

PARENT AND STUDENT
HANDBOOK
2022-2023



ISABELLE JACKSON ELEMENTARY SCHOOL
8351 CUTLER WAY
SACRAMENTO, CA 95828
(916) 689-2115

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MISSION STATEMENT

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

Members of the Board

Beth Albiani
Dr. Crystal Martinez-Alire
Nancy Chaires Espinoza
Carmin S. Forcina
Anthony "Tony" Perez
Sean J. Yang
Gina Jamerson

DISTRICT ADMINISTRATION

Superintendent

Christopher R. Hoffman

Assistant Superintendent, PreK-6 Education

Bindy Grewal, Ed.D

Directors of PreK-6 Education

Martin Fine
Elizabeth Rueda
Tabitha Thompson
Michael Gulden



Our Mission

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

MISSION STATEMENT

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

CORE VALUES

1. Outcomes for Students
 - ◆ Achievement of Core Academic Skills
 - ◆ Confident, Effective Thinkers and Problem Solvers
 - ◆ Ethical Participants in Society
2. Commitments About How We Operate As an Organization
 - ◆ Support Continuous Improvement Of Instruction
 - ◆ Build Strong Relationships
 - ◆ Find Solutions
3. High Expectations For Learning For ALL Students And Staff
 - ◆ Instructional Excellence
 - ◆ Safe, Peaceful, And Healthy Environment
 - ◆ Enriched Learning Atmosphere
 - ◆ Collaboration with Diverse Communities and Families



EGUSD is a learning organization made up of interconnected processes and practices linked to the classroom, school, district, and community. E4 represents the District's comprehensive and cohesive integrated learning system. It is inclusive of key stakeholders, is systematic in design, implementation, and evaluation, and supports our goal of ensuring that every child is adequately prepared for post-secondary education, life-long learning, successful employment, and responsible citizenship.

Elk Grove Unified School District - Excellence by Design

EGUSD Learning Vision

Every student learning in every classroom, in every subject, every day to prepare college-, career- & life-ready graduates

EGUSD Strategic Goals

High-Quality Curriculum & Instruction	All students will receive high quality classroom instruction and curriculum to promote college, career and life readiness and close achievement and opportunity gaps.
Student Assessment & Program Evaluation	All students will benefit from instruction guided by assessment results (formative, interim and summative) and continuous programmatic evaluation.
Wellness	All students will learn in an equitable, culturally responsive, physically, and emotionally healthy and safe environment.
Family & Community Engagement	All students will benefit from programs and services designed to inform and engage family and community partners.
Targeted Supports	Students with Disabilities, students in Foster Care, and students who identify as Black/African American will benefit from targeted programs and services that leverage their assets, affirm their identities, and address their needs to close achievement, opportunity, and relationship gaps.

Isabelle Jackson Elementary School

Principal's Welcome Letter

July 15, 2022



Dear Jackson Families,

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

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

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



Scott Hadley
Scott Hadley
Principal
Isabelle Jackson Elementary School
8351 Cutler Way Sacramento, CA 95828
Ph: 916-689-2115 Fax: 916-689-2091
#WeAreJackson

HISTORY OF ISABELLE JACKSON

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

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

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

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

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

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

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

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

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

SCHOOL/PARENT/STUDENT AGREEMENTS AND RESPONSIBILITIES

We believe that all students can achieve their fullest potential when the school staff and our families support student learning and work together.

The principal and school staff agree to:

- ★ Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables our students to meet the State's student academic achievement standards.
- ★ Hold formal parent-teacher conferences twice per year during which the individual child's achievement will be discussed.
- ★ Provide parents reasonable access to staff by holding parent-teacher conferences as needed, being available before and after school for phone calls and be accessible by email as needed.
- ★ Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, such as school field trips and supporting the teacher in their child's classroom during the school day. Please call your child's teacher to schedule a time.

Families agree to:

- ★ Ensure your child gets adequate sleep and arrives at school daily and on time.
- ★ Review your child's homework with them nightly.
- ★ Volunteer to support your child's classroom.
- ★ Promote positive use of your child's extracurricular time.
- ★ Be available for parent-teacher conferences and additional communications from the school.
- ★ Stay informed about your child's education and communicate with the school. Read all notices from the school or the school district that are sent home with your child, via email, or through ParentVUE and responding, as appropriate.

