon request for a \$5.00 service fee. Failure to secure a replacement bus pass will result in students being directed to the school office to call home.

Parents, guardians and students should be familiar with the Bus Rules and Regulations. Violation of any of the rules and regulations may result in suspension or revocation of the student's ability to ride the bus. All of our buses are equipped with video and audio surveillance systems. Boarding the bus is consent to audio and video recording and may be used in disciplinary proceedings. Information, including the application, bus rules and regulations, and service areas, can be found on the district's website at [www.drycreekschools.us](http://www.drycreekschools.us) or by calling 916-770-8882.

### **Bus Riders/Bus Fee**

Excluding students with IEPs that call for transportation, students who reside beyond the minimum transportation distances listed below shall be eligible for transportation service to the school of their attendance area:

1. Grades kindergarten - fifth: 2 miles
2. Grades sixth - eighth: 2.8 miles

A bus transportation fee will be charged for students who ride the bus to and from school. The only students exempted from the transportation fee are students who have been directed by the District to attend a school outside their attendance area or who have transportation stipulated in their IEP. Families may qualify for free or reduced (50%) transportation rates based on family income as defined by state and federal guidelines. For more information on transportation please call the transportation department at 916-770-8882. Administrative Regulation 3541 and Board Policy and Administrative Regulation 3541.2.

### **\*Bus Rules**

The following regulations apply at all times when students are riding a school bus, including while on field trips and other special trips. School personnel, parents/guardians and the students themselves all must see that these regulations are followed:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders

5. shall remain seated until the bus stops and only then enter the aisle and exit in an orderly manner.
6. Riders should be courteous to the driver and to fellow passengers.
7. Loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
8. No part of the body, hands, arms or head shall be put out of the window. Nothing shall be thrown from the bus.
9. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
10. No animals shall be allowed on the bus without express permission from the principal or designee.
11. No glass containers are permitted on the bus at any time.
12. Riders should be alert for traffic when leaving the bus.

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the driver and the principal, up to the remainder of the school year.

Camera mounts may be installed in all buses, and cameras may be rotated among the buses and activated at the discretion of the Superintendent or designee, or at the request of a driver.

The Superintendent or designee shall notify students, parents/guardians, and staff that video surveillance may occur on any school bus and that video recordings may be used in student disciplinary proceedings. This notification shall include a copy of the district's policy and regulation on bus conduct. In addition, a prominent notice shall be placed in each bus, stating that the bus is equipped with a video monitoring system.

The Superintendent or designee shall routinely review videotapes taken on school buses and shall document any evidence of student misconduct.

Recording retained as part of an individual student's disciplinary record shall be maintained in accordance with law and district policy regarding access, review, and release of student records. Tapes retained as part of an expulsion record are non-privileged, disclosable public records pursuant to Education Code 48918.



Recording may be reviewed by persons other than the Superintendent or designee under the following conditions:

1. When student misconduct is revealed as a result of a school bus recording or reported to the Superintendent or designee by a student, staff member, or parent/guardian, students involved in the incident and their parents/guardians may ask the Superintendent or designee for an opportunity to view the recording.
  - a. Requests for viewing must be made within 5 school days of receiving notification that misconduct occurred.
  - b. A viewing shall be provided or denied within 5 days of the request.
  - c. Viewing will be limited to those frames containing the incident of misconduct.
2. Bus drivers and school administrators may ask to view a recording in order to observe a specific problem and work toward its solution.
3. Viewing shall occur only at a school-related site and in the presence of the Superintendent or designee.
4. All persons who view a recording shall be identified in a written log.

Board Policy and Administrative Regulation 5131.1.

## Helpful Tips at the Bus Stop

- Arrive at the bus stop five (5) minutes prior to bus stop departure time.
- Bus passes are required for all students to board the bus. The pass identifies the student and the correct bus stop.
- Have your bus pass ready to show the driver each and every time upon boarding the bus.
- If something drops near the bus, ask the driver for help. NEVER stoop down or go under the bus to retrieve items.
- Destruction of property, playing in or running across the street or other horseplay at a bus stop is dangerous and prohibited.
- Do not bring pets to a bus stop.
- Large school projects, large band instruments, scooters or skateboards cannot be transported on the bus unless contained in a backpack.
- For the safety of your student, advance written permission is required for a student to exit the bus at any bus stop other than their assigned stop. The request must be in writing and signed by the parent, and approved by your school site administrator or designee.

The National Highway and Traffic Safety Administration has reported that a California School Bus is the safest method of transportation for students in the United States. Please help us to keep your children safe at school and bus stops by complying with speed limits, parking signs, and traffic direction. With your help, we can travel in and around our schools safely.

