# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Mission/Board of Education/Administration</td>
<td>3</td>
</tr>
<tr>
<td>Principal’s Letter/School Administration</td>
<td>4</td>
</tr>
<tr>
<td>Schedules/Attendance</td>
<td>5</td>
</tr>
<tr>
<td>Calendar</td>
<td>6</td>
</tr>
<tr>
<td>Parents Right To Know</td>
<td>7</td>
</tr>
<tr>
<td>Student Registration</td>
<td>8</td>
</tr>
<tr>
<td>Title I Parental Involvement Policy</td>
<td>9-10</td>
</tr>
<tr>
<td>Shared Responsibilities For High Academic Achievement</td>
<td>11</td>
</tr>
<tr>
<td>School-Parent Compact</td>
<td>12</td>
</tr>
<tr>
<td>Policies &amp; Procedures</td>
<td>13-14</td>
</tr>
<tr>
<td>Dress Code</td>
<td>15</td>
</tr>
<tr>
<td>School Activities</td>
<td>16</td>
</tr>
<tr>
<td>Field Trips</td>
<td>16</td>
</tr>
<tr>
<td>School Programs</td>
<td>17</td>
</tr>
<tr>
<td>Student Progress-Homework Policy/Report Cards</td>
<td>15-16</td>
</tr>
<tr>
<td>School Programs</td>
<td>17</td>
</tr>
<tr>
<td>Honors/Awards/Recognitions</td>
<td>18</td>
</tr>
<tr>
<td>After School/Pre-School Programs</td>
<td>19</td>
</tr>
<tr>
<td>Medical Information</td>
<td>20</td>
</tr>
<tr>
<td>Transportation/Safety</td>
<td>21</td>
</tr>
<tr>
<td>School Resources</td>
<td>20-22</td>
</tr>
<tr>
<td>Behavior Expectations &amp; Discipline Policy</td>
<td>22-23</td>
</tr>
<tr>
<td>Progressive Classroom Consequences</td>
<td>23</td>
</tr>
<tr>
<td>Behavior Matrix</td>
<td>24</td>
</tr>
<tr>
<td>Discipline Procedures</td>
<td>26</td>
</tr>
<tr>
<td>Progressive Playground Consequences</td>
<td>27</td>
</tr>
<tr>
<td>Suspensions</td>
<td>28-31</td>
</tr>
<tr>
<td>Uniform Complaint Procedures</td>
<td>32-33</td>
</tr>
<tr>
<td>Playground Game Rules</td>
<td>34-35</td>
</tr>
</tbody>
</table>
Our Mission
Elk Grove Unified School District will provide a learning community that challenges ALL students to realize their greatest potential.

Outcomes for students
- Achievement of core academic skills,
- Confident, effective thinkers, and problem solvers, and
- Ethical participants in society

Commitments about how we operate as an organization
- Supporting continuous improvement of instruction
- Building strong relationships
- Finding solutions

High expectations for learning for ALL students and staff
- Instructional excellence
- Safe, peaceful, and healthy environment
- Enriched learning environment

Strategic Goals
High Quality Instruction and Curriculum
All students will receive high quality instruction and curriculum to promote college and career readiness and close the achievement gap.

Assessment, Data Analysis, and Action
All students will benefit from instruction guided by assessment results (formative, interim and summative) and continuous programmatic evaluation.

Wellness
All students will have an equitable opportunity to learn in a culturally responsive, physically, and emotionally healthy and safe environment.

Family and Community Engagement
All students will benefit from programs and services designed to inform and engage family and community partners.

Targeted Supports
Students with Disabilities, Foster, and African American students from targeted programs and services that leverage their assets, affirm their identities, and address their needs to close achievement, opportunity, and relationships.

EGUSD Board of Education
Carmine S. Forcina
Anthony “Tony” Perez
Beth Albiani
Nancy Chaires Espinoza
Gina Jamerson
Michael Vargas
Sean J. Yang
Oliver Trach

Christopher R. Hoffman, Superintendent
Mark Cerutti, Deputy Superintendent

EGUSD PreK-6 Administration
Bindy Grewal, Ed.D., Assistant Superintendent, PreK-6 Education
Martin Fine, Director
Michael Gulden, Director
Elizabeth Rueda, Director
Tabitha Thompson, Director
Dear Students and Parents/Guardians:

The purpose of the Leimbach Elementary School Parent and Student Handbook is to help our families understand what we believe is important for a safe, productive, and healthy learning environment for ALL students. Therefore, it is important that parents/guardians take the time to read and discuss this information with your student(s).

The MISSION of Herman Leimbach Elementary School is to provide high quality instruction in each classroom and prepares ALL students for college, career, and community leadership.

The VISION of Herman Leimbach Elementary School is to create the conditions where ALL students:

- Acquire essential skills for their future careers
- Develop into responsible citizens and leaders in their communities
- Value and appreciate the richness of diversity

The information in this handbook is pertinent to ALL students and parents/guardians. Questions that may arise which are specific to your individual child need to be addressed specifically with your child’s teacher or site administrators. Please note that additional procedures and policies may be developed throughout the school year and may not be included in this handbook. Parents will receive notification of any updates or changes.

Please read and discuss this book with your child as part of our partnership in the education. We look forward to a successful year at Herman Leimbach Elementary School!

Go Lions!

Abelardo Cordova
Principal

School Site Administration 2023-2024

Abelardo Cordova, Principal
William Utile, Acting ASES Coordinator
HERMAN LEIMBACH SCHEDULE 2023-2024

REGULAR DAY SCHEDULE
School Office Hours 7:30 AM – 3:30 PM
AM Kindergarten 8:00 AM – 11:20 AM
PM Kindergarten 11:00 AM – 2:20 PM
Grades 1-6 Schedule 8:00 AM – 2:20 PM

MINIMUM DAY SCHEDULE
ALL Kindergarten 8:00 AM -11:20 PM
Grades 1-6 8:00 AM - 12:20 PM

EARLY OUT WEDNESDAYS GRADES 1-6
Students will be released from school early each Wednesday at 1:30 p.m. Students that attend ROAR Academy (ASES) will report to their designated area after school dismissal.

ATTENDANCE: Be Here! Every Day! All Day! On Time!
One of the most important elements of successful learning is regular, on-time attendance at school! When a student is absent, please call the School Office and leave a detailed message which includes:

- Name of the STUDENT
- Name of the REPORTING ADULT
- Name of the CLASSROOM TEACHER
- REASON for the absence.
- Absences must be Cleared within 5 business days

Absence notes which are brought to school when the student returns to class need to have the child's name, date(s), reason for absence, and parent signature. If a student is absent longer than three (3) days, the parent/guardian may be asked to obtain a doctor’s written note for the absence. A student who has ten (10) overall absences will also be asked to obtain written documentation from a doctor.

EXCUSED ABSENCES
STATE LAW permits the excuse of an absence ONLY for the following reasons:
⇒ Illness
⇒ Quarantine, as directed by the Health Department
⇒ Medical/dental/eye appointment
⇒ Attendance at funeral of an immediate family member. ONE DAY within the state of California, and NO MORE THAN THREE (3) DAYS outside California.

The automated system will contact a student’s home by phone on a daily basis when students are shown as absent on the class Daily Attendance roster. These calls make parents/guardians aware of any absence that has occurred for which we do not have documentation. Please be sure to contact the Office and provide the needed documentation for any student absence(s). Keeping updated contact phone numbers helps to keep parents informed of any questions/concerns.

SARB PROCESS
The Student Attendance Review Board (SARB) process is used to support parents and students in being “on time, every day, all day” to school. The procedure is as follows and letters may be sent by the District or the school site:

SARB LETTER #1: student is truant 5 days OR 10 excused absent days OR 10 late arrivals of less than 30 minutes. Parent(s)/guardian(s) are asked to sign the letter, return it to school, and have improved attendance for their student(s) thereafter.

SARB LETTER #2: after the first letter-student is truant 3 more days (a total of 8 days) OR 5 more excused absent days (a total of 15 days) OR 3 more late arrivals of less than 30 minutes (a total of 15 late arrivals). Parent(s)/guardian(s) are asked to sign the letter, return it to school, meet with school administration, and have a plan for improved attendance.

HOME/PORCH VISITS: The goal of a HOME/PORCH Visit is to open lines of communication between the school and the parent/guardian. This visit is requested by the school after SARB #2 letter has been sent, attendance monitored, and improvement is not seen.
ANSWERING MACHINE/E-MAIL
To accommodate parental needs, an answering machine operates before and after school hours. When calling the regular school number (689-2120) before 7:30 a.m. or after 4:00 p.m. Office staff processes the messages each morning. The machine will not be used during the day except in an emergency. You may also email our school at LEIMBACHOFFICE@egusd.net.

TRUANCIES
Truancies are absences that do not have valid excuses. Repeated absences without a valid excuse will cause your child to be referred to the School Attendance Review Board/SARB (Education Code Section 48260-48293). See above section for the procedure.

TARDINESS
Arriving late interferes with success in school. Students are expected to be at school on time each and every day. Tardy arrivals are documented in the student attendance information system, are part of the SARB process, and affect the determination of Perfect Attendance Awards for the month, trimester, or year. Being “tardy” means the student is not in his/her class when the morning bell rings at 8:00 a.m. Repeated tardies without a valid excuse will cause your child to be referred to the School Attendance Review Board/SARB (Education Code Section 48260-48293). CalWorks may also reduce public assistance to parents/caregivers whose children do not attend school regularly.