Students agree to:

- ★ Get to school on time.
- ★ Complete class work and do homework every day and ask for help when needed.
- ★ Read at least 30 minutes every day outside of school time.
- ★ Give parents/guardians all notices and information received from the school every day.
- ★ Bring necessary books and materials to school each day.
- ★ Follow the rules of the classroom and school
- ★ Inform an adult authority of any situation that would pose a danger to yourself or others.

GENERAL INFORMATION

2022-2023 "AT A GLANCE"

ISABELLE JACKSON ELEMENTARY
8351 Cutler Way
Sacramento, CA 95828

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

OFFICE HOURS: 7:55 AM - 3:55 PM (Monday - Friday)

Your Friendly Office Staff:

Traci Adams, Secretary
Brienne Brieno, School Office Assistant
Andenise Thomas, School Office Assistant

First Day of School: July 14, 2022 - Tracks B, C & D
August 15, 2022 - Track A

School Hours: All Tracks/Regular Day - Grades 1-6: 8:25 am to 2:55 pm
*Early Out Wednesdays - Grades 1-6: 8:25 am to 2:05 pm

Kindergarten: A.M. Schedule: 8:25 am - 11:56 am, M-F
P.M. Schedule: 11:24 am - 2:55 pm, M-F

Minimum Day/Track Change Schedule:
8:25 am - 1:00 pm (1st - 6th grades)
8:25 am - 11:56 am (All Kinder and TK Classes)

Important Dates

Back to School Night Dates:

Wednesday, July 14, 2022 - Tracks B,C,D (1st - 6th Grade)
Thursday, August 15, 2022 - Track A (1st - 6th Grade)

Holidays and Vacations (No School):

Sept. 5	Labor Day
Nov. 11	Veterans' Day
Nov. 21 - 25	Thanksgiving Break
Dec. 22 - Jan. 2	Winter Break
Jan. 16	Martin Luther King, Jr. Day

Feb. 13	Lincoln's Birthday
Feb. 20	Presidents Day
May 26	Last Day of School, Track D
May 29	Memorial Day
June 23	Last Day of School, Track A,B,C

ARRIVAL

In order for a teacher to carry out his or her plans, it is necessary for each student to arrive at school **on time**. Students are to arrive at school **no earlier than 7:50 am**. Students may arrive at **7:55am for breakfast** and must report directly to the Multi-Purpose room.

The school day begins promptly at 8:25am. Students are expected to be at school before the tardy bell rings - 5 minutes before the actual starting time. Students not in their seats when roll is taken are considered tardy and will need to check in through the front office. When students arrive late they miss critical academic instruction and they disrupt the flow of the class. Parents please email or call the Front Office to provide documentation for the student's tardiness. If a student is 30 or more minutes late it is considered a truant tardy. If your child is late due to a medical or dental appointment a note from the doctor is required in order to excuse the tardy.

DISMISSAL

If it is unavoidable and a student must leave campus early, a Parent/Guardian must sign out the student in the office. The Parent/Guardian must arrive 10 minutes prior to the time they need to dismiss to allow the office time to locate the student and for the student to pack-up their belongings. Early dismissals will be recorded in your child's attendance records. If a student is dismissed more than 30 minutes before the end of the school day without a valid reason it is considered a truant early dismissal.

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

Please remember:

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

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

VISITORS

In the interest of safety for our students **ALL campus visitors** are required to sign in at the office and obtain a visitor's badge. If you would like to visit your child's classroom you will need to make arrangements with your child's teacher 24 hours in advance of your visit. If you are picking up your child after school, please wait outside the school entrance or gate.

GENERAL INFORMATION

ATTENDANCE

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

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

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

Absences without a valid excuse constitutes a **truancy** and is reported to the Attendance Improvement Office (AIO) by the principal. **Please plan vacations during times that your student is off-track to avoid interruption in your child's academic progress.** Excessive absences will be reported to the School Attendance Review Board.

If your student has been marked absent our automated system will notify you. If you have not already done so please make sure to call the office and provide an excuse for the absence. Attendance is a high priority at Isabelle Jackson and if there is an attendance concern you may also receive phone calls from your child's teacher and/or the office staff to discuss solutions.