## Transportation

While school districts are not required to provide regular transportation service, the Dry Creek Joint Elementary School District has elected to provide limited service to students in eligible service areas for a fee. All students must register to ride before boarding the bus. If you want to avoid the long lines and beginning school year rush, you can purchase your annual bus pass online at, [www.drycreekschools.us](http://www.drycreekschools.us), from July 10 to July 31, 2024, and receive a \$25.00 discount on the cost of an Annual Pass ONLY or come into the office July 10th through July 31st. The application must be complete in order to receive the \$25.00 discount. The discount does not apply to trimester or reduced bus passes. To qualify for busing, a student must live within the eligible service area for their school of attendance. Inter-district/Intra-district transfer students and grandfathered students are not eligible for transportation.

Fees and service areas are reviewed annually. Please check our district website at [www.drycreekschools.us](http://www.drycreekschools.us) for annual fee and service updates and to take advantage of early discounts.

No fee will be required for students eligible for free transportation due to low income, homeless, foster status or special education students whose individualized education program provides transportation services.

Overflow Students: New students whose home school is at capacity and are overflowed to another school may be eligible to receive a bus ride from their home school to their new school at no charge.

## You can Help Us with Traffic

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

Vehicles that are double-parked, stopped in crosswalks or parked in restricted zones – such as those for loading and unloading school buses – create unsafe conditions for students, parents and motorists. These conditions make it difficult for children and other motorists to see each other, which can lead to accidents and injuries. It is better to wait a few seconds for a more secure drop-off or pickup location than to stop where children need to dart across busy streets, or hold up traffic while picking up or dropping off students in the street.

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

# ONLINE REGISTRATION AGREEMENTS

(Signed Electronically During Registration - **DO NOT** sign and return to school.)

## School Yearbook

The school district has my permission to include my child's name, individual and class photograph in the school yearbook.

☐ Allow

☐ Deny

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## PTA/Parent Club

My name MAY BE SHARED with the PTA/Parent Club.

☐ Allow

☐ Deny

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## Multimedia Agreement

The Dry Creek Joint Elementary School District (DCJESD) is proud of the many accomplishments of our students and staff. These accomplishments may draw the attention of outside agencies such as newspapers, television stations, or other media who visit our schools to photograph or film students and staff during various activities. Please note that DCJESD carefully screens any requests from outside groups to help ensure that students, their work, and accomplishments are highlighted responsibly and appropriately. In addition, DCJESD uses photographs and video footage of students and/or their first names in District-produced materials, including printed publications, video productions, websites, and official District social media platforms to promote achievements. These photographs and videos may also include displays of student work. These original works may include but are not limited to, writings, drawings, paintings, sculptures, musical compositions, recordings, and photographs.

☐ Allow

☐ Deny

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## Outside Agency News Broadcasts, Publications, Websites and Social Media

Can the district share your student's photograph, image, or name in any outside media agency's print materials, news broadcasts, or website/social media channels? Examples of this may be your student appearing in a school/District approved KCRA news story, Sacramento Bee article, or Placer County Office of Education Facebook post."

☐ Allow

☐ Deny

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## Technology Use Agreement

Please review the Technology Use Policy (see last pages of handbook)

My Student has access to the internet through a cell phone.

☐ Yes

☐ No

My student has access to internet through a home internet provider (Comcast, AT&T, etc.).

☐ Yes

☐ No

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## Electronic Signature

The electronic signature below and its related fields are treated by Dry Creek Joint Elementary School District like a physical handwritten signature on a paper form. I affirm that all the information provided is true and correct and to the best of my knowledge.

☐ Yes

☐ No

Electronic Signature \_\_\_\_\_ Relationship to Student: \_\_\_\_\_ Date: \_\_\_\_\_  
(name of parent/guardian completing form) (mm/dd/yyyy)

Signed Electronically During Registration - **DO NOT** sign and return to school.)

## Student Acceptable Use Agreement

### Reasons for this Policy

A commitment to an exemplary student education in the 21st Century is at the core of Dry Creek Joint Elementary School District's various technology initiatives. While technology resources can enhance the students' learning and education when used for appropriate school purposes, it can distract and disrupt the process when it is abused. This Instructional Acceptable Use Policy (ITAUP) establishes the expectations to ensure District Technology (as defined below) is a valuable resource to students, rather than a hindrance to learning both on and off campus.

The access, use, and possession of District Technology is a privilege permitted at District's discretion and is subject to the conditions and restrictions set forth in applicable Board policies (e.g. Board Policy 6163.4) and this AUP. Network etiquette is explained below, which students are expected to follow. District reserves the right to suspend access to District Technology at any time, without notice, for any reason.