EARLY DISMISSAL
Leaving early is sometimes necessary because of illness, doctor appointments, and family emergencies. All students must be signed out by the parent/guardian or an adult listed on the Emergency Card. The office will call for the students once the parent or guardian has arrived in the office. Unless there is an emergency, students should not be signed out after 2:00 p.m. Parent should wait until dismissal for their student to be released at 2:20 p.m.

STUDENTS CANNOT SIGN THEMSELVES OUT. Office staff will require identification of the adult signing the student out. Early Dismissals are entered into the student attendance system, and are part of the attendance/SARB process, and affect Perfect Attendance determination for the month, trimester, and year.
Parents’ Right to Know

The Elk Grove Unified School District is very proud of the performance of students in our schools, and we commend you, the parents, for your excellent support of academic achievement. The ESSA, “Every Student Succeeds Act,” requires that parents, upon request, should be informed about the qualifications of their children’s teachers.

As a parent, you have the right to request the following information regarding the professional qualifications of your child’s teacher:

- The college degree major of your child’s teacher and any other graduate certification or degree held;
- Whether the State of California has licensed or qualified your child’s teacher for the grade level and subjects taught;
- Whether your child’s teacher is teaching with an emergency credential;
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

Information about the teacher’s qualifications can be obtained by requesting it (in writing) from the school office.
Parent Involvement Guidelines
The Elk Grove Unified School District recognizes that parents/guardians are the most important educators in their children’s lives. The Board of Education recognizes the necessity and value of parent involvement to support student success and academic achievement (B.P. 5020). Studies have proven that children whose parents/guardians are involved in their education perform better in school than children whose adults are not. That is why we encourage you as parents/guardians to be active with your children at all grade levels — even high school when parent/guardian participation often drops off dramatically. We encourage parents/guardians to volunteer in the classroom and be active in your children’s learning at home. We also offer classes for parents of children from preschool through teenage years through our Always Learning program through Adult Education.

The following are some tips to help your child succeed in school:
• Visit the school or volunteer in the school (arrange with teacher prior to coming to school).
• Make sure your child gets enough sleep and eats a healthy breakfast every day.
• Make sure your child wears appropriate clothes, and arrives at school on time each day.
• Read to your child every day, or encourage your child to read independently.
• Insist that children treat school staff members with respect and obey school rules.
• Call your teacher or send an email/note when you have a question, a compliment, or a concern.
• Participate in the Site Council, or other parent committees.
• Attend parent-teacher-student conferences to discuss your child’s progress and any potential concerns/problems.
• Carefully review your child’s report cards, school newsletters, notices, and other information from school. Make sure your child knows the importance of bringing these documents home promptly from school.
• Encourage your child to prepare for tests by working hard in class and completing homework on a regular basis.
• Read and review all communication from the classroom and school (newsletters/notes).
• Know the school calendar including Minimum Days/Early Out Wednesdays/Holidays & No School Days.

WEDNESDAY is School-Wide Communication Day
All home-school communication goes home on ONE day each week — Wednesday. There are exceptions to this guideline: weekly homework packets and communications for one-grade level/class only. Parents are asked to check student backpacks on WEDNESDAYS for important school-related items. Communications included (but are not limited to): newsletters (school/grade level/class)/special event notices/minimum day reminders/volunteer requests/Food Service information/Field Trip authorizations and packets/District communications.
Communication Guidelines

Each classroom is equipped with a telephone for emergency calls to parents and to the Office. As a part of the behavior management system, teachers may select to have a student call his/her parent/guardian at any time during the day at home or at his/her place of work. Parents/guardians need to reinforce with students that if a behavior call is received from the school at any time, it is considered serious. If a child is ill, he/she will be sent to the Office and the Office Staff will contact the parent.

Teachers welcome your notes, emails and calls. Conferences can be readily arranged. Teachers are usually available to accept calls prior to the beginning of the instructional day and immediately after school. The Office will take messages and the teacher will return the call as soon as possible.

Our Goal is to resolve concerns or issues at the school level. If you have a concern:

1. Communicate with the teacher first. Besides you, the teacher has the most direct contact with your child.
2. Talk with an administrator. For dedicated time, please call and schedule an appointment.
3. If the problem is still not resolved, the Principal will advise you of the complaint process.

SCHOOL SITE COUNCIL (SSC)

The primary role of the Herman Leimbach Elementary School Site Council is to assist in the planning, implementation, and evaluation of our School Improvement Plan (SIP) and Local Control Accountability Plan (LCAP). This group is vital in the creation of a strong school-to-community relationship. The Academic Improvement Plan focuses on enhancing targeted areas of curriculum as well as other key aspects of our school environment. This is done through collaborative decisions about the allocation of funds received annually from State and Federal governments.

The School Site Council meets regularly and is comprised of the Principal, Vice-Principal, three teachers, two members from the support staff at the school, and five parents. Teacher/support staff/parent terms are two or three years. Members of the School Site Council are elected through a formal vote. The dates for meetings this year may be found in the school’s newsletter.

STUDENT REGISTRATION

Applications—Registration applications are not considered complete and will not be accepted without proof of address, birth certificate, shot records, and any other required documents.

Kindergarten—For the academic year 2017-2018, a child must be at least five (5) years old on or before September 1st of the current school year for which the child is being registered. The following items are required to complete the registration:

- Evidence of age (birth certificate, official notification of birth, passport, or affidavit of parent).
- Immunization records
- Proof of Residence (copy of utility bill, etc., which shows address and parent name; copy of purchase or rental agreement).

Physical Examination - At first grade entry, all students must provide the District with written evidence of a physical examination (by a licensed physician/surgeon/clinic), completed no sooner than 18 months prior to first grade entry.
Administrator Responsibilities

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

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

As representatives of the school and District, administrators will:

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

Parent/Guardian Responsibilities

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

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

• Information about your children’s achievement, behavior in school and attendance.
• A safe environment that is non-threatening and allows your children to achieve.
• Information about all school rules, regulations and expectations.
• Parents or guardians are liable for all damages caused by the willful misconduct of their minor children, which result in injury to other students, school personnel or damage to school property. Also, the District will not be responsible for damage caused by any student to any item of personal property which another student brings to school.

Parents are also liable for any school property loaned to the student that is willfully not returned. The District may withhold the grades, diploma or transcript of the student responsible until such damages are paid, the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel and is suspended for such misconduct, you may be required to attend a portion of a school day in your child’s classroom. [E.C.48900.1, 48904, 48914; Civil Code 1714.1]

**Student Responsibilities**

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

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

School-Level Parent and Family Engagement Policy

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

- To involve parents in the Title I, Part A programs, the following practices have been established:
  - Create a welcoming, supportive, and friendly environment for families.
  - Collaborate with teams and families to determine if parent engagement is effective.
  - Use results of district surveys and evaluation to improve family engagement.
  - Provide on-going professional development on effective family engagement strategies.

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

**Annual meeting held during Back to School Night to inform parents of the participation requirements of Title I.**

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

**Families will receive information through newsletters, Back to School Night, Curriculum Nights, ELAC Meetings, Parent Forums, and After School Program.**

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

**Families will receive information about school assessments used to measure student progress through the Parent/Student Handbook, Classroom presentations and information, newsletters, Parent/Teacher Conferences, ELAC, and GATE programs.**

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

**TITLE I SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. **HERMAN LEIMBACH** will take the following actions to involve parents/guardians in the joint development and agreement of its School Parental Involvement Policy and its school-wide plan in an organized, ongoing, and timely manner as specified in section 1118(b) of the ESEA. With parent/guardian and site leadership groups, create our vision of a family-friendly school. Use focus groups and parent leadership to determine if the parent involvement policy in place is effective; Work with a group of parents/guardians to decide how it could be a stronger tool for improving the quality of the Title I program:
   - Meet with School Site Council (SSC) and invite their participation;
   - Meet with site English Learner Advisory Committee (ELAC) and invite their participation;
   - Invite parents/guardians to participate in Focus Groups;
   - Conduct an annual evaluation of the effectiveness of parent involvement;
   - Use the results of the annual District Survey and Evaluation in designing strategies for school improvement and revising the Parent Involvement Policy as needed.
2. **HERMAN LEIMBACH** will take the following actions to distribute to parents/guardians and the local community, the School Parental Involvement Policy. *The Principal, with the support of parent leadership groups, will host a “Welcome” at “Back to School Night”, provided in multiple language translations, where families are invited to the school. The Principal will give an opening address, share basic expectations of the year, and invite parents/guardians to ask questions. This event will be held the first week of school. Send Policy home with students the first day of school (included in Student-Parent Handbook which goes home on the first day of school; Address the components of the Policy through the school newsletter on a monthly basis; Revisit at each English Learner Advisory Committee (ELAC) Parent Advisory; Welcome meeting for preschool parents/guardians, held the first week of preschool.*

3. **HERMAN LEIMBACH** will update periodically its School Parental Involvement Policy to meet the changing needs of parents/guardians and the school. *The school will review the Policy annually through the School Site Council (SSC), English Language Advisory Committee (ELAC), Site Leadership, flyer to parents/guardians (translated into languages of student population).*

4. **Herman Leimbach** will convene an annual meeting to inform parents/guardians of the following: That their child’s school participates in Title I; The requirements of Title I; Participation requirements of a Title I school; Parental Right to Be Involved. *At Back to School Night, families will receive information related to Title I schools. Parents/guardians will be invited to attend through the school newsletter, invitations written by students, Autodialer message, and a flyer extending our hope that each and every parent will attend.*