TELEPHONE USAGE

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

Students are restricted from using electronic signaling devices, such as, cell phones, tablets, and smart watches, during all instructional and passing times from 8:25am to 2:55pm, as well as during lunch periods unless deemed necessary on an individual basis and authorized by school administration. The school administration shall confiscate these devices from students whenever district policy is not followed. **The school is not responsible for lost or stolen items.**

Please note that the office is unable to interrupt classes to give students messages unless it is an absolute emergency. To assist with this issue we are asking for families to please make arrangements for rides to and from school, lunch arrangements, and after school activity plans before your child leaves home in the morning.

LOST AND FOUND

It is not uncommon for students to misplace items on campus. Please make sure to label all of your child's belongings, including jackets, sweatshirts, etc.

Lost items can be turned into the bins in the Multi-Purpose room. Jackets and Sweatshirts left on the yard are hung up on the interior fence between the quad and the playground.

GENERAL INFORMATION

LIBRARY

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

\$2.00 writing of any kind (per page)

\$2.00 ripped page (per page)

\$5.00 writing on sides of books

\$5.00 barcode removed

\$10.00 broken or bent covers

For lost library or textbooks the price of replacement ranges from \$5.00 to \$100.00. Students and parents will be responsible for the replacement cost for books that are lost, damaged, and/or stolen.

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

ISABELLE JACKSON ELEMENTARY SCHOOL DRESS CODE POLICY

General Information	At Isabelle Jackson, we follow the guidelines set forth by Elk Grove Unified School District. All clothing items may not contain vulgar, derogatory, or suggestive diagrams, pictures, slogans, or words that may be interpreted as racially, religiously, ethnically, or sexually offensive and which may cause or are likely to cause a disruption within the school environment. Clothing that promotes alcohol, tobacco, or drug usage or displays weapons or violence and which causes or is likely to cause a disruption within the school environment is not allowed. Student dress may not be symbolic of gangs or disruptive groups associated with threatening behavior, harassment, or discrimination and which causes or is likely to cause a disruption within the school environment.
Pants, Skirts, and Shorts	★ Pants must completely cover undergarments. Underwear may not be visible. ★ No pajama pants or other sleepwear (unless designated by teachers for a special event)
Tops	★ Shirts must cover midriff ★ No see-through tops
Footwear	★ Tennis shoes are the safest shoe for PE and play activities ★ Sandals must have a back strap ★ <u>No</u> Heelys or skate shoes, bare feet, slides, flip flops, shower shoes, bedroom slippers, stocking feet or cleats

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

COMMON CORE STATE STANDARDS

In the 2022-23 school year, the Elk Grove Unified School District will continue implementing the Common Core State Standards (CCSS) at all grade levels. These national academic standards, adopted by the State of California, reflect the most significant change in public education in over two decades. In addition to being aligned at a national level, the CCSS are focused on preparing students to have the skills and knowledge that will enable them to compete in a 21st century global marketplace.

These academic content standards address English Language Arts (ELA) and mathematics, with ELA standards including literacy standards for science and history/social sciences. Standards define the concepts and skills that every child learns.

DIGITAL CITIZENSHIP

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

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

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

FIELD TRIPS

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

PROGRESS REPORTS AND REPORT CARDS

Six weeks before report cards are issued teachers send progress reports to parents of students who are falling below expected goals. If your child receives a progress report, please make an appointment with the teacher to create an action plan that will support your student in reaching his/her goals. We have three reporting periods (trimesters) during the school year. Final report cards are given to the students on the last day of school if all school requirements are cleared. Students will receive report cards on the following dates:

<u>First Trimester</u>	<u>Second Trimester</u>	<u>Third Trimester</u>
Track D.....September 30, 2022	Track D.....January 27, 2023	Track D.....May 26, 2023
Tracks B&C.....November 4, 2022	Track A.....Feb. 24, 2023	Tracks A, B, C.....June 23, 2023
Track A.....October 28, 2022	Track B&C.....March 13, 2023	

HOMEWORK POLICY

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

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

Purpose of Homework:

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

Classroom homework policies and expectations are explained at Back to School Night and may be obtained for your child's classroom teacher.