The purpose of this AUP is to ensure a safe and appropriate environment for all students. This AUP notifies parents and students about the acceptable ways in which District Technology may be used; it also notifies parents and students about the unacceptable use of District Technology.

Each student who is authorized to use District Technology, and his/her parent/guardian shall sign the AUP, below, as an indication that they have read, understood and agree to comply with the terms of this AUP.

### Definitions

District Technology: The term "District Technology" shall collectively refer and relate to all District Devices (as defined below); District computer networks including servers and wireless computer networking technology (Wi-Fi); District User Accounts, (as defined below); District electronic devices such as USB drives, cameras, wireless access points (routers), District data networks, operating systems, storage, e-mail, systems, web applications, or mobile applications.

User Accounts: The term "User Account" shall refer and relate to a student's individual account on the *District* network server used to store student's computer username, password, and other information.

Device: The term "Device" or "Devices" is a subset of *District* Technology and shall specifically refer to a *District* -owned tablet, laptop or Chromebook to which the student has been given access and/or loaned to the student for educational purposes including but not limited to distance learning.

### Student Obligations and Responsibilities

#### **I. Acceptable Use of District Technology:**

District students are only permitted to use District Technology for educational purposes which are safe (pose no risk to students, employees or assets), legal, ethical, do not conflict with the mission of District, and are compliant with all other District policies and regulations.

Acceptable use of District Technology includes use that is for the purpose of communicating between teachers and students, or between students for educational purposes.

#### **2. Prohibited Use of District Technology:**

Students are prohibited from using District Technology for improper purposes, including, but not limited to, using District Technology to:

##### **A. Violate any state or federal law or municipal ordinance including, but not limited to, the following:**

- Selling or purchasing any illegal substance;
- Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law;
- Transmitting or downloading confidential information or copyrighted materials;
- Accessing, posting, displaying, or otherwise using material that is discriminatory, libelous, defamatory or disruptive;

- Using District Technology to bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying");
  - Disclosing, using or disseminating personal identification information (such as name, address, telephone number, social security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person;
- B. Access, transmit or download inappropriate matters on the Internet, as determined by the school board, local educational agency or other related authority.
- C. Obtain and/or use anonymous e-mail addresses.
- D. Cause harm to others or damage to their property including, but not limited to, the following:
- Deleting, copying, modifying, or forging other users' e-mails, files, or data;
  - Damaging computer equipment, files, data or the network;
  - Installing unauthorized software or applications;
  - Downloading large non-school related video, audio or other files;
  - Using profane, abusive or impolite language;
  - Disguising one's identity, impersonating other users or sending anonymous e-mail messages;
  - Threatening, harassing or making defamatory or false statements about others;
  - Accessing, transmitting or downloading offensive, harassing, or disparaging materials;
  - Accessing, transmitting or downloading computer viruses or other harmful files or programs, removing a computer program without permission from a teacher or other District personnel, changing settings on shared computers or in any way degrading or disrupting any computer system performance;
  - Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes"; or
  - Using any district computer to pursue hacking, internal or external to the district, or attempting to access information that is protected by privacy laws.
- E. Jeopardize access or lead to unauthorized access into User Accounts or other District computer networks including, but not limited to, the following:
- Using other students' User Account emails, passwords or identifiers;
  - Disclosing one's User Account password to other students or allowing other students to use one's User Account;
  - Getting unauthorized access into other User Accounts or other computer networks; or
  - Interfering with other students' ability to access their User Accounts.
  - Attempt to circumvent content filtering and internet security.
- F. Engage in commercial business, including but not limited to, the following:
- Selling or buying anything over the Internet for personal financial gain;
  - Using the Internet for advertising, promotion, or financial gain; or
  - Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes or soliciting votes.
- G. Using District Technology for non-educational purposes.
- H. Allow other persons to use District Technology, or login credentials without the express permission of the District.

### 3. **No Expectation of Privacy Policy**

Because the use of District Technology is intended for educational purposes, students shall not have any expectation of privacy in any use of District Technology. The System Administrator has the authority to monitor all User Accounts, including e-mail and other materials transmitted or received via the User Accounts, log files, browsing history, and other data about user activities with District Technology at any time, without prior notice. All such materials are the property of District.

### 4. **Blocked or Restricted Access**

Student access to specific Internet resources, or categories of Internet resources, deemed inappropriate or non-compliant with this AUA may be blocked or restricted based on District policies and educational mission. A particular web site that is deemed "acceptable" for use may, but not necessarily, be subject to blocking or restriction.

### 5. **Personally Owned Devices**

If a student uses a personally owned device to access District Technology, he/she shall abide by all applicable Board Policies and this AUA. Students may use personally owned devices for educational purposes and will be responsible for any fees charged by their personal device's service provider. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to be disclosed pursuant to a lawful subpoena or public records request.