5. **Herman Leimbach** will hold a flexible number of meetings, at varying times, and may provide transportation, child care, and/or home visits, paid for with Title I funding as long as these services relate to parental involvement. *Bilingual Associates will call families and stress the importance of attending; Administrators and teachers will call families to invite their participation; Autodialer message; Written notices in school newsletter.*

6. **Herman Leimbach** will provide timely information about Title I programs to parents/guardians. *Information sent home the first day of school; Back to School Night; Curriculum Nights; ELAC Meetings; Parent Forums; Preschool communications; Leimbach Lions After-School Program.*

7. **Herman Leimbach** will provide to parents/guardians a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. *Back to School Night; Parent/Teacher Conferences; Newsletters; Parent Forums; ELAC; GATE/Accelerated*
SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

1. **Herman Leimbach** will build the school’s and parents’/guardians’ capacity for strong parental involvement. In order to ensure effective involvement of parents/guardians, in partnership with the school and the community, to improve student academic achievement, the following activities shall be implemented: Provide workshops for families through Curriculum Nights; Preschool Parent Workshops; ASES Parent Workshops; English as a Second Language classes for adults; Preschool Parent meetings; Back to School Night/Title 1 Meeting; Awards Assemblies (monthly/trimester/yearly); Ensure, to the extent possible, information is sent home; Provide families of our English Learners in the primary language of the family with information through ELAC meetings; Provide information to new Kindergarten families at an Orientation meeting.

2. The school will, with the assistance of the District, provide parents/guardians information on the following topics: the State’s academic content standards; the State’s student academic achievement standards; the State and local academic assessments including alternate assessments; the requirements of Part A; How to monitor their child’s progress; how to work with educators. Information will be shared through: Leimbach Nights; School Newsletters; Back to School/Title I Meeting; School Site Council.

3. The school will provide materials and training to help parents/guardians work with their children in improving their academic achievement, and encourage parental involvement including the following:
   - Provide families with copies Common Core State Standards in Math and English
   - Assist families in understanding State/District standards
   - When possible, provide information, verbally or in writing, in the primary language of school families
   - Assist families in understanding what CELDT assesses, how the information is used, and understanding the English Language standards
   - Assist families in understanding the results of assessments administered.

4. The school will educate its teachers and other staff with how to reach out to, communicate with, and work with parents/guardians as equal partners, and how to implement and coordinate parent programs and build ties between parents/guardians and schools through: Staff Meetings/Parent Forums/Pre-Service Meetings Staff Development-Break Out Session.

5. The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with district and other state and federally funded programs: Extended Day/ELAC Parent Advisory/Leimbach Lions Club.

**DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

**Herman Leimbach** shall implement the following additional activities:

- Provide necessary literacy training for parents/guardians from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training
- Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- Train parents/guardians to enhance the involvement of other parents/guardians
- Adopt and implement model approaches to improving parental involvement
- Provide other reasonable support for parental involvement activities under section 1118 as parents/guardians may request.

**ADOPTION**

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. This policy was adopted by the **Herman Leimbach School Site Council** on **09/19/17** and will be in effect for the period of one school year. The school will distribute this policy to all parents of participating Title I, Part A children by the beginning of each school year in the parent handbook.
SCHOOL-PARENT COMPACT
ELK GROVE UNIFIED SCHOOL DISTRICT
School Year: 2018-2019

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

As part of this compact, the principal and school staff agree to:
1. Provide an encouraging atmosphere and safe environment that promotes learning.
2. Provide high-quality curriculum and instruction.
3. Communicate regularly with families about student progress through conferences, parent-teacher meetings, progress reports, and other available means.
4. Provide reasonable opportunities for parents to volunteer and participate in their child’s class, and to observe classroom activities.
5. Recognize and respect the special language, cultural and learning needs of students.
6. Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes for grades 1-3 and 60 minutes for grades 4-6).
7. Participate in professional development activities that improve teaching and learning and that support the formation of partnerships with families and the community.
8. Participate actively in collaborative decision making.
9. Work consistently with families and school colleagues to make the school an accessible and welcoming place for families.
10. Communicate regularly with parents through report cards, newsletters, meetings, notes sent home, phone calls, and schedule conferences during Trimester 1 and Trimester 2 or on an “as needed” basis.
11. Assure a balanced curriculum based on the District standards, delivered through appropriate instruction, and measured by multiple assessments.
12. Assure that all students have opportunities to learn and acquire the skills and knowledge they will need to become effective citizens.
13. Provide supplementary instruction for students when needed.

As part of this Compact, parents agree to:
1. Assure that students get adequate sleep, healthy nutrition, and get to school on time.
2. Attend school events, parent conferences, and volunteer when possible.
3. Encourage children to read by reading to them and listening to them read.
4. Monitor homework and encourage students to do their best at all times.
5. Expect that students will behave at school and follow school rules.
6. Promote positive use of their child’s extracurricular time limit TV, video games, phone, and internet activity.
7. Stay informed about your child’s education and communicate with the school by promptly reading all notices and communicate with teacher when a concern arises.
8. Serve, to the extent possible, on parent advisory groups, such as the site Title I parent advisory, the District Categorical Advisory Committee, School Site Council, Parent Teacher Association, and English Learner Advisory Committee.

As part of this compact, students agree to:
1. Be responsible for my behavior and learning.
2. Attend school regularly and arrive to class on time.
3. Complete all classwork and homework to the best of his/her ability.
4. Cooperate with and show respect to other students and adults, and follow school and classroom rules.
IMPORTANT PROCEDURES/POLICIES

ARRIVAL
Students who choose NOT to eat breakfast are to arrive NO EARLIER than 7:45 a.m. THERE IS NO SUPERVISION before this time. Students participating in the breakfast program report to the Cafeteria at 7:30 a.m. Parents of students who arrive consistently early will receive notification from the school and will be asked to observe the stated drop-off times.

DISMISSAL
Students are to leave school grounds or go the ASES After-School program (e.g. Lions Club) assembly area immediately after dismissal unless they have parent permission to participate in an afterschool program or activity. NO SUPERVISION IS AVAILABLE AFTER SCHOOL. Please do not ask students to wait for you any amount of time after dismissal outside on the street or in the park across from the school or on the east side of the site near the MP Room. If there is an emergency, notify the School Office so we may contact the student.

- Students who are picked up from school are asked to wait in on the sidewalk near the Office. Parents, please follow the instructions of staff members on supervision duty. Students who are picked up after 2:45 p.m. will need to come into the Office and sign out for late pick up.
- Students who walk home exit the school grounds from the open front gate and walkway area. Students are not to walk through the kindergarten playground area.
- Adults and students are required to cross the street utilizing the CROSSWALKS only. We encourage parents to park and walk to pick up student(s) or pick up student(s) near the crosswalks. At no time may a car be parked in the crosswalk area. Cars parked in these areas will be asked to move by a teacher/administrator.

PHONE MESSAGES/USE OF PHONE
All students are to leave home with the understanding of what they are to do during or after school. We do our best to preserve as much instructional time as possible. Students may call home only for an emergency. Students may not call home for homework, etc., unless by teacher request.

COMMUNICATING WITH YOUR TEACHER
If you wish to speak to the teacher, please call before or after school. Classrooms will not be interrupted during instruction. Messages may be left for a teacher and he/she will return the call as soon as possible or within 24 hours. Teachers may also be reached though district email.

VISITORS
All visitors must sign in and obtain a visitor’s pass from the Office before entering any place on campus (Penal Code 626.8). This is required for the protection of all students. A pass is needed for any visitor who is picking up/delivering items and will be on campus only for a few minutes. All parent volunteers must sign in daily. Parents are invited and encouraged to visit their child’s class with prior notification to the teacher as they may be testing or the class may be in different areas of the school for PE/Library/etc. We ask parents prearrange a time for visits. Please see a site administrator if you need to discuss some other arrangement.

FOOD SERVICES
Herman Leimbach qualifies for a universal free breakfast/lunch program. All students attending Leimbach automatically eat without paying. Applications will be provided by Food Services as
EMERGENCY INFORMATION
State law requires that every parent provide their child’s school with accurate emergency information. Emergency forms provided at the beginning of the school year must be completed and returned to school promptly. Please be sure to update information for both primary AND emergency contacts, as needed, through the School Office. Having current contact information on file in the Office is needed for safety purposes.

PARTIES/CELEBRATIONS AT SCHOOL
We do not celebrate student/teacher birthdays during instructional time. If a student has a birthday, a parent/guardian may choose to send a healthy snack/ treat to be served during recess or lunch breaks. As a courtesy, please notify the teacher in advance that the treat will be coming. We encourage all to donate a book to their child’s classroom library instead of sending sugary treats on their birthday. PLEASE NOTE: Although balloons are exciting for children, they are a safety hazard as some children have sensitive allergies to latex and helium balloons pose a safety risk and therefore are not allowed.

TRAVELING STUDENT PLAN
When students need to be away from school during the instructional year for six or more days, an independent study plan may be worked out with the teacher and the District. However, it must be done in a timely manner. The school must be notified at a minimum of two weeks in advance for a traveling student plan (TSP) to be developed. If you need assistance with a TSP, call the School Office or notify the teacher immediately. If this accommodation is made, a grade will be given for the assigned work when completed and returned by the agreed upon due date.