STUDENT PROGRAMS

Spirit Day

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

Gifted and Talented Education (GATE)

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

Academic Ability

Cognitive Ability

Creative Ability

Performing and Visual Arts Talent

Leadership Ability

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

Honor Roll

Each trimester students in third through sixth grades can achieve Principal's List by earning **ALL As** (4.0 GPA academic achievement in all academic areas).

Each trimester students in fourth through sixth grades can achieve District Honor Roll by earning a grade point average of 3.5 or higher.

Language, Speech, and Hearing (LSH)

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

Learning Center

The Learning Center provides instruction and services to students who have been identified by the Student Study Team. To qualify, these students must exhibit learning disabilities in one or more of the academic skills and/or psychomotor areas. The instructional plans based upon individual testing/evaluation and committee input are reviewed yearly or more often with the parent(s) and staff to ensure that the goals are appropriate and that maximum progress is being made. The main goal is to make the progress necessary for the student to return full time to the

Student Study Team (SST)

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

Athletics

Isabelle Jackson Elementary School has an athletic program for students in grades 5 and 6, that features basketball, volleyball, and other programs, depending on student demand and availability of staff/adult advisors and coaches. There is a criterion for participation in these extracurricular activities. Each student and parent/guardian will be asked to review and sign an agreement/contract in order for the student to participate in the sport. Participation is based on, but not limited to:

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

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

ASSESSMENTS & TESTING

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

CAASPP (California Assessment of Student Performance and Progress)

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

CAST (California Science Tests)

The new computer-based California Science Tests (CAST) measure student acquisition of the California Next Generation Science Standards (NGSS). The tests are administered in grades 5, 8, and selected grades in high school. The computer-based CAST replaces the science California Standards Tests (CST).

CAA (California Alternate Assessments)

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

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

ELPAC (English Language Proficiency Assessments for California)

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

PFT (Physical Fitness Test)

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

Healthy Kids Survey

The district will be administering the California Healthy Kids Survey (CHKS) between September and October to all 5th grade students. The CHKS is an anonymous, voluntary, and confidential survey that districts use in the planning, assessment, and evaluation of their nutrition, physical health, alcohol, tobacco, other drugs, and violence prevention efforts.

In addition, we are also opting to have our 4th grade and 6th grade students participate in the data collection by completing the survey. **Positive parent permission is required for students to participate in the CHKS.** The survey is completed online and will take students approximately 30-40 minutes to complete.

HEALTH AND MEDICATION

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

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

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

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

DISTRICT HEAD LICE POLICY

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

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

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

The protocol will be:

- ★ Suspected students with a case of head lice will be individually screened.
- ★ Students identified with active, adult lice will be allowed to stay until the end of the school day. The parent/guardian will be notified and given information on treatment of head lice and encouraged to begin treatment of the student and to check all members of the family. The parent will also be informed that the student shall be checked by school personnel upon returning to school the following day and allowed to remain in school if no active head lice are detected.
- ★ If there is a confirmed case of head lice, a notification letter will go home to families in the classroom. We will no longer screen entire classrooms for lice.

PEANUT AND NUT-FREE TABLE POLICY

Beginning July 1, 2022, all elementary site cafeterias will have a "peanut/nut free table" for those students that have peanut/nut allergies as indicated by their guardian on registration. This new policy is to ensure that these students are able to eat safely in a nut-free environment at school. All students that are designated as having these allergies will sit at this table **if an opt-in form is completed by a parent. If you would like an opt-in form, please contact the school nurse in the front office.**

FOOD AND NUTRITION SERVICES

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

Free Meals for All: The district has been provided a waiver allowing us the ability to provide free meals to all children, regardless of whether they qualify.

Accountability: To start the school year, we have the flexibility to account for meals served without needing to use the computer as our system of meal accountability. Therefore, we will not be asking children to stop and enter their PIN number, at least to start the school year. This should assist FNS staff to move children through the line more rapidly and limit touch points.

Menu Flexibilities: To start the school year, we will be streamlining the menu so there are only 2 choices - one hot and one cold. Food and Nutrition's plan is to move toward a more choice based menu in October.