## **6. District-owned Devices**

If a student is using a District-owned device, he/she shall abide by all applicable Board Policies, the Device Use Agreement (below) and this AUP. Students may use District -owned devices for educational purposes only. Any use of a District-owned device may subject the contents of the device and any communications sent or received on the device to be disclosed pursuant to a lawful subpoena or public records request.

## **7. Reporting**

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information), the damage or misuse of District Technology, he/she shall immediately report such information to the teacher or other District personnel.

## **8. Penalties for Improper Use**

The use of the District Technology is a privilege, not a right; inappropriate use will result in the restriction or revocation of student's access to District Technology. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or dismissal from District, or criminal prosecution by government authorities. District will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

## **9. District Rights and Disclaimers**

- A. District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of District Technology. District also denies any responsibility for the accuracy or quality of the information obtained through District Technology.
- B. Any statement, accessible using District Technology, including advertisements on non- District web sites, is understood to be the author's individual point of view and not that of District, its affiliates or employees.
- C. Students are responsible for any losses sustained by District or its affiliates, resulting from the student's intentional misuse of District Technology.
- D. District reserves the right to restrict access to online destinations with network filters, software, or other means.
- E. District reserves the right to deny access to District Technology to any individual.
- F. Security on the network is a high priority. The Department of Technology shall establish procedures that will maximize system security.
- G. User Accounts which are inactive for more than 30 days may be removed by District along with the user's files without prior notice.
- H. School staff is responsible for supervising student use of District Technology on a District campus. Parents are responsible for supervising student use of District Technology when the students are not on campus.
- I. Illegal activities may be referred to the appropriate law enforcement agency.
- J. District reserves the right to revise and amend this AUP at any time.

For further information, please call the District (916)-770-8800.



# INSTRUCTIONAL TECHNOLOGY ACCEPTABLE USE POLICY (ITAUP)

## Acceptable Use Agreement

All parents or legal guardians of students under 18 must read and sign below. As the parent or legal guardian of the above student, I have read, understand and agree my child or dependent must comply with the provisions of the attached Acceptable Use Policy of the Dry Creek Joint Elementary School District. I give full permission to District to provide my child or dependent with access to District Technology including but not limited to the loan of a District-Chromebook or laptop for educational purposes including distance learning.

I accept full responsibility for the supervision of student's use of the District Technology including the District Chromebook or laptop and student's District User Account and the Internet at home or while not in a school setting. I understand and agree in the event a third party makes a claim against District as a result of my child or dependent's use of the District computer network, District, reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including my child or dependent, responsible.

I release District, its affiliates and its employees from any claims or damages of any nature arising from my child or dependent's access or use of District Technology. I also agree not to hold District responsible for materials improperly acquired on the system, or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

This agreement shall be governed by and construed under the laws of the United States and the State of California.

\_\_\_\_\_  
School

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Parent/Legal Guardian Name

\_\_\_\_\_  
Parent/Legal Guardian Signature Date

**(Signed Electronically During Registration - DO NOT sign and return to school.)**



## 2024-2025 SCHOOL INFORMATION

 Phone  
916-789-7100

 Email  
[quailglen@dcjesd.us](mailto:quailglen@dcjesd.us)

 Website  
[www.qg.drycreek.k12.ca.us](http://www.qg.drycreek.k12.ca.us)

**Quail Glen Elementary School**  
1250 Canevari Drive, Roseville, CA 95747

**Follow Us!**  
 @quailglen

### **Arrival/Departures from School**

We provide student supervision beginning at 8:20am each day. Please do not drop off your child before 8:20am as there will be no adult supervision until that time.

Supervision of students begins ten minutes before the start of school at 8:30am. A bell will ring at 8:20am to alert students that they may enter the campus and walk to their classroom. Another bell, which sounds at 8:28am, alerts the students to begin class. At the end of school, students must exit campus immediately following the final bell or report to the pickup area.

### **Automobile Drop Off / Pick Up**

1. Students are not to go in the parking lot or into the street to meet parents/guardians.
2. Parents/guardians may park in the parking lot or on the street and escort their child on campus.
3. Automobiles are not to be left unattended along the curb in the school parking lot.
4. Students are to use crosswalks at all times; no jaywalking.
5. The back parking lot near rooms 40-42 is reserved for PCOE students and families.
6. No student pick up or drop off is permitted in the RED zones.

### **Awards and Recognitions**

Students from each classroom will be recognized by their teacher for making a difference. Students may be recognized for academics, behavior or effort. Students being recognized will receive a certificate.

### **Class Parties**

Each class may schedule up to three (3) parties during the year. These parties are arranged between teachers and room parents. This is an excellent opportunity to help by providing refreshments or assisting the teacher.