TEXTBOOKS
Each student is issued a numbered copy of the textbooks for his/her grade at the beginning of the school year. She/he is individually responsible for these books for the year. If a book is lost or damaged, the student will have to pay the full or partial price, depending on the original condition of the book when issued to the student. Instruct your child to check at the end of each day for his/ her textbooks. If a book is missing at that time, please inform the teacher immediately. Waiting to report a lost book increases our chances of NOT finding the book.

LIBRARY BOOKS
Children are given the privilege of checking out books from our library. Talk with your child about how important it is to take care of the Library book and return it on time. Before books are checked out, each child must return a Library Responsibility Card signed by a parent/guardian. The student and parent/guardian agree to handle library books carefully, return them promptly, and pay for any lost or damaged item.
- The checkout period is for one week.
- Overdue notices, with information about the title, author and price of the book are first given to the child when the book becomes past due.
- A second notice will be mailed to the parent/guardian. Please respond quickly and call the School Library Tech with any questions.
- Report cards may be withheld from students who lose or damage books until the record is cleared.
- A student’s library check-out privilege may be suspended for the following school year, if payment or compensation is not made.

SPORTS EQUIPMENT/RECESS
ELECTRONICS: Cell Phones/Photo or Video Recording Devices/Games/Notepads/ETC.
ALL electronic devices are to be turned completely off while in school. “Off” is defined as having no power (e.g. not on standby, vibrate, flight mode, etc.) The use of cell phones is allowed only before and after school. Violations of the policies outlined here are entered into the online student information system and parents are contacted. Students may not take photos or record other individuals at school or during school hours.

DRESS CODE
The purpose of a dress code is to focus on school as a workplace for students, promote appropriate types of clothing, and to develop a sense of school pride. Personal hygiene also contributes to good health and a positive personal appearance for all students. All students are expected to be neat, clean and to wear apparel that does not draw undue attention to the wearer. School colors for Herman Leimbach are recommended, but not required. Recommended tops include white, navy, or Leimbach spirit shirts. Recommended colors on the bottom are navy or khaki.

- Clothing is worn in the intended manner (buttoned, fastened, tied, tucked in, etc.). Clothing fits the wearer and does not sag or expose undergarments.
- Shoes and socks are worn at all times to provide protection for student feet. Shoes must be the type to allow the student to participate fully in an appropriate developmental physical education program. Shoes must protect toes and heels—in other words, a “full” shoe is worn. Students in shoes which are not safe will be unable to participate in PE or recess and parents may be contacted to bring safe shoes to school. Sandals, clogs, flip-flops, high heels, or “wheelies” are not worn at school.
- Dresses, skirts or shorts are no shorter than extended arms down to the fingertips while arms are held at sides. They are not made of spandex or other clinging fabric.
- Clothing needs to conceal undergarments at all times. Halter, tube tops, see-through net shirts, tank tops, racer-back tops, off-the-shoulder shirts, midriff shirts and muscle shirts are not worn at school. Spaghetti straps are not allowed. Straps on tank tops are a minimum of 1 inch wide. No oversize shirts or sleeves that interfere with movement or safety are allowed.
- Jewelry is not oversized and dangling—this is a safety concern.
- Clothing with inappropriate slogans/pictures (alcohol, tobacco, or drug endorsements, weapons, sexual innuendoes, or gang-related symbols or phrases—this list is not inclusive) are not permitted.
- The wearing of hats, caps or other head coverings by students is not permitted indoors. Hats must be worn in the intended manner (not backwards or sideways). Bandanas, sweatbands, and other headgear may not be worn at any time.

Consequences for non-compliance with the Dress Code will be addressed on a situational and individual basis. They may include a verbal or written warning, a telephone call or note to the parent/guardian at home. Students may be offered a replacement garment if available or asked that other clothes be brought from home. Special circumstances should be communicated with the teacher and/or administrator.

LOST AND FOUND
Most children keep good track of their clothing; however, each year many coats, hats, scarves, lunch pails, etc. remain unclaimed. At the end of each trimester we donate unclaimed items to charity. Children can check Lost and Found before and after school to claim lost articles. To help avoid this, please mark ALL your child’s possessions with his/her name.
FOOD/SNACKS AT SCHOOL
Herman Leimbach promotes healthy and positive food choices through the lunch program and classroom education such as Harvest of the Month. Healthy snacks are encouraged for recess. **Candy and gum are not allowed at school nor are soft drinks or energy drinks.** Other snacks not allowed at school include sunflower seeds and “hot” Cheetoes/Taquis/snacks with red dye (these snacks stain textbooks/property/clothing). Servings are personal size, not the “giant/family” bag. Occasionally, teachers may allow a special treat in the classroom.

SCHOOL ACTIVITIES

BACK TO SCHOOL NIGHT—FALL
The school sponsors a night for parents/guardians to visit their child’s classroom and discuss with teachers the school program for the year. Parents with more than one child will be able to attend two sessions. Classroom programs and activities will be presented by teachers. Parents/guardians are strongly urged to attend and learn about what their student will be learning in the coming year. This is not student conference time. Conferences may be scheduled individually with teachers at other times.

OPEN HOUSE—SPRING
Open House is a time when parents/guardians and students come together and visit the classrooms and teachers to view the past year’s work. Students are always excited to share their projects and achievements! **This is not student conference time.** Conferences may be scheduled individually with teachers at other times.

CURRICULUM NIGHTS
These fun-filled nights are planned during the year for the entire family. Teachers share suggested strategies to be used at home with your children during this time. Typically the evenings focus on Math/Science or Reading. Please check the school newsletter or website for the dates for this coming year.

SCIENCE FAIR
Each year the District sponsors a Science Fair as does the site. Students may enter projects in the grade level competition. Some primary classes enter a class project. Winners from each school are then entered in the District competition.

ACADEMIC COMPETITIONS
Students are invited to participate in academic competitions such as the Spelling Bee, Mathematics, Engineering & Science Achievement (MESA). Parents will be notified of any special events related to a child’s participation in the activity.

NATIONAL CELEBRATIONS
Some holidays are incorporated into the regular school curriculum (Thanksgiving, certain national leader birthdays, etc.); however, they are included as a multicultural activity, not as a religious holiday. Music and art are often tied to these holidays. Parents may be invited to visit the classroom on these celebration days.

FIELD TRIPS
All field trips are planned to coordinate with the regular instructional program. Bus fare and entrance fees are included in the field trip charge for each student. Permission forms are **REQUIRED** for any student to participate. These must be returned by a **deadline**; otherwise, students will not
Herman Leimbach Elementary Field Trip Behavior Agreement

The goal is to include all students in field trips and enrichment activities. In an effort to manage student behavior and classroom participation on field trips, the following is a Behavior Agreement among student, teacher, parent, and administration of Leimbach Elementary. Students may not be allowed to attend a field trip due to a Behavior Citation/Referral or Suspension prior to field trip. In some cases, students may attend the field trip if a parent accompanies the student. Teachers will contact parents if a student is in jeopardy of losing the field trip privilege.

SCHOOL PROGRAMS

Gifted and Talented Education (GATE)/Accelerated Program

Students who qualify for GATE or Acceleration are offered a variety of educational opportunities to challenge them and ensure they meet their maximum potential. These opportunities occur both within the regular classroom, through differentiated instruction, and in other settings, such as MESA and Lion’s Club. For more information, please contact our school office at 689-2120, or the District GATE Office at 686-7712.

Mathematics, Engineering and Science Achievement (MESA)

MESA is a special program designed to offer support to students who show an interest. They should meet specific criteria in math or science related areas. This program is offered to third through sixth grade students. The goal of the program is to increase the high school graduation rates of historically underrepresented students in math, engineering and science related fields. Students enrolled in MESA must exhibit academic excellence, positive behavior, collaboration/teamwork, and a curiosity for learning.

WALK TO SCHOOL WEDNESDAYS

Our school has partnered with Safe Routes to School, the Health Education Council, and Common Ground Church to provide Walk to School Wednesdays. Each Wednesday, students and families can meet at designated streets and walk to school safely. The purpose of this activity is promote healthy lifestyles and decrease traffic at school. Please contact our school for information on designated routes!

TITLE I

Herman Leimbach is a Title I school. As such, the school receives federal monies to help students achieve by providing needed interventions. The focus of our intervention is the direct support of students’ academic progress through differentiated instruction designed to meet student needs. Never Streaming/Academic Intervention. This intervention program provides additional support to students who demonstrate an academic need. Academic instruction is given in a smaller group setting and concentrates on areas of demonstrated student need.

WIN/ELD (English Language Development)

All teachers are trained to work with children to develop competency of the ELA standards. Students whose first language is not English are taught English development standards. Techniques and strategies such as controlled vocabulary use of visual aids, hands-on activities, total physical response (TPR), cooperative learning strategies, and primary language support to help students succeed in strengthening and learning English skills. Students whose native language is English receive differentiated instruction to develop mastery of the English Language Arts Standards. Students who are not designated as English Learners attend classes designed to support their individual needs. Teachers collaborate to provide support to students in the areas of reading and math skills.

VAPA

Leimbach’s Visual and Performing Arts (VAPA) Program provides young artists an opportunity to express themselves artistically. The group meets once a week after school and provides lessons in visual art, music,
There are three reporting periods (trimesters) during the school year. There will be a total of three (3) report cards. Final report cards are given to the students on the last day of school, if all school records are cleared.