Service: We will have a hand sanitizer station at the start of the service line, so students can sanitize their hands before they walk down the line. All schools will use the disposable trays and we are streamlining the menu and the accountability method to assist in the speed of service. Teachers will provide a morning meal count, just so the FNS lead can project the number of meals they need to prepare daily. Breakfast will continue to be offered before school, just as it was pre-pandemic.

For additional information about meal applications, eligibility, breakfast/lunch menus and Nutrition Education, please contact Food and Nutrition Services at 916-686-7735 or refer to their website <http://blogs.egusd.net/fns/>

TRANSPORTATION

Isabelle Jackson Elementary School is designated as a "non-service" school and bus service will NOT be provided.

BEHAVIORAL DISCIPLINE POLICY

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

You can review the Parent and Student Handbook at:

<https://www.egusd.net/StudentsFamilies/ResourcesSupports/District-Handbook/index.html>

POSITIVE RECOGNITION AND REWARD SYSTEMS

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

- ★ *Student of the Month* will be selected in each classroom.
- ★ *Academic Excellence* will be recognized by teachers reflecting areas of their choosing.

Positive Behavior Interventions and Supports (PBIS)

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

PBIS is a data-driven, team-based system that enhances the capacity of schools, families, and communities to respond to the unique needs of each student. This Multiple Tiered System of Supports (MTSS) focuses on creating and sustaining universal/school-wide (all students), targeted (small group), and intensive (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

Bullying Policy

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

Bullying Prevention

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

Bully Prevention in PBIS: Stop, Walk, and Talk/Expect Respect

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

From a school-wide PBIS perspective, successful prevention of bullying behavior is linked directly to teaching adults and students (a) what bullying looks like, (b) what to do before and when bullying behavior is observed, (c) how to teach others what to do, and (d) how to establish a positive and preventive environment that reduces the effectiveness of bullying behavior (*Ross, Horner, & Stiller, 2009*).

SCHOOL WIDE RULES: BE RESPECTFUL, BE RESPONSIBLE, BE SAFE

General Rules

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

Lunch Rules and Golden Lunchbox

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

1. Students are expected to use acceptable table manners.
2. Students will leave the lunch area and tables clean.
3. Students will **walk** at all times in the lunch area.
4. Students will stand in two lines while waiting to be served.
5. Students will remain **seated** at assigned tables.
6. Students may talk in the lunch area **as long as they speak in quiet tones.** If students have difficulty using quiet voices, a silent lunch may be observed.
7. Students must return trays and **clean up after** dismissal from their table.
8. Students must consume all food at the lunch tables. Snacks are **not permitted** on the playground except at the morning recess.

SCHOOL DISMISSAL RULES

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

CLASSROOM RULES

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

PLAYGROUND RULES

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

Snacks:

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

Follow All Rules For All Approved Games:

- ★ All students may participate in all playground games.
- ★ If you do not know the game rules then see a yard supervisor.
- ★ Bouncy balls are for bouncing on the blacktop and soccer balls are for kicking on the grass.
- ★ Do not bring equipment from home.

Roughhousing and/or Play Fighting Is Not Allowed:

- ★ No tackle, tag, or touch games.

When the Freeze Bell/Whistle Rings:

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

PLAYGROUND EQUIPMENT RULES

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

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

GROUNDS FOR SUSPENSION OR EXPULSION

In accordance with district policy and the California Education Code, students may be suspended or expelled from school for the reasons listed in the "Parent and Student Handbook" provided to you by the District. Copies are available in our office or you can view it online at:

<https://www.egusd.net/StudentsFamilies/ResourcesSupports/District-Handbook/index.html>

BEHAVIOR CONSEQUENCES

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

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

The Following Actions May be Taken When Disciplinary Problems Occur:

- ★ A verbal warning will be given when inappropriate behavior occurs. If behavior continues an additional warning and consequence could be assigned.
- ★ If this fails to redirect behavior parents will be contacted by the teacher.
- ★ If inappropriate behavior continues, the teacher will assign an appropriate consequence, such as a **referral slip**, depending on the infraction.
- ★ The student will be referred to the principal or vice principal, and parents will be contacted.
- ★ Students may be assigned a “time-out” in another classroom.
- ★ Students may be assigned an on campus or home suspension.