A child's birthday is a family celebration. Instructional time is not to be used to "celebrate" a child's birthday. If you would like to send a birthday treat for your child's class, please make arrangements with their teacher prior to bringing it in due to potential food allergies, scheduling, etc. Children will be provided the treat during a non-instructional time (recess, lunch, dismissal). Balloons, presents, etc. should be presented to the child at home. Please refrain from distributing birthday or party invitations at school unless the entire class is invited; this avoids a child's feelings being hurt.

### **Campus Supervision**

Teachers and Campus Supervisors share the responsibility for monitoring the behavior and safety of the students while on the school campus, in the hallways and in the cafeteria. Students must always remain under the direct supervision of a staff member and play only in designated student areas. Students may not be in a classroom unless appropriately supervised by a school official.

### **Clubs**

Students may have opportunities to join various before school, lunch time and after school clubs during the school year. Clubs are staffed by staff members so offerings vary and are limited by

the number of adults willing to be club advisors. A material donation may be requested. Students are selected for clubs through a lottery process. Students may apply for more than one club, however, priority will be given to those who have not been in a previous club during the current school year.

The purpose of club membership at Quail Glen is to create opportunities for students to develop:

- Social skills and meet new friends
- A sense of belonging to school
- A sense of school pride
- Leadership skills
- Community service interests
- New interests or pursue interests in more depth

### **Conferences**

Parent-Teacher Conferences are scheduled at the end of the first trimester. The Dry Creek Joint Elementary School District schedules minimum days during conference week so that teachers may have sufficient time to confer with parents/guardians. The average length of a conference is 20 minutes. Conferences are used for reporting student progress, and communicating areas of strengths and concerns. Parents of students identified as Below Standard/At Risk will be required to attend a mid-year conference to review the At Risk Learning Plan. Parents and teachers are encouraged to set up additional conferences, as the need arises, during the year.

### **Crossing Guard**

Student crossing guards help students cross safely in the front and rear areas of the school. Students who are 10 years of age or older may be selected to serve as trained crossing guards to maintain a safe, orderly environment before and after school. This activity provides fifth grade students an opportunity for leadership and responsibility. Parents, please encourage your children to follow the directions of the crossing guard. Fifth grade students interested in Crossing Guard need to contact the Crossing Guard Program Coordinator.

### **Discipline Policy**

The safety and welfare of students is the primary consideration in the implementation of a discipline policy. It is the goal of each teacher to provide maximum learning for each student. In order to achieve this goal each teacher encourages and rewards student conduct through a classroom behavior and incentive plan. Classroom expectations are clearly posted and are discussed with students early in the school year. Student violations may result in loss of recess, detention, community service or loss of other privileges. If student behavior persists, parent/guardian contact is made or a conference is scheduled. A conference with a school administrator may also be necessary. The majority of discipline problems are usually solved at this level, however; serious or chronic misbehavior may result in further action including, but not limited to suspension. Please attend Back to School Night to become more aware of the classroom rules and expectations.

The staff will encourage appropriate behavior and will assist each student in correcting inappropriate behavior. Parents can assist by reading, reviewing and discussing with their student these behavior policies.

### **Graduation/Promotion**

Quail Glen Elementary School does not celebrate a school wide promotion or graduation for any grade level. Instead we encourage families to attend our End of the Year Family BBQ provided by PTA.

### **Lost and Found**

Many articles become lost or are left unclaimed. All personal belongings should be marked. Found items should be turned in to the Lost and Found located in the multipurpose room. Unclaimed items will be donated to a local charity at the end of each trimester. Small items (i.e. glasses, etc.) are brought to the school office.

### **Messages and Deliveries**

Due to the volume of requests and multiple classroom interruptions, the office staff will not deliver personal messages or items. Parents are encouraged to let students assume responsibility for remembering lunches, school items and homework. Please note that teachers may be unable to check e-mails until after school, so messages regarding pick-up changes will need to be planned in advance and communicated with the students. Items that may be distracting to the learning environment (balloons, etc.) will not be allowed in the classrooms.

### **Volunteer Statement on Confidentiality**

There are times when a volunteer may see or hear something in a classroom or on the campus regarding a student's academic progress, a discipline issue or other matters that must be kept confidential. Therefore, we ask volunteers to be aware that individual students' information should not be discussed with anyone other than the appropriate school officials.

### **Parent Teacher Association – PTA**

The Quail Glen Parent Teacher Association (PTA) supports and supplements the school programs.

By creating an informative working relationship, both during and after school hours, the PTA identifies and responds to the needs of the community. Where appropriate, funds are provided for special projects and activities, which would not otherwise be possible. They improve the school's facilities, and bring special assemblies and educational materials into the classrooms.