Parent/Student/Teacher Conferences
Parent/student/teacher conferences provide an opportunity for family members to ask questions and share ideas about the student's academic progress and behavior. There are two formal conference opportunities built into the master schedule at the end of the first and second trimester. Your child’s teacher will contact you to offer a meeting date and time. Parents and teachers should communicate on a regular basis throughout the year and requests for additional conferences can be initiated by either the parent or teacher at anytime during the year.

HONORS, AWARDS, & SPECIAL RECOGNITIONS
Monthly Awards—All students are eligible for recognition at the school’s monthly Positive Awards assemblies. During these assemblies, students are recognized for:
- Principal’s Award: Honors students for high academic achievement.
- Vice-Principal’s Award: Recognizes students for exemplary behavior & student leadership.
- Teacher’s Choice: Student is chosen for special recognition – criteria are determined by the individual teacher.
- Perfect Attendance: Student has been present, on time and with no early dismissals for the entire month.

Trimester Awards
Principal’s List: Students in 4th through 6th grades achieve Principal’s List status by receiving all A’s in the academic areas. Effort and behavior are not computed. Students maintaining Principal’s List for all three trimesters receive special recognition at the end of the year.

Gold Honor Roll: Students in grades 4 through 6 must achieve a 3.50 – 3.99 grade point average in the academic areas to be recognized as a member of the Gold Honor Roll. No Ds or Fs are permitted. The academic areas are core subjects. Gold Honor Roll certificates are awarded to eligible students at the end of each trimester. If a student maintains a position on the Gold Honor Roll all three trimesters, he/she will receive special recognition at the end of the school year.

Silver Honor Roll: Students in 4th through 6th grades must achieve a 3.00 to 3.49 grade point average in all academic areas to be recognized as a member of the Silver Honor Roll. No Ds or Fs are permitted. The academic areas are considered the same as those listed under Gold Honor Roll. Silver Honor Roll certificates will be awarded to eligible students at the end of each trimester.

Academic Achievement/Grades 1/2/3: Students in grades 1/2/3 are recognized for Academic Achievement when they earn all A’s and B’s.

National Elementary Honor Society (NEHS): Herman Leimbach is among one of the first elementary schools to sponsor a chapter of the National Elementary Honor Society (NEHS) in the Elk Grove District. Membership is open to 5th and 6th grade students who meet specific criteria of academic excellence, responsibility, leadership, and teacher recommendation.

Special Recognition: Students who have shown great improvement in academics and/or in effort and conduct may be selected by the teacher to receive a Special Recognition award.
Perfect Attendance: Be Here-All Day-Every Day-On Time!
Students who attend school every day of the school year qualify for this award. If a student is suspended, the suspension counts as an absence and disqualifies a student for perfect attendance. On Campus Suspensions are considered the same as home suspension and count as absences from the regular program for award purposes. Students will be allowed one excused tardy or early dismissal per trimester. Special recognition is given at the end of the school year for perfect attendance for ALL THREE TRIMESTERS.

ASES/AFTER SCHOOL LIONS CLUB
ASES/Lions Club provides a safe learning and enriching environment during after-school hours for students from 2:20 p.m. with dismissal beginning at 5:30 p.m. Monday through Friday. Students are expected to attend daily and not be excused early on a regular basis. Attendance/early dismissals will be a factor in determining Club participation. The focus of Lions Club is on homework, literacy, and enrichment. Enrichment activities may include:
- Health and Nutrition
- Physical Education
- Arts and Crafts
- Educational games
- Visual and Performing Arts
- Science
- Computer Technology
- Various club selections: Soccer, Basketball, Drama, and Chess

Applications are located in the School Office or call at (916) 681-8214.

PRESCHOOL PROGRAMS
Elk Grove has several programs that help 3 and 4-year-old children get ready for kindergarten. The District’s preschool programs are funded from different sources and their requirements vary. Students participate in a variety of educational activities focusing on emerging literacy/numeracy, and social-emotional development to prepare them for Kindergarten and ensure they will be ready to read in first grade. Although program eligibility requirements and regulations may vary, every child’s safety, success, and happiness are important to the Board of Education, the superintendent, and all staff. Working together with parents and the community, all children are assured the quality education they deserve.

State Preschool
Elk Grove’s AB172 and State preschool programs are state-funded programs serving four-year-old children who meet the family income guidelines, determined by the California Department of Education. Parents/guardians must provide documentation of program eligibility. Income guidelines are updated each year and are distributed at the time of registration. The guidelines are also posted in each classroom. Parents/guardians with questions about eligibility for either of these programs may contact the Early Childhood Education Department. This school year families may be required to pay fee for students to attend preschool. Please see the Preschool Office to determine if the fee is required or not.

Head Start Pre-School
Head Start is a federal program for preschool children from low-income families. The program is operated by the Early Childhood Education Department in the Elk Grove Unified School District. Services are offered to meet the special needs of children with disabilities. Classes are in session 3.5 hours per day, Monday through Thursday.

Pre-School Nutrition Services
Elk Grove Unified School District’s Food and Nutrition Services Department serves the school meals and snacks offered to preschool students. All meals and snacks are analyzed to assure that they meet the nutritional needs of students. Due to federal and state guidelines, meals and snacks can only be served to students enrolled in the program. Additionally, meals must be eaten in the classroom and may not leave the campus.
ILLNESS AND ATTENDANCE
Absences of more than three days in length require a doctor’s note for a return to school. Students with excessive absences due to illness may qualify for a SARB letter. Excessive absences/tardies may bring a home visit from the District Student Attendance Review Board Office. That is why it is so important to contact the School Office each and every day of a child’s absence from school. Children should not come to school with a fever or rash. In fact, children should stay home one or more day after the fever subsides to decrease the risk of a reoccurrence of an illness. (Check with your doctor.)

MEDICAL INFORMATION
Administration of Medication for Pupils: Education Code 49423 sets forth procedures which must be followed if school staff are to accept the responsibility for administration of medication.
1. Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school receives:
   (a) A written statement from such physician detailing the method and amount.
   (b) A statement from the parent or guardian of the pupil indicating the desire that the school district assists the pupil in the matters set forth in the physician’s statement.
2. Please ask in the Office to obtain a copy of the Authorization for the Administration of Medication by School Personnel form.
3. All student medication must be in the original container and will be kept securely locked in the school office. Students may not carry medication on their person.
4. Parents are requested to provide written verification from a physician to the principal, or the school nurse of the school the pupil attends, of any change in the medication or dosage.
5. The Authorization for the Administration of Medication by School Personnel form must be updated annually or whenever changes are made in the treatment plan.

INJURIES
Any injury occurring at school is checked by Office staff or the nurse on the days she/he is at the school site. An injury report is always filed with the District Office if the injury requires “more than a bandage.” If the injury is considered serious, parent(s)/guardian(s) is/are contacted immediately for advice or to inform him/her of the injury. If a parent/guardian cannot be reached, then the emergency contact is called. If the emergency contact is not available, the principal will make a decision as to how the situation should be resolved. This may include calling an ambulance or taking the student to the emergency room. However, medical treatment will not be given without parent permission to the doctor.

STUDENT INSURANCE
The Board of Education has authorized the principal of each school to send out information on a school accident insurance policy. Since the school district, by law, cannot pay for the medical and hospital expenses incurred as a result of an accident at school, we recommend this insurance policy. These policies are sent home with each student at the beginning of the school year.
EMERGENCY INFORMATION
In case of a serious accident, we make every effort to contact parent(s)/guardian(s). In order to do this, please make sure the Office and your child’s teacher have the following current information:
• Parent/Guardian home and work phone numbers
• Emergency contact names and phone numbers in case the parent/guardian cannot be reached.

HEAD LICE POLICY
Head lice are tiny bugs that live on the hair and scalp. They are transmitted from one person to another by direct contact or on shared combs, hairbrushes or hats. They can also be acquired from upholstered furniture and bedding. People can have head lice for a period of time and not know it. It takes about ten days for the nits (eggs) to hatch. If you think you or your child has been in contact with a person who has head lice, check their head for about 10 days. Check around the base of the neckline and ears. It is easier to see the nits in sunlight (nits are about 1/16th of an inch in size). Head lice cannot hop or jump! A suspected case of head lice will be individually screened. If students are identified with live lice by the presence of a live louse or lice, the student’s parent will be contacted to come pick up the student. When a student is sent home, families will be provided with instructions for treatment. Pharmacists and physicians can assist in recommending over the counter medication. Directions from the treatment labels should be followed exactly regarding application and any repeat lice. Students that have nits (eggs) are not excluded from school. Our head lice policy/procedure is in line with treatments. Readmission occurs if and when the student is free of live lice evidence based practice and is based on the recommendation of the Center for Disease Control, the American Academy of Pediatrics, the Sacramento County Public Affairs Department, and the National Association of School Nurses.