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

STUDENT DISCIPLINE – EDUCATION CODES RELATED TO DISCIPLINE

Please refer to the District Parent Handbook mailed to each family for Education Codes related to student discipline. The District Parent Handbook is also located on the district website at

<https://www.egusd.net/StudentsFamilies/ResourcesSupports/District-Handbook/index.html>

Disciplinary Practices

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

- ★ While on school grounds.
- ★ While going to or coming from school.
- ★ During the lunch period whether on or off campus.
- ★ During, while going to, or coming from a school sponsored activity.
- ★ For conduct which occurs after school hours and off District property, but which is reasonably likely to cause or causes a substantial disruption of a school activity or attendance. [EGUSD AR 5144.1]

Alternatives, Interventions and Progressive Discipline

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

- ★ Parent Contact - verbal or written communication with the parent or guardian
- ★ Counseling - individual or group meetings of the student, which consist of teachers, counselors, administrators, parents, and the student to address the behavior issue and develop a plan of action to correct the student's behavior
- ★ Personal Responsibility - students participate in directed activities such as written apologies, restitution, school/community service, conflict resolution skills
- ★ Detention - Students participate in behavior modification for a period of 30 minutes to two hours during non-instructional time

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- ★ Community Service - Students may be assigned work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs
- ★ Parent Conference - a formal meeting between the parents or guardians and school personnel to discuss the student's needs
- ★ In-School Suspension - assignment of students to separate supervised activity during the school day with the intent of correcting inappropriate activity.

Grounds for Suspension or Expulsion

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

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

Please see the Parent and Student Handbook for more details

<https://www.egusd.net/StudentsFamilies/ResourcesSupports/District-Handbook/index.html>

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

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

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

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

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

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

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

The Role of Parents and Guardians

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

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

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

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

Prohibition on Possession and Use of Tobacco and Nicotine Products

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

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

Law Enforcement Partnerships

The Division of Safety and Security works in cooperation with the Sacramento County Sheriff's Department, This department also works closely with the Elk Grove Police, Sacramento Police, Rancho Cordova Police and the Sacramento County Probation Department. Each comprehensive high school region has an assigned Sheriff's deputy as a School Resource Officer (SRO).

The SRO is stationed at the high school and works with each region's middle school and elementary schools' site staff to enforce laws and mentor the Districts' youth. Additional officers are dedicated to the alternative education sites, assist at elementary and middle schools as well as address truancy problems.

Interview of a Student by Law Enforcement

Students can be interviewed by law enforcement officers while at school. In instances where law enforcement is involved, the principal or designee shall attempt to minimize disruption at the school and provide privacy to the student. School officials are required to make every effort to contact a parent or guardian at the time a peace officer requests to interview a student, unless directed not to by the peace officer. For example, no notification will be made in the case of child abuse or neglect. The principal or designee may be present for the interview if allowed by the officer and with the student's approval. [B.P. 5145.11]

Release of a Student to Peace Officer

If a peace officer removes a student from school, the principal or designee shall take immediate steps to notify a parent or guardian, except when a student has been taken into custody as a victim of suspected child abuse or neglect. In such cases, the peace officer will notify the parent or guardian. [E.C. 48906; Penal Code 11165.6]

Search and Seizure Policy

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

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

The school principal or designee may search the person of a student, the student's locker, backpack, purse or other belongings if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: *New Jersey v. T.L.O.* (1985) 469 U.S. 325; B.P. 5145.12]

To ensure the safety of students and staff, schools may conduct random searches for weapons using metal detectors.

The District may use specially trained, non-aggressive dogs to detect the presence of substances prohibited by law or District policy. Dogs may be used in the inspection of lockers, vehicles, or personal property, but may not be used to search a person.

SCHOOL SITE COUNCIL

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

TITLE I PARENT INVOLVEMENT POLICY

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

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

- Back to School Night
- Parent Teacher Conferences
- Ensure, to the extent possible, information sent home is in primary languages
- Student Study Team and IEP meetings where parents are crucial team members to help establish best practices and approaches for their child's needs.