Fund-raising activities not only provide for the cost of service and educational projects, but also provide a social atmosphere for getting acquainted with neighbors and school staff.

We encourage all parents to become active members of the Quail Glen PTA. We are indebted to the support of this fine organization. The purpose of the PTA is to further increase the quality of our children's education through parent involvement and fund-raising activities. PTA is dedicated to:

- Promote the welfare of children and youth at home, school and community.



- Raise the standards of home life.
- Secure adequate laws for the care and protection of children and youth.
- Bring together the home and the school, which parents and teachers may cooperate intelligently in the education of children and youth.
- Develop between educators and the general public such united efforts as well secure for all children and youth the highest advantages in physical, mental and social education.

PTA needs and appreciates your involvement. For more information on PTA membership or activities, please contact our PTA at: [quailglenpatriotspta@gmail.com](mailto:quailglenpatriotspta@gmail.com)

### **Park Use – Robert Doyle Park**

Students are not allowed to play at the Robert Doyle Park next to our school before or after school unless supervised by their parent/guardian. Robert Doyle Park should not be used as a drop off or pick up location for Quail Glen students. After school, students must go directly home before returning to the park to play, if not supervised by a parent.

### **Personal Property**

1. Students will keep valuables and expensive, dangerous or illegal articles at home unless specifically approved to be at school.
2. All toys, including playground equipment such as basketballs, baseballs, bats and gloves, etc., should be left at home unless otherwise directed by a teacher. The school is not responsible for loss or damage to personal property. If a child is unsure if an item can be brought to school, they should check with their teacher. The list below includes (but is not limited to) items that students may not bring to school.

The following items are not allowed at Quail Glen School:

Personal Toys	Aerosol Can
Electronic Games	Fireworks
Water Balloons	Poppers
Collectible Cards	Matches/Lighters
Balloons	Pocket Knives
Make-up	Weapons/Replicas
Chewing Gum	Air Soft Toy Guns
Sunflower Seeds	Drugs/Paraphernalia

3. All students should mark personal belongings with first and last names before articles are brought to school. This includes lunch boxes, backpacks, coats, sweaters, umbrellas, gloves, binders, etc.
4. Found articles should be returned to the owner if the article is marked and the owner is known personally. If the owner is unknown or the article is unmarked, promptly take the article to the Lost and Found located in the multipurpose room.
5. Lost articles should be reported to your teacher immediately. The teacher may direct students to look for articles or look in the Lost and Found, located in the multipurpose room.

## **Physical Education**

Teachers schedule physical education as part of their regular weekly schedule. The Woodcreek High School P.E. Leadership Program is included in this schedule. Students must wear appropriate footwear to participate. If a student is unable to participate in P.E. for 3 days or longer they must have a written statement from their physician.

## **Plagiarism/Academic Dishonesty**

Plagiarism refers to the use of another's ideas, information, language, or writing, when done without proper acknowledgment of the original source. It may also include an element of dishonesty relating to an attempt to pass off the plagiarized work as original. Students who turn in work that has been plagiarized will be held accountable for the consequences as in academic dishonesty. Students involved in the incident will be held accountable for their actions (i.e. loss of privileges, grade/score deductions, disciplinary consequences, and/or additional assignments to demonstrate mastery).

## **Student Council**

The Student Council promotes initiative and leadership among its members. The Student Council is made up of elected representatives from each fourth and fifth grade classroom. It is the duty of the representatives to bring to the council's attention items of business from their classmates and to report the actions of the council. Students are encouraged to become involved in student government. Specific responsibilities of Student Council include:

- Volunteer time and services needed on campus. (Creating posters and working at special events such as PTA Events, Book Fair, etc.)
- Sponsor student activities and cosponsor annual projects for school improvement.
- Sponsor positive programs that promote achievement, attendance and excellent behavior.
- Provide responsible leadership.
- Elected positions are: President, Vice-President, Secretary and Treasurer.

## **SCHOOL WIDE BEHAVIOR PLAN**

### **Code of Conduct – Statement of Disciplinary Policy**

A basic necessity for academic achievement is proper student behavior within the school environment. The Code of Conduct has been developed to ensure that student behavior conforms to acceptable standards of decency, self-respect, and respect for others. It is the responsibility of students, parents, teachers, administrators, and the Board of Trustees to uphold the Code of Conduct. Every effort has been made to establish a School-wide Expectations that is consistent and understandable so that students may be free to learn in a safe, caring and positive atmosphere. Quail Glen has adopted the Positive Behavior Interventions and Supports (PBIS) and will expect all students to strive to understand and follow the school-wide expectations set forth in the Patriot P.A.C.T. As Patriots, we Problem Solve, Act Safely, Choose Wisely, and Treat with Respect.