Transportation Department (916) 686-7733
Any student who rides the EGUSD school bus must abide by the guidelines set by the District. The bus driver issues citations if rules are not followed. Infractions may lead to bus suspensions and/or school suspensions. The school administration supports the bus drivers in their efforts to provide the safest environment. Bus safety includes the time the student goes to the bus stop and returns home from the bus stop after school. Students who are scheduled to ride the bus will be placed on the bus unless the parent notifies the school. Students are provided with a BUS PASS which must be shown daily. Students are required to:
1. Arrive at the bus stop five (5) minutes before the bus is scheduled to arrive.
2. Use only his/her assigned bus stop.
3. Pets or live animals are not allowed on the bus.
4. Refrain from transporting hazardous or destructive objects of any kind such as firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, skateboards or ball bats.
5. Respect the rights and property of others on the bus and at the bus stop.
6. Follow the bus rules concerning electronic devices of any type.
7. Avoid all fighting and rough play while at the bus stop, on the bus, or when getting on or off the bus.
8. Always enter and leave the bus through the entrance door, except in emergencies.
9. Remain seated, facing forward with feet, legs and other objects clear of aisle while the bus is in motion.
10. Keep all parts of the body inside the bus.
11. Keep windows closed unless otherwise instructed by the bus operator.
12. Remain quiet at railroad crossings.
13. Not use profane language, obscene gestures, create excessive or unnecessary noise.
14. Follow the bus driver’s directions and show respect at all times.
15. Do not damage or deface any part of the bus, tamper with the radio, controls, emergency exits or other equipment, shout or throw any objects inside/ outside or at the bus, or in any way endanger the safety of others.
In order to maintain the health, welfare, and safety of students and staff when using school transportation vehicles, to maintain and improve student discipline, and to protect and maintain district property, the governing board has authorized the installation of video recording equipment in school vehicles. Videotapes are reviewed on a random, but routine basis. Students found to be in violation of school or bus rules will be subject to disciplinary action.

**BUS DISCIPLINE PROCESS**
The normal progression of penalties for violations of the rules and regulations on the bus is:

- **First Violation Warning** – meet with administrator and notification of parent(s)/guardian(s).
- **Second Violation 1-Day Suspension** from riding the bus/notification of parent(s)/guardian(s).
- **Third Violation 5-Day Suspension** from riding the bus/notification of parent(s)/guardian(s).
- **Fourth Violation 10-Day Suspension** from riding the bus/notification of parent(s)/guardian(s).
- **Fifth Violation Suspension from riding bus for the remainder of the year/notification of parent(s)/guardian(s).**

In cases of severe misconduct, students may be assigned penalties more severe than provided for under the “normal process.” **All other** School District rules and regulations, together with their penalties, shall apply to conduct on busses and shall be administered by the principal or other appropriate school authorities. Parents may contact the Transportation Department to appeal a suspension or ask questions pertaining to transportation rules and regulations at (916) 686-7733.

**FOGGY DAY POLICY**
Under current law, the California Highway Patrol will not allow a school bus to pick up students when visibility is limited and the bus cannot pull completely off the road. To comply with this law, the EGUSD Board of Education adopted the following policy, which may result in the delay, or in rare cases, the cancellation of school buses. **On foggy mornings, parents are advised to listen to the following radio stations for bulletins regarding bus delays:** KSFM 102 FM or KFBK 1530 AM. These stations have agreed to broadcast bulletins whenever heavy fog affects all or most of the District’s bus routes. If only part of the District is affected, however, the stations will NOT broadcast. If information is NOT broadcast prior to the student leaving home, he/she should NOT stand at the bus stop longer than 30 minutes beyond the usual bus arrival time. After 30 minutes, the student should return home and listen to one of the radio stations listed above. If information is not available on the radio, call the District’s Transportation Department at 686-7733. The department has a limited number of telephone lines, so it may be necessary to call more than once. The District appreciates parent(s)/guardian(s)’ patience and cooperation in dealing with this difficult transportation issue.

**RIDING BICYCLES TO SCHOOL**
Students are encouraged to ride their bike to school. Bicycles must be locked and stored in the designated bike rack area. **It is the responsibility of the student to lock his/her bicycle in the storage area at school.** The large gate is locked for most of the day, however, it IS unlocked before children are dismissed and remains unlocked until ALL students have left the campus. There are not sufficient personnel available to monitor this area, and the school does not assume responsibility for bikes. By law, students who ride bicycles to and from school are required to wear helmets. Skateboards, scooters, rollerblades/skateshoes are not to be brought to school. For safety reasons, riding of bikes/skateboards, etc. are not allowed on the school campus.

**SCHOOL RESOURCES**

**FAMILY STUDY TEAM (FST)**
The Family Study Team meets at the request of a teacher. This meeting is held to formulate an action plan with recommendations in an effort to resolve problems with student academics, attendance, and
**PSYCHOLOGIST**
Our psychologist is on campus approximately two days per week. The three main functions of the psychologist are to assess students for special programs, serve on the Student Study Teams to assist with program planning, and provide counseling for special situations. The psychologist may be contacted through the School Office during regular school hours. In addition to the psychologist, Leimbach has resources for student counseling and referral for support through a Wellness Counselor and the District’s Mental Health Services. Parents may contact their child’s teacher or an administrator for additional information.

**SPEECH, LANGUAGE, & HEARING**
A speech and language specialist is assigned to our school to assist students with identified needs. To qualify, students must be assessed by the specialist and meet certain qualifying criteria. The specialist also works closely with the Learning Center and the Student Study Team.

**HEALTH AND NURSING SERVICES**
The District nursing services are administered by a qualified school nurse who provides vision and hearing screening, updating medical information, supervision of the maintenance of appropriate records for each student. No elementary school in the Elk Grove district has a resident nurse. Nurses are available on an on-call basis.

**WELLNESS COUNSELOR**
The Wellness Counselor provides counseling and support to students that are experiencing struggles socially and emotionally. The counselor meets with small groups using a research based curriculum to help students assert themselves in a positive manner and make good decisions. Students who have received counseling have witnessed a better adjustment to school and peer interaction, which has also impacted their desire to learn and attend school. Students are recommended to the program by teachers and parents must consent to their participation.

**SCHOOL-WIDE BEHAVIOR EXPECTATIONS & DISCIPLINE POLICY**
The general rules for all conduct anywhere on campus at Herman Leimbach are:

**BE RESPECTFUL**
We expect ALL students to behave in a respectful manner. Respect is demonstrated through actions, body language, and communication with other students and adults. In order to encourage a sense of community and instill pride in our school, we expect students to use equipment properly and respect the property of others. Purposeful violation of any of these expected behaviors will result in consequences administered based on the severity and/or repetition of the behaviors.

**BE OUTSTANDING**
Being and doing your personal BEST means students have a positive mindset, help to create a positive school environment through their words and actions, set goals to achieve academic success, and demonstrate positive leadership traits.

**ALWAYS SAFE**
The purpose of any safety rule is to protect children and staff. During both play and classroom situations, we expect students to behave in a way that does not endanger others or themselves. This includes walking throughout the campus at all times, using equipment for the purpose intended, and not bringing items such as knives, guns, pointed/sharp objects, fireworks, or any imitation of such dangerous objects.

**BE RESPONSIBLE**
In order for instruction to occur, students must come to school on time and ready to learn. Student behaviors must, at all times, support instruction. Students are expected to use self-control. Inattentive and disruptive behaviors cause interruption of instruction and are unacceptable at school.

**Classroom Rules & Expectations**
Each classroom teacher has an in-class plan which will be utilized prior to implementation of the Citation system (Level One actions). If students choose not to follow school rules, progressive consequences and the
## PROGRESSIVE CLASSROOM CONSEQUENCES

| Level 1 | • Teacher implements classroom management process  
• Request for cooperation  
• Verbal warning | Does not require written documentation |
| Level 2 | **Indicators:**  
• Level 1 intervention failed to bring about desired change | Self-reflection piece completed/given to teacher |
| | **Consequences:**  
• Time Out-1st (5-10 min in homeroom)  
• Time Out-2nd (5-10 min in buddy room) | Referral #1 issued/entered on Student Information System and a copy sent home w/student |
| Level 3 | **Indicators:**  
• Level 2 intervention failed to bring about desired change | Referrals 2-3 issued/entered on the Student Information System  
Discussion of disruptive and/or non-productive behavior and consequences/document on Student Information System |
| | **Consequences:**  
• Teacher contacts parent/guardian  
• Loss of privileges (e.g. recess/PAT time)  
• Meeting with teacher(s)/student/parent-guardian | |
| Level 4 | **Indicators:**  
Level 3 intervention failed to bring about desired change | Referral 4 issued/entered on Student Information System/trigger a Referral to the Office and administration |
| | **Consequences:**  
• Student meets with admin  
• Loss of privileges (e.g. recess/PAT time)  
• Meeting with teacher(s)/student/parent-guardian/administrator | |
| Level 5 | **Indicators:**  
• Progression of consequences has failed to bring about desired positive change(s)  
• Student non-compliant  
• Established Behavior Contract | Suspensions documented on Student Information System/copy to teacher and administrator |
| | **Consequences:**  
• Continued Loss of privileges  
• Suspension from classroom  
• Suspension from school | |

**NOTE:** Depending on the severity of the offense, interventions may begin at different levels. Teachers may invoke other loss of privileges, such as field trips, if they determine that the student’s behavior would present a SAFETY risk.
# HERMAN LEIMBACH ELEMENTARY BEHAVIOR MATRIX