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

- Meet and discuss with parents, School Site Council, English Learner Advisory Committee and other stakeholders to determine if the Parent Involvement Policy in place is effective.
- Conduct annual evaluations of the effectiveness of parent involvement.
- Use the results of the annual assessment in designing strategies for school improvement and revising the parent involvement policy as needed.

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

- That their child's school participates in Title I
- The requirements of Title I
- Parents' rights to be involved.
- The meeting will be held virtually at 5:00PM on 8/10/2020 and 8/31/2020
- Parents will be invited to attend through our school Newsletter, School Messenger email, School Messenger text messages, School Messenger recorded voice call, and Synergy Mail.

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]).

- Coffee and Conversation with the Principal is offered every other month in the AM and is open to the public.
- On alternating months, Conversation with the Principal is offered in the PM and is open to the public.
- School Site Council Meetings are in the evenings and open to the public.
- Parent teacher conferences can be arranged with the teacher at a time suitable for both the teacher and the parent/guardian.

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]).

- Updated information on the Isabelle Jackson School Website
- Back to School Night
- Parent Engagement Nights
- English Learner Advisory Committee meetings
- School Newsletter
- Parent Information Board located in the front office
- Jackson Marquee

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

- Back to School Night
- Parent Education Nights
- Parent Teacher Conferences
- School Website

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

- School Site Council meetings
- English Learner Advisory Committee meetings
- Student Study Team Meetings
- IEP Meetings
- Behavior Support Plan Meetings
- Parent Teacher Conferences

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

- School Site Council meeting minutes
- Principal Chats and feedback received from parents
- Back to School Night and feedback provided by parents
- Parent input cards submitted by parents at every community event

If the schoolwide program plan is not satisfactory to the parents of the participating children, submit any parent comments on the plan when the school makes the plan available to the LEA.

UNIFORM COMPLAINT PROCEDURES

Annual Notice of the Uniform Complaint Procedures (UCP) 2021-2022 School Year (Board Policy 1312.3)

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

The Elk Grove Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying on the basis of the student's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, age, marital or parental status, as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

Programs and Activities Subject to the UCP

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

- ★ Accommodations for Pregnant and Parenting Pupils
- ★ Adult Education
- ★ After School Education and Safety
- ★ Agricultural Career Technical Education

- ★ Career Technical and Technical Education
- ★ Career Technical, Technical Training (state)
- ★ Career Technical Education (federal)
- ★ Child Care and Development
- ★ Compensatory Education
- ★ Course Periods without Educational Content
- ★ Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district and Children of Military Families
- ★ Every Student Succeeds Act
- ★ Local Control and Accountability Plans (LCAP)
- ★ Migrant Education
- ★ Physical Education Instructional Minutes
- ★ Pupil Fees
- ★ Reasonable Accommodations to a Lactating Pupil
- ★ Regional Occupational Centers and Programs
- ★ School Plans for Student Achievement
- ★ School Safety Plans
- ★ School site Councils
- ★ State Preschool
- ★ State Preschool Health and Safety Issues in LEAs Exempt from Licensing

Pupil Fees

A pupil fee includes, but is not limited to, all of the following:

- ★ A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- ★ A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- ★ A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees or LCAP complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fee and/ or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint. A pupil enrolled in a public school in our district shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Additional Information

We shall post a standardized notice of the educational rights of foster and homeless youth, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in Education Code Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1 and 51225.2. This notice shall include complaint process information, as applicable.

Contact Information

Name or title: Legal Compliance Specialist

Unit or office: Human Resources

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

Phone: (916) 686-7795

Email address: legalcompliance@egusd.net

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

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

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

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

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

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 30 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

PARENT & FAMILY ENGAGEMENT, COMMUNICATION AND NOTICES

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

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

A copy of our UCP complaint policies and procedures is available free of charge and is available on the District's website at the following link: <https://www.egusd.net/District/About-EGUSD/PoliciesProceduresNotices/index.html>

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

PARENT MEETING GUIDELINES

CA Education Code 51101 and Board Policy 5020

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

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

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

Notification Process

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

Timeline:

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

Urgent Requests

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

Administration Participation in Parent/Teacher Meetings or Class Visitations

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

CONFERENCES

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

PARENTS' RIGHT TO KNOW:

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

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