Having a few simple, positively stated expectations facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language. By focusing on four P.A.C.T. expectations it is easier for students to remember. It is

also important for staff because instruction focusing on a few simple expectations will improve teaching and consistency through the use of a common language.

Positively stated expectations are important because research has shown that recognizing students for following the expectations is even more important than catching them breaking the expectations. By stating expectations positively, the hope is that staff will be more likely to use the expectations to catch students engaging in the appropriate behavior.

The selected expectations are broad enough to talk about all potential problem behaviors. The PBIS team believes that we can then teach all specific behavioral expectations across all school setting according to these simple expectations. For example:

- Thank you class for Treating me with Respect by raising your hand to speak and listening to what everyone else had to say about the story.
- You were Choosing Wisely when you washed your hands with soap and water and kept the water in the sink.
- You were Problem Solving when you asked your classmate to walk in a straight line in the hallway.
- Cleaning up your spills in the cafeteria is an example of Acting Safely because someone could slip on the spill and get hurt.

The four P.A.C.T expectations are different based on the each school location and are categorized below.

Behavior Matrix

<b>PATRIOT P.A.C.T.</b>				
<b>AREA/SETTING</b>	<b>PROBLEM SOLVE</b>	<b>ACT SAFELY</b>	<b>CHOOSE WISELY</b>	<b>TREAT WITH RESPECT</b>
<b>Restroom</b>	~Try to solve problems myself ~Inform an adult of a problem	~Keep my feet on the floor ~Wash my hands ~Use restroom then leave promptly	~Use soap, water and toilet paper appropriately ~ Flush the toilet	~Use quiet kind words and actions ~Stay in my own stall and give people privacy ~Wait my turn
<b>M.P. @ Lunch</b>	~Try to solve problems myself ~Use hand signals and wait for an adult	~Use walking feet ~Keep my hands and feet to myself ~Eat my own	~Stay seated ~Help clean our area	~ Use quiet, kind words and actions ~ Wait my turn ~ Use good manners

		lunch		
<b>M.P. @ Assemblies</b>	~Give space to the people around me ~Sit where I can be attentive	~Use walking feet ~Stay seated ~Keep my hands and feet to myself	~Use polite clapping ~Use quiet sign	~ Use quiet, kind words and action ~Listen and participate appropriately ~Keep my eyes on the presenter
<b>Playground</b>	~Try to solve problems myself ~Take care of personal needs	~Walk or skip on black top ~Keep hands and feet to myself	~Play in designated area ~Freeze when bell rings and walk to line ~ Put away equipment ~Follow playground expectations	~Use kind words and actions ~Follow staff directions ~Use equipment properly
<b>Library</b>	~Ask for help when needed ~Choose "good fit" books	~Use walking feet ~Push in your chair ~Keep hands and feet to myself	~Return my book on time ~Use the shelf marker ~Sit where you work best	~Return my book on time ~Use the shelf marker ~Sit where you work best
<b>Walkways</b>	~Try to solve problems myself ~Be aware of my surroundings	~Use walking feet ~Watch where I am walking ~Keep hands, feet and objects to myself	~Use sidewalk ~Go directly to my destination	~Use quiet kind words and actions ~Follow staff directions
<b>Innovation Station</b>	~Ask for help when I don't understand ~Help others in need around me	~Use walking feet ~Use materials as they are intended ~Keep hands, feet, and objects to myself	~Complete my work on time ~Stay on task	~Use quiet, kind words and actions
<b>Pick Up/Drop Off</b>	~Try to solve problems myself ~Look for adults in safety vests	~Use walking feet ~Watch for cars ~Use the	~Keep my backpack with me ~Walk my bike	~Use kind words and actions ~Follow staff directions

	~Know my pick up plan	crosswalk ~Keep my hands, feet and objects to myself	or scooter	
<b>Office</b>	~Inform an adult of the problem ~Ask for help, if needed	~Use walking feet ~Open the door slowly ~Sit correctly in the chair	~Wait patiently for my turn ~Use the front entrance	~Use quiet kind words and actions ~State my purpose politely
<b>Fit Walk</b>	~Try to solve problems myself ~Look for adults in safety vests	~Use walking feet ~Walk to line when the bell rings ~Keep my hands, feet and objects to myself	~Keep backpack with me ~Follow the walking path	~Use kind words and actions ~Follow staff directions ~Participate until bell rings
<b>Classroom</b>	~Ask for help when needed ~Take care of personal needs ~Try to solve problems myself	~Use materials as they are intended ~Sit safely ~Keep hands, feet and objects to myself ~Use walking feet	~Complete work on time ~Stay on task ~Manage your volume	~Use kind words and actions ~Listen respectfully ~Follow directions the first time

### **Behavior Management System**

All students are expected to follow the classroom expectations so that all students can learn. Throughout the day, students showing exemplary behavior will be recognized in a variety of ways including but not limited to: Caught Ya's, group, team or classroom points.