## Leimbach Lions—Hear Us ROAR!

<table>
<thead>
<tr>
<th>Common Area</th>
<th>Respectful</th>
<th>Outstanding</th>
<th>Always Safe</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria/ Multi-purpose Room</td>
<td>Use inside voices Follow adult directions</td>
<td>Practice good table manners Help keep a clean area</td>
<td>Walk to and from the cafeteria</td>
<td>Use hand signals to be excused from the table, to use the bathroom or to ask for help Clean up your area</td>
</tr>
<tr>
<td>Playground</td>
<td>Follow adult directions</td>
<td>Play fairly</td>
<td>Walk to and from playground</td>
<td>Follow playground rules Have a pass to leave the playground</td>
</tr>
<tr>
<td>Hallways</td>
<td>Walk quietly Use respectful language Kind to one another</td>
<td>Use caution around doors Have a pass if you are walking alone in the hallway</td>
<td>Go directly to where you are assigned</td>
<td></td>
</tr>
<tr>
<td>Bathrooms</td>
<td>Use bathroom material appropriately Give people privacy</td>
<td>Always wash hands with soap and water</td>
<td>Return to classroom or activity promptly Keep feet on the floor Keep soap and water in sink</td>
<td>Flush toilet after use Put paper towels and toilet paper where they belong</td>
</tr>
<tr>
<td>Arrival/ Dismissal Areas</td>
<td>Follow adult directions Safe hands and feet</td>
<td>Help other students</td>
<td>Walk on sidewalk, not in parking lot Wait where you are assigned</td>
<td>Be on time Go straight to where you are assigned</td>
</tr>
<tr>
<td>Assembly</td>
<td>Enter and exit in a quiet manner Safe hands and feet Eyes on speaker</td>
<td>Listen attentively</td>
<td>Keep hands and feet to yourself</td>
<td>Follow adult directions</td>
</tr>
<tr>
<td>Office</td>
<td>Use quiet inside voice Follow adult directions</td>
<td>Wait patiently and do not create distractions or noise</td>
<td>Arrive with a pass from an adult Stay seated where the adult asked you to sit Have your pass signed before you leave the office</td>
<td>Show an adult your pass and ask the adult for what you need when you first enter the office</td>
</tr>
</tbody>
</table>
REWARDS FOR POSITIVE BEHAVIOR
Students who follow school rules, and demonstrate good citizenship/work habits will be recognized in the following ways:

Positive phone calls: The teacher/administrator phones parents/guardians with compliments on a child’s performance.

Lion’s Pride coupons (e.g. “blue coupons”): The student receive Super Coupons from ALL adults on campus for positive, helpful, and courteous behaviors or work habits. Student names are drawn on Fridays for rewards from the “Goodie Box” in the front Office.

Positive Awards: The student may be recognized at Positive Award Assemblies for their exemplary conduct.

Academic awards: The student may be recognized at Positive Award Assemblies for positive academic performance.

Spirit Award: Classes are recognized for showing school spirit by wearing Leimbach spiritwear.

Accelerated Reader Awards: Students receive acknowledgement of achievement in the Accelerated Reader program.

Attendance awards: Recognition is given to those who are at school on time every day with no early dismissals.

DISCIPLINE PROCEDURES 2017-2018
The goal of this management plan is to ensure that all students have a safe environment, which promotes academic and social growth. Every student shares the responsibility for maintaining a safe and productive environment at school. Students are expected to inform a Herman Leimbach staff member of any situation that would pose a danger to self or others. The School is responsible for students from the time they leave their home in the morning until they return in the afternoon. Incidents which occur during those times are subject to administrative consequences. If a student chooses to be disruptive to the learning environment or violates school rules/policies, measures will be taken to inform parents/guardians and work with them to correct the student’s behavior. Conferences may be required to develop a behavior contract or Behavior Intervention Plan. Consequences for violation of school rules may include the following:

Time Out: “Time out” is spent in a separated area in the classroom or teacher’s buddy class. The student goes directly to the designated location. Each buddy class has a designated spot in the room for students who are on “Time Out.” The Time Out provides the student an opportunity to quiet down and think about appropriate behavior. The student completes a writing assignment reflecting on his/her behavioral choices. The student on Time Out may not disrupt the environment to which he/she is assigned. Continued disruption will result in further consequences.

Loss of Privileges: Loss of recess/lunch time privileges or PAT (Preferred Activity Time). The student eats and spends his/her lunch/a.m. or lunch recess time under adult supervision in a designated location. The child will be given time for a bathroom break.

Contracts: From time to time, contracts are established to encourage and motivate positive behavior and focus on behavioral changes which will support the student in reaching his/her educational goals. Contracts may be written for an individual student or a group of children and may include such modifications as loss of recess or some other form of redirection. Behavioral Chart: In order to support a student who is on a contract and/or needs to learn self-monitoring behaviors, behavioral charting may be used. The chart is broken into time periods and two or three behaviors are targeted. Feedback is provided by both teacher and student about meeting these goals on an ongoing basis. Charts are sent home each night for parent signature to keep the home informed of school behavior and are returned to the teacher the following school day.
Behavior Intervention Plan: If a student has numerous or significant behavioral issues, a contract or plan may be developed to identify the areas of concern and help the child develop more appropriate behaviors. Regular communication will be sent home to monitor student progress in developing the desired behaviors.

Behavior Support Plan (BSP): This is a formal document which outlines the ways in which a student will be supported both inside and outside the classroom by staff to meet Leimbach behavioral guidelines. Regular communication with the home to monitor student progress is a component of the plan to work towards developing the desired behaviors.

At-Home Suspension: Parent(s)/guardian(s) are notified to pick up the student who is to remain at home for the amount of time determined on the suspension form. An “At-Home Suspension” notation is entered into the Student Information System. The suspension will affect the student’s perfect attendance record. Students may NOT be on an EGUSD campus nor participate in school functions while on suspension. A conference is held with an administrator, parent, student, and teacher to review the situation and plan for the future. After the 3rd day of suspension, the SARB process is started and a formal Behavior Support Team meeting scheduled to implement an Action Plan.

Expulsion: For extreme cases, numerous suspensions or specific offenses listed in California Education Code can result in recommendation for expulsion. See the Elk Grove Suspension/Expulsion information which follows.

ROAR!

Be Respectful Be Outstanding
Always Safe Be Responsible
Prohibition on Possession and Use of Tobacco and Nicotine Products

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

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

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

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

Parents, students and staff should immediately report incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment to the Principal or designee. Students, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint are urged to first contact the Principal or designee, but if your concerns are not resolved, you may also contact the Associate Superintendent for Human Resources, at (916) 686-7795, for matters involving a potential complaint or concern regarding a district employee.

You may contact the Associate Superintendent for Pre-K-6 Education, at (916) 686-7704 regarding a potential complaint or concern related to a PreK-6 student (or students); and you may contact the Associate Superintendent for Secondary Education, at (916) 686-7706, regarding a potential complaint or concern related to a student (or students) in grades 7-12. No one shall be retaliated against for reporting any incident of alleged discrimination or harassment, and complainants’ identities will be kept confidential to the extent practical in the course of investigating the incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment. Pursuant to California Education Code 221.5, a pupil shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil’s records. Questions regarding the foregoing rights shall be directed to your Principal or Vice Principal.

SUSPENSION

If a student’s behavior is a threat to the safety, health or emotional well-being of others, and previous methods of prevention and interven-
Reasons for Suspension: State law allows for the suspension of a student if a student commits or engages in any of the acts listed below, where such conduct or acts relate to school activities or attendance, such as, but not limited to when such acts or conduct take place: while on school grounds, going to or from school, during lunch period (on or off campus), during, or while going to or from, a school-sponsored activity, or for certain conduct which occurs after school hours and off District property, but which is reasonably likely to cause or causes a substantial disruption of a school activity or attendance:

**Assault/Battery [E.C. 48900(a)]**
Causing, attempting to cause, or threatening to cause physical injury to another person. Exceptions may be made in a situation where witnesses and evidence support a case of self-defense.

**Weapons [E C. 48900(b)]**
Possessing, selling or otherwise providing any weapon—including firearms, knives, explosives, or other dangerous object.

**Alcohol/Intoxicants/Controlled Substances [E.C. 48900(c)]**
Unlawfully possessing, using, selling or otherwise providing alcohol, intoxicants or controlled substances, including prescribed medications. Also applies to being under the influence of alcohol, intoxicants or controlled substances.

**Substance in Lieu of Alcohol/Intoxicants/Controlled Substances [E.C. 48900(d)]**
Delivering, providing or selling items which are claimed to be alcohol, intoxicants or controlled substances but were not such items.

**Robbery or Extortion [E.C. 48900(e)]**
Committing or attempting to commit robbery or extortion. Extortion occurs when threats are made with the intent to obtain money or something of value.

**Property Damage** [E.C. 48900(f)]
Causing or attempting to cause damage to school property or private property.

**Property Theft** [E.C. 48900(g)]
Stealing or attempting to steal school or private property.

**Tobacco or Nicotine Products [E.C. 48900(h)]**
Possessing, providing or using tobacco, or any item containing tobacco or nicotine products, including but not limited to ciga rettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.

**Obscenity [E.C. 48900(i)]**
Committing an obscene act or engaging in regular profanity, swearing or vulgarity.

**Drug Paraphernalia [E.C. 48900(j)]**
Unlawfully possessing, offering, arranging for, or negotiating to sell any drug items.

**Disruption or Defiance [E.C. 48900(k)(1)]**
Disrupting school activities or otherwise refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.

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

Examples of disruption of school activities under Education Code 48900(k)(1), as defined above, which may subject a student to discipline, include but are not limited to: Classroom behavior that impedes a teacher’s ability to teach and other students’ ability to learn, such as a student talkiloudly 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 func-
Examples of willful defiance of valid authority under Education Code 48900(k)(1), as defined above, which may subject a student to discipline, include but are not limited to: Continuing to remain at the scene of a fight or other violent disturbance despite specific directions to leave the area by administrators or other school staff attempting to break up the fight or mitigate the disturbance caused by the fight; or repeated episodes of misbehavior, despite multiple efforts and/or directives by a classroom teacher or other district staff intended to change and correct the student’s misbehavior.

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

**Receiving Stolen Property** [E.C. 48900(l)]
Receiving stolen school or personal property.

**Possessing Imitation Firearm** [E.C. 48900(m)]
Possessing an imitation firearm or simulated firearm that is substantially similar in physical properties to an existing firearm.

**Sexual Harassment** [E.C. 48900(n)]
Committing or attempting to commit a sexual assault or committing a sexual battery.

**Threats and Intimidation** [E.C. 48900(o)]
Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.

**Prescription Drug Soma** [E.C. 48900(p)]
Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.

**Hazing** [E.C. 48900(q)]
Engaging in, or attempting to engage in any activities used for initiation or pre-initiation into a student organization, or student body or related activities, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm.

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

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

**Sexual Harassment (Grades 4-12)** [E.C. 48900.2]
Engaging in prohibited sexual harassment that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.

**Hate Violence (Grades 4-12)** [E.C. 48900.3]
Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's proper-
**Other Harassment (Grades 4-12) [E.C. 48900.4]**
Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work or creating substantial disorder, or creating a hostile educational environment.

**Terrorist Threats [E.C. 48900.7]**
Making terrorist threats against school officials and/or property, or both.

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

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

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

**Serious Physical Injury [E.C. 48915(a)(1)(A)]**
Causing serious physical injury to another person, except in self-defense.

**Possession of Knife or Dangerous Object [E.C. 48915(a)(1)(B)]**
Possessing a knife or other dangerous object of no reasonable use to the student.

**Unlawful Possession of a Controlled Substance [E.C. 48915(a)(1)(C)]**
Unlawful possession of any drug except for (1) the first time offense of possession of not more than one ounce of marijuana, or (2) for the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician.

**Robbery or Extortion [E.C. 48915(a)(1)(D)]**
Assault or Battery on a School Employee [E.C. 48915(a)(1)(E)]
State law requires a school administrator to recommend expulsion if a student commits certain violations of the Education Code. A student shall immediately be recommended for expulsion for violation of any of the acts set forth in Education Code 48915(c)(1)-(5):

**Possession, Selling or Furnishing a Firearm [E.C. 48915(c)(1)]**
Possessing, selling or otherwise furnishing a firearm (verified by an employee of the school district). However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.

**Brandishing a Knife [E.C. 48915(c)(2)]**
Brandishing a knife at another person.

**Selling a Controlled Substance [E.C. 48915(c)(3)]**
Unlawfully selling a controlled substance.

**Sexual Assault or Battery [E.C. 48915(c)(4)]**
Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in Education Code 48900(n).

**Possession of an Explosive [E.C. 48915(c)(5)]**
For all other acts and conduct for which a student is subject to discipline under Education Code 48900 through 48900.7 and which are not specifically listed or addressed under Education Code 48915(a) or 48915(c), a student may be recommended for expulsion where other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or where due to the nature of the student’s conduct violation, the presence of the student causes a continuing danger to the physical safety of the student or others. [E.C. 48915(b) and (e)]
UNIFORM COMPLAINT PROCEDURES

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

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

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

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education and Career Technical and Technical Training
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education of Pupils in Foster Care and Pupils who are Homeless
- Every Student Succeeds Act / No Child Left Behind
- Local Control Accountability Plans (including Charter Schools as described in EC §§ 47606.5 and 47607.3);
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- Rights of certain juvenile court school transfer students
- School Safety Plans
- Special Edu-
- State Pre-
- Tobacco-Use
- Education

ROAR!
Be Respectful  Be Outstanding
Uniform complaint procedures shall also be used to address any complaint alleging the district’s failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, homeless education, foster youth services, rights of certain juvenile court school transfer students, reasonable accommodation for a lactating student on a school campus, assignment of a student to a course without educational content for more than a week in one semester or to a course the student has previously completed, noncompliance with the physical education instructional minutes for students in elementary school, alleged retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy, and noncompliance with the Local Control and Accountability Plan (LCAP).

More detailed information regarding the Uniform Complaint Procedures, including the timeline for resolving complaints and the complaint appeal process, is contained in the district’s Parent & Student Handbook. A copy of our UCP complaint policies and procedures is available free of charge and is available on the District’s website at the following link: http://www.egusd.net/about/district/policiesproceduresnotices/

Prohibition on Possession and Use of Tobacco and Nicotine Products

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PLAYGROUND GAME RULES

Hop Scotch
• Good for – hand/eye coordination and sequencing of numbers 1-10
• Object – to successfully execute both throwing and hopping skills in order from 1-10
• Equipment – marker and hopscotch court

Procedures:
1. First player throws his/her marker into box #1.
2. Player hops to the end of the court, turns around and hops back. Player may not hop in any box having a marker.
3. When a player returns to the square next in sequence to the one with their marker, she/he stays on one foot and, without putting a foot down or using her/his hands for additional support, bends down and picks up the marker.
4. Player then hops into the box where their marker was and hops out of the court. A player who completes the first box without misses (fouls) then proceeds to box #2 and so forth until a miss (foul) occurs.

Players take turns; always start where they left off, until someone completes every box. When a player fouls, he/she may place their marker in the correct box where it stays for her/his next turn.

Hop Scotch Fouls:
- Losing balance while picking up a marker or using hands to support self while picking up a marker.
- Failing to throw a marker entirely into the correct box.

Four-Square
• Good for – hand/eye coordination
• Object – to successfully hit the ball into an opponent’s court
• Equipment – ball and 4-Square court

Procedures:
1. The ball is served by dropping it and hitting it underhand off the bounce.
2. If the serve hits a line, the server is out.
3. The server can hit the ball to any of the other three courts.
4. The receiving player must keep the ball in play by striking it after it has bounced ONCE in his/her square.
5. The receiver directs the ball to any other court with an underhand hit.
6. Play continues until one player fails to return the ball OR commits a fault (refer to Fault List below).

When a player misses or commits a fault, she/he goes to the end of the wait line and all players move up.

FOUR SQUARE FAULTS:
- Hitting the ball sidearm or overhand.
- Ball landing on a line between the squares. Ball landing on an outer boundary is considered good.
- Stepping in another player’s square to play the ball.
- Catching or “carrying” a return volley.
- Allowing the ball to touch any part of the body, except the hands.

Bars
• Both hands must remain on the bars at all times when doing stunts.
• No dangerous drops or dismounts allowed from the bars.
• Only one person may cross the bar at a time.
• No standing or walking across the bars.
• No “cat/mouse” or tag games.

ROAR!
Be Respectful  Be Outstanding
Always Safe  Be Responsible

34
**Basketball**
- Good for – hand/eye coordination
- Object – to successfully throw/toss the ball through the basket
- Equipment – basketball, basketball court, and hoop on stanchion

**Procedures:**
1. A game consists of no more than five (5) players on each team. This means a **maximum** of ten (10) total players on the court at a time.
2. Each game will go to ten (10) points. Each basket counts as two (2) points.
3. The game begins with a jump ball, but for the remainder of the game, each team alternates taking possession of the ball on the side of the court in a jump ball situation (e.g. the only jump ball is to initiate the game).
4. If a player travels, the other team gets possession of the ball on the side of the court.
5. Likewise, should an offensive player remain in the key for more than three (3) seconds, the other team takes possession of the ball at the side of the court. A player throwing the ball in bounds must be allowed three (3) feet of free space to in-bound the ball. A player fouls out of the game by getting two (2) fouls.
6. **Any player who fouls out of a game may not be replaced during that game.**
7. Elbow swinging to protect the ball, hand checks, and shoving other players are also considered fouls.
8. When a player is fouled, **no free throws will be taken,** but her/his team will receive possession of the ball at half court.
9. At game’s end, **ALL players leave the court to give anyone waiting a chance to play.**

**Tetherball**
- Good for – hand/eye coordination
- Object – to successfully wind the tetherball around the pole going his/her “way”
- Equipment – tetherball on pole, tetherball court

**Procedures:**
- First two (2) players in line will draw lots (e.g. “Ro-Sham-Bo,” “Pick a # between 1-10,” flip a coin, etc.) and the winner chooses to either serve or receive.
- The receiver then chooses both “sides” and “ways.”
- The server puts the ball into play by standing in her/his side of the court and hitting the ball in her/his direction (e.g. “way”)
- The receiver may not strike the ball on the first time around the pole, but only after it has traveled around the pole ONCE. Then, he/she hits the ball back in the opposite direction. If the receiver does not make contact (hit) the ball on the second time around, the server may continue to hit the ball, wrapping the cord around the pole in her/his direction.
- As the ball is hit back and forth, each player attempts to hit the ball so that the rope is wrapped around the pole in her/his direction AND above the line on the pole.
- The game is won by the player who succeeds in wrapping the rope OR whose opponent commits a foul (see **fouls** below).
- Players wait for their turns **BEHIND** the white line of the tetherball court **without** interfering with the game, either **physically** or **verbally.**
- A player may hit the ball in their opponent’s direction to give her-/himself a better shot, but not to prolong the game.
- After winning three (3) games, a player **MUST** leave the court and join the end of the wait line or go to another pole. There are no saving places or cutting in the line.
- The first person in the wait line will act as the referee and is the only person allowed to call fouls.

**TETHERBALL FOULS/OUTS**
- Hitting the ball with any part of the body other than the hands or forearms.
- Catching or holding the ball during play.
- Touching the pole.
- Hitting the rope.
- Stepping over the line between the sides of the court.