### **Classroom Consequence System**

All students are expected to follow our Patriot P.A.C.T. (Problem Solve, Act Safely, Choose Wisely, and Treat with Respect) Warnings and redirections will be given first followed by appropriate consequences, if needed.

- **Redirect** (Verbal warning)
- **Sideline** (Time out in student's own classroom)
- **Think Time** (Time out in alternative location with a reflection activity)
- **Letter Home** (Informational note to parent/guardian to be signed and returned the following day)



- **Detention** (30 minutes after school weekly)

### **Administrative Consequences**

When a student is referred to the office for their behavior and a consequence is administered, the parent will be notified via phone, email, and/or office referral form.

### **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 may include: cause, attempted to cause, or threatened to cause physical injury to another person, caught stealing or trying to steal, caught damaging or attempting to damage school property, committing an obscene act or habitual profanity, willfully and/or habitually defying school authority, in possession of a gun, knife, explosive, or drug.

### **Consequence Definitions**

#### **Alternative Recess Activity**

- Student may be excluded from one activity or area of play

#### **Detention**

- Detention will be held weekly after school
- The assigning staff member and student will contact a parent/guardian to inform them of the detention.
- Students must report to the detention room immediately after the dismissal bell rings. Students who arrive late will be reassigned to serve during the next available detention day.
- Students will remain quiet in the detention room. Students may not talk to each other.
- Detention will be served before extra-curricular activities.
- Failure to serve detention may result in an office referral and/or suspension from school activities. For every detention not served, a student may be given two additional detentions.

#### **Immediate Office Referral**

- A student may be sent to the office for a serious offense.
- The administrator will discuss the behavior with the child and assign the appropriate and logical consequence.
- The student may or may not be sent back to class
- Arrangements for a parent/teacher/administrator/student conference will be made if deemed necessary.

### **Teacher Requests for Next School Year**

In collaboration with grade-level colleagues and support staff, our school team uses their professional and in-depth knowledge of your child as a learner and student to develop well-balanced classes that reflect the Quail Glen learning community.

Factors which are considered while building balanced classes include the following:

- Combinations of students that create the strongest learning environment possible (for all students, not just a few)
- Academic and social-emotional needs
- Student personality, behavior and special needs
- Individual learning styles

A great deal of time and professional judgment goes into the placement of each and every student. To create “balanced” classes, we unfortunately will not be able to honor specific requests for teachers.

**Volunteers**

We value the contributions that parents and community members make in our schools. We welcome volunteers in our classrooms and on our campuses.

**Quail Glen Elementary School  
Partners in Learning School  
Pledge/Compact  
2024-2025**

We know that children learn from adults and love, encouragement, positive support and a nurturing environment are critical to the healthy development of every child. We are committed to working together with each of us doing our best to promote achievement for our students.

**As a student I pledge to:**

- Come to school on time, ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework.
- Tell my parents what I am learning in school and give them all notices sent home.
- Know and follow school and class rules.
- Ask for help when I need it.
- Read every day; limit my TV/computer use.
- **Read and agree to follow the conditions in the District Instructional Technology Use Policy.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**As a parent/guardian I pledge to:**

- Make sure that my child gets to school on time every day, gets adequate sleep and completes home/school work.
- Talk with my child about his/her activities every day.
- Know how my child is progressing by attending conferences, looking at school work, talking to the teacher, attending Back to School Night, Open House, and being involved with the school.
- Communicate the importance of education and learning to my child.
- Support school and classroom rules and policies.
- Read to my child and encourage my child to read every day; limit TV/computer use.
- Provide a quiet time and place for my child to do school work.
- **Read and agree to follow the conditions in the District Instructional Technology Use Policy.**
- **Read and understand the Volunteer Statement regarding confidentiality.**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**As staff, we pledge to:**

- Provide high-quality curriculum and instruction by teaching the District Standards, utilizing effective teaching strategies, and providing interventions in a positive, safe, and orderly learning environment.
- Have high expectations and help all students meet standard.
- Communicate regularly with parents including at fall parent-teacher conferences, trimester progress reports and report cards, before and after school parent contact through phone conversations, e-mail or scheduled meetings.
- Encourage parents to be involved in decisions that affect their child's education.
- Encourage parents to schedule a time to volunteer in the classroom and at the school.
- Create a positive, safe, and orderly learning environment in my class and in the school.

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Students will not be permitted to participate in extra-curricular activities or use school technology until this page is signed and returned.*